



130th Council Meeting Minutes

June 24, 2022, 10:30 am – 4:30 pm

Held via Zoom Meeting

Attendance:

Council Members: Robert Shawyer, Public (President) Chair Allison Malloy, Public Asif Khan, Public Clark Wilson, RDT Franz Yagin, RDT James Matera, RDT Jill Langford, RDT Rehan Siddiqui, Public	Council Members (cont'd): Regrets: Poonam Singh, Public Maged Asaad, Public Michael Sanders, RDT David Savioli, RDT Melanie Liassides, RDT	Staff: Judy Rigby, Registrar & CEO Paola Bona, Registration & Exams Rose Far, Policy & Strategic Projects Leanne Cheng, Professional Practice, Conduct and Regulatory Affairs Wellie Chihaluca, Communications Safyia Mohammed, Minute Taker Guests: Sam Goodwin, Goodwin Consulting
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1. Call to Order.

R. Shawyer called the meeting to order at 10:30 am and completed a roll call.

2. Opening Remarks

R. Shawyer opened the meeting with a land acknowledgement, recognizing the traditional lands of Indigenous people.

3. Approval of the Agenda

MOTION: THAT the Agenda be approved as presented.

Moved by: A. Malloy and seconded by A. Khan

CARRIED

4. Conflict of Interest Declaration

None declared.

5. Consent Agenda

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

Moved by: R. Siddiqui and seconded by J. Langford

CARRIED

6. Governance Effectiveness Assessment

R. Shawyer presented the results of Council's evaluation of its April 22, 2022 meeting. Council was reminded that the new evaluation process is a good governance practice. The results provide feedback on the effectiveness of Council meetings and, address and identify opportunities for improvement. Although no major issues had been identified, the Chair encouraged members to provide details for areas identified as "needs improvement" to facilitate change. Council members were invited to take advantage of professional development opportunities offered by the College.

7. Governance

Governance Refresher Presentation

J. Rigby gave a presentation on the importance of effective governance and the process and tools by which organizations achieve it, including a well-designed framework and evaluation measures. Governance effectiveness is one of several core functions of Council, others being strategy, risk management, financial oversight and recruitment and retention of a CEO. The College Performance Measurement Framework (CPMF) has set criteria for College's to implement in the areas of competencies, recruitment, orientation, and evaluation of Council members which support effective governance. She commended Council for working on and supporting many governance initiatives that are on today's meeting agenda and ended the presentation by stating that an engaged Council working within a strong governance framework will ensure that CDTO has the level of oversight needed to meet regulatory requirements and fulfill its mission efficiently and effectively.

7.1. Governance Work Plan

L. Cheng presented on the Governance work plan which consolidates projects approved by Council since 2021, and includes any initiatives identified by the College Performance Measurement Framework (CPMF) and reform considerations from the Ministry of Health (MOH). Council was reminded of the motion that was made at its April 2022 meeting to revise the By-Laws for governance reform changes that would not require changes to the legislation.



Some of the initiatives to improve governance effectiveness that were highlighted include:

1. Improving the Eligibility for Election criteria, ensuring that registrants who are elected to Council have the knowledge, skills and judgement necessary for the role; and
2. Developing a Risk Register, an essential component to mitigating risks, both internally and externally, that may impact the ability of Council to fulfill its mandate and to ensure that risk foresight and mitigation is integrated into the College's strategic planning and operations.

7.2. Risk Register/Risk Management Framework

J. Rigby updated Council on the work in developing the risk register and discussed next steps in the process. The risk descriptions and impact statements that will be the focus of review and discussion at a dedicated risk management workshop were shared. Council takes an active role in setting its own risk tolerance which will be used in establishing the risk register and necessary mitigating strategy. The next step would be to determine, through staff and Council consensus, the ranking of the risks and which ones will have the greatest impact.

