



131st Council Meeting

Date: September 23, 2022

9:00 AM – 12:00 PM

Hybrid Meeting

Attendance:

<p>Council Members:</p> <p>Robert Shawyer, Public (President) Chair Allison Malloy, Public Asif Khan, Public Clark Wilson, RDT Franz Yagin, RDT James Matera, RDT Jill Langford, RDT Poonam Singh, Public Rehan Siddiqui, Public</p>	<p>Council Members (cont'd):</p> <p>Regrets: Michael Sanders, RDT, Vice President David Savioli, RDT Melanie Liassides, RDT</p>	<p>Staff:</p> <p>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 Griffin O'Handley, Communications</p> <p>Guests:</p>
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1. Call to Order.

R. Shawyer called the meeting to order at 9:00 am and J. Rigby completed a roll call. They both acknowledged the College's first in-person hybrid meeting of Council and welcomed members joining in-person and online.

2. Opening Remarks

R. Shawyer recognized the traditional lands of Indigenous people with a land acknowledgement. He also acknowledged the outgoing public appointee, Maged Asaad, on his contributions to the College and thanked newly Retired and Resigned RDTs for their dedication to the dental technology field.

3. Approval of the Agenda

MOTION: THAT the Agenda be approved as presented.

Moved by: A. Malloy and seconded by P. Singh

CARRIED

4. Conflict of Interest Declaration

None declared.

5. Consent Agenda

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

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

CARRIED

6. Governance Effectiveness Assessment

R. Shawyer presented the results of the June 24, 2022 Council meeting evaluation which had a 75% response rate. The results provide feedback on the effectiveness of Council meetings and to address and identify opportunities for improvement. Staff were directed to review the comments and implements changes as needed. R. Shawyer invited members to bring forward additional comments to him or J. Rigby for review by the Executive Committee.

ACTION ITEM: Staff to survey earlier start times for the Council meetings in 2023 and to include the summaries of decision items in the Council agenda for easier review.

7. Governance

7.1. Council Workshop-Sept 22, 2022

R. Shawyer provided an overview of the items discussed at the workshop; the Strategic plan, and EDI and Belonging presentations. As part of the EDI-B presentations, Council reviewed and updated the College's Land Acknowledgement. Council found this work to be impactful and learnt a lot from the presentations and discussions. R. Shawyer invited feedback on how best to incorporate the EDI-B outcomes with the College's Strategic plan going forward.

R. Shawyer also gave an overview of the presentation by R. Revell, former Registrar of the College of Dental Technicians of British Columbia, on the amalgamation of the Oral Health Colleges in British Columbia which came into effect September 1, 2022. The regulators are now known as BC College of Oral Health Professionals (BCCOHP).



Council and stakeholders in attendance were reminded that CDTO had undergone discussions with the other oral health Colleges in Ontario towards a voluntary amalgamation. There was an inquiry on why amalgamation was no longer being pursued. This was explained to be the result of the College of Dental Hygienists of Ontario (CDHO) needing to focus their resources on other priorities. It was clarified that the oral health Colleges continue to collaborate on other initiatives such as the COVID-19 guidance. R. Sawyer thanked Council on their attendance at the workshop and for their engagement.

7.2. Briefing Note Governance - By-Law Revisions: Phase One

L. Cheng updated Council on the By-law revisions which was supported by Canada Summer Jobs youth, Persia Ciadat and Heta Chaudhari. The proposed changes largely center around governance modernization and housekeeping. Council was updated on the steps to reviewing the By-Laws which included an environmental scan of the By-Laws of other regulatory health colleges and a review by legal counsel, Erica Richler. The Executive Committee approved the draft By-Laws on September 13, 2022 and recommended that Council also approves them for public consultation.

MOTION: THAT Council approved the draft By-Laws of Phase One for public consultation.

Moved by: A. Malloy and seconded by F. Yagin

CARRIED

7.3. Elections – District 3

W. Chihaluca provided an update on the District 3 elections that will be held on November 17, 2022. As part of the College's commitment to increasing diversity in voices and experiences on Council, a lunch and learn session will be held on September 29th for the women in District 3. The Recruitment Committee will also be holding interviews to assess new candidate against pre-defined competency and suitability criteria. This process is being piloted in response to the expectations of the College Performance Measurement Framework (CPMF). CPMF also requires electoral candidates to attend an orientation prior to being eligible for election which is being met through CDTO's Governance Education Modules.

