



## 127th Council Meeting Minutes

January 28, 2022, 10:30 am – 4:30 pm

Held via Zoom Meeting

### Attendance:

<b>Council Members:</b> Robert Shawyer, Public (President) Chair Allison Malloy, Public Clark Wilson, RDT David Savioli, RDT Franz Yagin, RDT James Matera, RDT	<b>Council Members (cont'd):</b> Jill Langford, RDT Maged Asaad, Public Melanie Liassides, RDT Michael Sanders, RDT Poonam Singh, Public Rehan Siddiqui, Public	<b>Staff:</b> Judy Rigby, Registrar & CEO Safya Mohammed, Support Sarah Crawley, Policy Analyst (CSJ Youth) Paola Bona, Manager Registration & Exams Rose Far, Manager Policy & Strategic Projects Leanne Cheng, Manager, Professional Practice, Conduct and Regulatory Affairs
	<b>Regrets:</b>	<b>Guests:</b> Sam Goodwin, Goodwin Consulting

### 1. Call to Order.

R. Shawyer, President and Chair, called the meeting to order at 10:30 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 welcomed the district 1 elected professional members, Melanie Liassides, Franz Yagin and James (Jamie) Matera to their first Council meeting.

### 3. Approval of the Agenda

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

**Moved by:** C. Wilson and seconded by D. Savioli

**CARRIED**

During the meeting Council it was motioned: **THAT** Agenda item 9 be moved before Agenda items 7 and 8.

**Moved by:** A. Malloy and seconded by J. Matera

**CARRIED**

### 4. Conflict of Interest Declaration

None declared.

### 5. Consent Agenda

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

**Moved by:** A. Malloy and seconded by M. Sanders

**CARRIED**

### 6. Elections of Officers

The Chair appointed the Registrar to supervise the election process.

**MOTION: THAT** J. Rigby, Registrar and CEO be appointed Acting Chair during the election of officers.

**Moved by:** R. Siddiqui and seconded by A. Malloy

**CARRIED**

**MOTION: THAT** staff members Paola Bona and Sarah Crawley be appointed as scrutineers.

**Moved by:** J. Rigby and seconded by R. Siddiqui

**CARRIED**

J. Rigby reviewed the Election of Officers process with Council 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. Nominees for positions of President, Vice President and remaining Executive Committee members addressed Council.

For the position of President, R. Shawyer self-nominated and was appointed President by acclamation for a second term, J. Rigby welcomed R. Shawyer to the position of President.

For the position of Vice President there were two nominees M. Sanders (*self-nominated*) and J. Matera. The votes were tabulated and M. Sanders was elected as Vice President.

Afterwards, the elections for Executive Committee members took place.

A. Malloy self-nominated for the public position on the Executive Committee and was appointed to the Executive Committee by acclamation.



J. Matera, C. Wilson, D. Savioli and J. Langford were nominees for the professional positions on the Executive Committee. The votes were tabulated with J. Matera and C. Wilson being elected to serve on the Executive Committee.

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

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

**Moved by:** M. Sanders and seconded by R. Siddiqui

**CARRIED**

**MOTION: THAT** Council appoint R. Shawyer to continue the January 28, 2022, Council meeting as the President/Chair.

**Moved by:** D. Savioli and seconded by A. Malloy

**CARRIED**

### 6.8 Committee Slate Appointment

Council received recommendations for Council and non-Council member appointments to the Statutory and non-Statutory Committees for 2022.

**MOTION: THAT** the Committee Slate be received and approved as recommended by the Executive Committee.

**Moved by:** M. Asaad and seconded by F. Yagin

**CARRIED**

## 9. Governance

### 9.1 Annual Report

J. Rigby presented highlights of the two accountability documents that the College will submit to the Ministry of Health (MOH) and must publish on its website by March 31, 2022; the Annual Report and College Performance Measurement Framework (CPMF).

These reports demonstrate the Colleges accountability to the Public and commitment to governance and operational improvements.

### 9.2 2021 Council and Committee Year-End Evaluation

S. Goodwin, consultant, presented the 2021 Council and Committee Year-End evaluations. There was a 67% response rate for the Council evaluation which was mostly positive. Due to the anonymity of the survey, S. Goodwin was not able to follow up with members to obtain additional feedback. With the committee evaluations there were no significant issues raised and due to a low response rate conclusions could not be drawn. S. Goodwin highlighted three areas that Council may consider for 2022: Registrar mid-year performance review, governance training focused on Registrar versus Council roles and responsibilities, and format of meeting materials.