7.3. Elections Update

W. Chihaluca provided Council with an update on the District 3 elections that will be held on November 17, 2022. The CMPF requirement, outlined in the Governance domain, requires registrants to meet pre-defined competency and suitability criteria, and attend an orientation prior to being eligible for election. These criteria are being assessed by the Recruitment Committee and through the College's new Governance Education Modules. The communications process and the newly improved Elections page, which shows the timeline and deadlines of the election's pieces, were highlighted.

F. Yagin left the Council meeting at 11:52 am.

8. Strategic Plan

8.1. Strategic Plan Monitoring Report

R. Far updated Council on the Strategic plan approved at the Council's January 2021 meeting, covering Standards of Practice, regulatory disruption, DEI, and amalgamation/collaboration. Under the standards she provided updates on the Unified COVID-19 documents and the on-going work with other oral health Colleges. She turned the presentation over to L. Cheng to cover Regulatory disruption i.e., Illegal practices. She went over the high-level process the College takes when investigating an unauthorized practice where there is no RDT or dentist supervising the lab. Questions from Council on the budget for regulatory disruptions is, and how the College actively investigates and finds illegal practices were answered effectively.

J. Rigby covered the DEI part of the monitoring report for Council. She briefly went over the work being done by HPRO and the availability of the tools being developed by all the regulatory Colleges. She highlighted the work on EDI undertaken by the Canada Summer Jobs youth.

8.2. Briefing Note - COVID-19 Updates

R. Far presented updates on COVID-19 highlighting the downward trend of COVID-19 cases and the different mediums that the Colleges utilizes to keep the public and RDTs informed. She went on to discuss the May 3, 2022, meeting of the OHC members and health professionals panel on fallow time requirements. The recommendations were that there be no changes to the current fallow times. She answered questions regarding Directive 1 which was revoked and on the wearing of masks by patients entering labs who don't have COVID-19 and indicated that the updated Guidance document will be posted to the website.

9. Regulatory Framework

9.1. Briefing Note – Fee Policy

P. Bona informed Council that, as a result of the decision to prorate the Initial Registration fee for applicants who registered January 1, 2022 and onwards, 50% or 10 of 20 eligible candidates became registered. Based on the principle of fairness and to reduce barriers to registration, a recommendation was made to continue the practice by establishing a new policy.

MOTION: THAT Council approve an on-going fee policy change for initial registration fees.

AND THAT the General Certificate of Registration fee for new Registrants be prorated on a quarterly basis.

AND THAT the fee policy change takes effect September 1, 2022.

This Motion was deferred as quorum wasn't met at the time of the agenda item being discussed.

Voted when Quorum was met at 2:13 pm

Moved by: A. Khan and seconded by R. Siddiqui

CARRIED



9.2. Briefing Note – Regulatory Assessment Tool and Policies Update

9.2.1. Appendix I – Policies and Reference Materials – Work in Progress

R. Far presented and provided updates on the Regulatory Assessment tool project and the College's operational policy work. She noted that the regulatory assessment tool is a systematic approach to assessing proposed and existing regulatory measures while incorporating risk-based and right-touch principles as well as Equity, Diversity, and Inclusion (EDI) lens in its methodology. The outcome of the tool is to assist the College on its decision-making process regarding regulatory and non-regulatory changes and to aid staff with policy making. She thanked the CSJ youth on the work done on the regulatory assessment tool.

9.3. Bill 106 Consultation Letter CDTO

J. Rigby briefly went over Bill 106 which was expeditiously enacted prior to the provincial election. The College responded to the consultation providing feedback on Canadian experience, language proficiency, timeliness of registration decisions and emergency class. The College also raised concerns that the language proficiency testing requirement may create a barrier to applicants not coming through Immigration, Refugees and Citizenship Canada.