W. Chihaluca thanked G. O'Handley, a Canada Summer Jobs youth, for creating graphics and content for the elections process which has been posted to CDTO's social media and website.

8. Strategic Plan

8.1. Strategic Plan Monitoring Report

J. Rigby presented on the Strategic plan, which is managed and planned around the calendar year done so that it coincides with the election and/or appointments of Council members ensuring that they see the full benefit of their and the College's work towards achieving the Strategic plan. The College has progressed or completed almost sixty (60) initiatives towards its Vision. These initiatives have been in the areas of governance, transparency and communications, standards setting and best practice regulations. The Strategic projects are not limited to provincial collaboration achievement but also far reaching with the College leading initiatives that benefits all health professions across Canada.

R. Far provided an update to the Standards of Practice project. The alignment of the Unified COVID-19 guidance with the on-going work with other oral health Colleges (OHC), and the OHC expert panel consultation on fallow times was discussed. It was mentioned that work on the Standards framework which would be exploring right tough regulation and risk-based approaches, and that the Supervision and RDT Stamp standards were in draft.

L. Cheng provided an update on the Regulatory Disruption project. Council was reminded of a previous presentation which detailed the steps that the College takes when investigating unauthorised practice. A current case of unauthorized practice has created an opportunity for CDTO to work with the College of Denturists of Ontario (CDO) to educate their registrants about the RDT's role and on sourcing from authorised dental laboratories.

J. Rigby updated on the EDI-B project noting that moving forward EDI needs to be part of the fabric of the College. J. Rigby is the Chair of HPRO's Anti-Bipoc racism group and highlighted their work in advancing equity and anti-racism in the health profession regulations, and the collaborative work with the Colleges in aligning with HPRO's Anti-Bipoc Racism project, its equity impact assessment and exploration of race-based data. Council will continue to be updated on the progress of the working group, and on the continuing education of Council focusing on EDI-B.

8.2. 2023 Strategic Plan Timeline

J. Rigby updated Council on the work to develop the Strategic plan for 2023 which started back in 2021 with the outcomes of a learning and engagement workshop. This engagement focused on all stakeholders and included Council



discussions. Council was informed of a Strategic plan survey being circulated which would result in a draft Strategic plan being brought back to Council by April 2023. CDTO will also be utilizing the Citizen's Advisory Group (CAG) to engage the Public on the strategic priorities.

8.3. Briefing Note – COVID-19 Update

R. Far presented updates on COVID-19, highlighting the downward trend of COVID-19 cases and vaccination status which has slightly improved since last Council update. Council was updated on Directive I with its new guidelines for health settings as of June 11, 2022. CDTO in partnership with other oral health colleges have updated their common COVID-19 guidance documents to reflect the findings of stakeholder consultations. CDTO's guidance was revised on June 30 and August 3, 2022. Changes include rescinding fallow times and a recommendation that suspected or confirmed COVID-19 patients be scheduled for the end of day to decrease the risk to other patients. An extensive COVID-19 FAQ for RDTs was developed to further support RDTs in their practice setting.

8.4. Briefing Note – Standards Framework

R. Far informed Council on the standards framework project which was first introduced in 2016. The College conducted environmental scans, gap analysis, and researched national competencies, specifically the professionalism competency from the ADT project in 2019. The results identified a need to revise the standards framework and move away from the prescriptive, task-oriented standards. The revised standards will be based on right-touch and risk-based principles that utilise ethical principles including EDI i.e., cultural competency in the delivery of care for RDTs. The next steps will be to finalize the standards framework through consultation with RDTs, external stakeholders, the public and legal counsel. A draft will be brought to Council for approval and a revocation of the current standards sought.