### 9.3 2022 Council Evaluation Pilot

S. Goodwin reminded Council of the new Council Evaluation process being piloted in 2022 which will not be anonymized. The new evaluation process will help identify any deficits in governance and training for Council or committee members. As the external governance advisor to the College, he will be following up with them on low scoring item(s) based on the new rating system. Council members suggested revising the agenda to focus their preparation time on priority areas. They agreed that training and on-going reviewing on the roles of Registrar and Council members should align with the College Performance Measurement Framework (CPMF) governance and modernization requirements.

### 9.4 Governance Education Modules (GEM) and Onboarding Presentation

L. Cheng summarized GEM, the predefined competency and suitability criteria for elected members, and the CPMF requirement to embed these in a pre-electoral process. By doing so the College will upgrade its "partial" rating to a "yes" in 2022. GEM will be posted on the Colleges' website allowing potential election candidates to complete the modules at their own pace and staff to record their full completion. Also, nominees will be interviewed by the Recruitment Committee to ensure they meet the predefined competency and suitability criteria. Successful nominees will be notified of their eligibility to run for election.

Following the district 1 election the newest members of Council completed GEM and informed Council that the modules were effective. All public and professional Council and Non-Council Committee members (NCCM) will be asked to complete GEM in 2022.

## 7. Management Reporting

J. Rigby presented the Q1 Financial Report for information with actuals to November 30, 2021, forecasted results to August 31, 2022 and any significant variances to budget. She reported that the College is in good financial position and



projected a forecasted surplus of approximately \$18,000 as a result of spending reductions. Despite the reduction in membership during annual renewals the College hopes to license a significant number of applicants who challenged the CADTR competency assessment launched in second half of 2021.

## 8. COVID-19 Update

### 8.1. Briefing Note - COVID-19 Updates

R. Far informed members of Council on the changes with respect to the pandemic and the new variant Omicron detected in South-Africa. Recent changes to the Directive #1 and #2 have been communicated to the professional members and the public, with updated information posted on the Colleges' website in a timely manner. The College continues to respond to enquiries received either via email or telephone. The College encourages all RDTs to be fully vaccinated.

## 10. Regulatory Program Updates

### 10.1 Applicants Webpage

P. Bona presented the newly launched Applicant page showcasing information provided on the four routes of entry to become registered with the College. With applicable links to the CADTR website for credentialing and competency assessment included as well as resources to help new applicants navigate through each route of entry. She informed Council that the Jurisprudence & Ethics exam will for the first time be virtually proctored in February 2022. Additionally, the Applicant webpage is accessible in French and English.

## 11. College Performance Measurement Framework (CPMF)

L. Cheng provided a verbal update on the CPMF Report which is an accountability document for the Ministry of Health (MOH) due on March 31, 2022. She noted that the HPRO Colleges hold weekly meetings to discuss and ask questions on the new requirements, and solution improvements on areas where gaps were identified. These meetings ensure there is consistency across the Colleges and.

## 12. Communications Strategy Update

W. Chihaluca presented on "Understanding Oral Health Public Awareness Campaign" that would meet the College Strategic Priority and the communications strategy. The project is a joint media campaign co-sponsored by the College and the Association of Dental Technologists of Ontario (ADTO) for Oral Health Awareness month. This campaign seeks to bridge the knowledge gaps on the role of RDTs, how Canadians can better understand and be proactive about their oral health, and empower them to feel confident about their smile.

To this end Council is asked to approve the campaign and expenditure which is not currently budgeted. She responded to questions about social media indicating that the College has an online social media presence with a Twitter account and would provide updates to Council at future meetings.

**MOTION: THAT** the report entitled "Understanding Oral Health" Public Awareness Campaign be received;

**Moved by:** F. Yagin and seconded by C. Wilson

**CARRIED**

**MOTION: THAT** Council approve an expense of \$7,232 for a public awareness campaign in accordance with CDTO By-laws section 4.08 (iv);

**AND THAT** Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Moved by:** J. Matera and seconded by M. Asaad

**CARRIED**

## 13. Registrar's Update

J. Rigby provided an update to Council on accountability reporting for the Ministry of Health (MOH) and CDTO's previous response on Governance Reform and Potential Burden Reduction. She indicated that a new consultation request on governance reform and modernization considerations has been received from the MOH to inform legislative development and implementation planning. The College is working on a response which is due by February 23, 2022.

**For ACTION:** Staff to email MOH letter to Council and follow-up with survey for feedback to include in response.

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

**MOTION: THAT** the Council may proceed to the in-camera session.

**Moved by:** D. Savioli and seconded by M. Asaad

**CARRIED**

**MOTION: THAT** Council rise and report to move out of in-camera session.

**Moved by:** A. Malloy and seconded by M. Sanders

**CARRIED**



**15. Next Meeting Dates**

April 21 and April 22, 2022

**16. Meeting Adjournment**

**MOTION: THAT** the January 28, 2022, Council meeting be adjourned at 4:24 pm.

**Moved by:** C. Wilson and J. Matera

**CARRIED**