10. Financial and Management Reporting

10.1. 2021/2022 Q3 Financial Monitoring Report

J. Rigby presented on the budget process which covered the fiscal year for the College, which is September 1 to August 31. She elaborated on the roles and responsibilities of staff and Council to ensure good financial health of the College. The objective of the annual budget is to support the achievement and ongoing improvement of regulatory programs. By reporting actuals and forecasting the results to August 31 management is implementing mitigating strategies to minimize unfavourable variances to the budget. She concluded by that the College would end the fiscal year in a surplus position.

10.2. Briefing Note 2022-2023 Budget and Fee Schedule Approval

J. Rigby provided an overview of the annual financial cycle, the objectives, principles and development of the annual budget. The budget assumptions which included pressures and opportunities for the College were reviewed in detail along with multi-year registration and significant expenditure projections. The 2022-2023 Operating budget which was carefully reviewed by the Executive Committee has total operating expenditures of \$1,034,326 funded primarily through registration fees after the CPI increase of 5.7%. She reviewed the status of the Strategic Initiative Project budget, noting that additional funding is not being requested. She stated that the College is in a healthy net asset position.

MOTION: THAT the report entitled "2022-2023 Budgets and Fee Schedule Approval Report" be received.

AND THAT the Council approve the 2022-2023 Operating Budget and Fee Schedule (Schedule 5 to the By-laws) as recommended by the Executive Committee;

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

Moved By: C. Wilson and seconded by J. Matera

CARRIED

11. College Performance Measurement Framework (CPMF)

11.1. Briefing Note – CPMF 2022 Work Plan

L. Cheng informed Council that on March 31st, 2022 the College posted the completed 2021 CPMF report to the website and submitted a copy to the Ministry of Health. The Report was approved by the Executive Committee and circulated to Council prior to submission. The College self-reported with Yes, Partial or No on its ability to demonstrate 50 pieces of evidence. The results were Yes to 38, Partial to 9 and No to 3. The next steps were to establish a work plan to improve the College's performance against the Ministry's expectations. The Work Plan identifies priorities in a subset of areas but does not prevent the College from initiating improvements in other areas should opportunities for collaboration arise.

12. Communication Strategy

12.1. Oral Health Awareness Campaign

W. Chihaluca provided an analysis of projects undertaken in the first quarter of 2022 to achieve the College's commitment to transparency, engagement, and public awareness. The presentation reviewed the analytics and measures of success as outlined in the 2019-2022 Communications Strategy. She spoke on the launch of the "Understanding your Oral Health Campaign", a collaboration with the ADTO, published in print in the Toronto Star and online on healthinsight.ca. She went over the analytics for the website and social media communications. The outcome of the analytics identified that the medium to engage with RDTs was through videos.



13. Registrar's Report

J. Rigby provided a verbal update to Council on the work being done by College's staff towards modernization. She mentioned her work with HPRO and the EDI Working Group. Concerns were made about the period of time to keep bios for Council members on the website and Council meetings recordings on the College's YouTube Channel. After thorough discussion Council members agreed with the recommendations that Council recordings will remain on YouTube for one year. She also noted that videos can be made private and access limited to those provided with the link.

She further went on mention the upcoming Annual General meeting (AGM) for CADTR and congratulated P. Bona and E. Hodgetts on their work on the CADTR budget and accounting. She informed the Council of her request to invite R. Revell, Registrar at CDTBC, to present at the next Council meeting on amalgamation.

Finally, she asked the Canada Summer Jobs Youths to introduce themselves to the Council and thanked them for their contributions to the various departments they are assigned. Council welcomed them to the team.

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

MOTION: THAT the Council may proceed to the in-camera session at 3:03 pm.

Moved by: R. Siddiqui and seconded by C. Wilson

CARRIED

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

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

CARRIED

15. Next Meeting Dates

September 23, 2022

16. Meeting Adjournment

MOTION: THAT the June 24, 2022, Council meeting be adjourned at 3:16 pm.

Moved by: C. Wilson and seconded by R. Siddiqui

CARRIED