9. Regulatory Framework

9.1. Initial Registration Fee Policy

P. Bona presented the Initial registration fee policy and noted that Council had approved the on-going fee policy change for quarterly proration of initial registration fee at its last Council meeting. The Registration committee reviewed and approved the draft policy and is recommended that it be brought to Council for approval. The policy's purpose is to address the change in the credentialing and examination programs, now the responsibility of CADTR since 2021, which resulted in candidates being eligible to apply to the College several times a year rather than the historical September 1 date. This fee policy change allows the College to pro-rate registration fees for new registrants on a quarterly basis instead of mandating the full registration fee regardless of the time of registration. This demonstrates the College's commitment to fair and equitable practices for new registrants and improving public protection by increasing access to licensed dental technologists. It also contributes to the College's financial sustainability.

MOTION: THAT Council approve the Initial Registration Fee Policy;
AND THAT the fee policy change takes effect September 1, 2022.

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

CARRIED

9.2. RDT Stamp Consultation

J. Rigby presented and updated Council on the efficacy of the physical RDT Stamp, including the need to raise more awareness about it. The College has decided to reduce the environmental impact of the stamp by extending its expiration date to 2 years, previously being 1 year. This decision came through discussions with the stamp manufacturer about how technology has improved the number of uses per Stamp and thus its longevity. The College, as part of its outreach and building awareness campaign, is educating stakeholders about the public register, and working with other regulators to improve education and professional standards around our shared scope of practice. A survey is being circulated to RDTs to gather feedback on the stamp with a closing date of September 23, 2022.

ACTION ITEM: Staff to collate the feedback from the RDT Stamp survey and report to Council.

10. Financial and Management Reporting

10.1. Financial Report to August 31, 2022 (unadjusted)

J. Rigby begins the presentation of the unadjusted Financial Report to the Council by reaffirming the importance of oversight in meeting the public interest mandate. J. Rigby follows with an explanation to the Council of what this unadjusted report means in relation to the third-party audit. Council had no questions on Management Reporting.



10.2. Pre-Audit Communication 2021-2022

J. Rigby informs the Council that the third-party auditing firm Hilborn LLP has been retained for the annual cycle. It is explained that more controls have been put in place (evaluation and monitoring) since the last cycles to ensure quality assurance. J. Rigby then highlights the relationship between the auditor and Council while reviewing the briefing note. Council had no questions on the Pre-Audit Communication.

10.3. Evaluation of Auditor Independence and Effectiveness

J. Rigby informed Council that the Executive Committee received the pre-engagement letter from the Auditors. The Executive Committee has completed the 2020-2021 Annual auditor evaluation and expressed no concerns. It was highlighted that the Auditors were professional in their communications between the Committee members and staff. The Executive Committee is now moving forward with the 2021-2022 assessment of the auditors.

The Auditors completed an audit of the 2021-2022 Financial Statements for the College and has expressed an unqualified or "clean" opinion that the Financial Statements present fairly, in all material respects, the financial position of the College.

MOTION: THAT the Council receive the Executive Committee's report on Hilborn's independence and effectiveness for the fiscal year ended August 31st, 2021 audit;

AND THAT the Council approve that the Executive Committee conduct an annual assessment of the Hilborn's independence and effectiveness for the 2021 – 2022 audit.

Moved By: D. Savioli and seconded by A. Khan

CARRIED

11. Communications Strategy

11.1. Communications Update

W. Chihaluca, presented on the communication updates since the last Council meeting in. The Summer edition of the Bridge was released in June to 492 RDTs with announcements of District 3 elections and the ability for RDTs to select "unspecified" for their gender. This edition of the Bridge had an open rate of 74% with a click rate of 5.7%. A template was created by G. O'Handley, CSJ youth, to support CDTO staff in sharing content on LinkedIn.

The results of the RDT Stamp Modernization consultation survey, which was distributed to nearly 500 RDTs, had a response rate of 20%. This is a high response rate based on industry standards. An update was also provided on the communications for District 3 which saw 13 of the eligible RDTs downloading the election package. The College will be attending the upcoming Spectrum Day in October 2022, which is an event attended by oral health professionals across the country. There were suggestions from Council members to add more mental health education pieces to the Bridge and add the College's LinkedIn to the website.

12. Registrar's Report

J. Rigby provided an update to Council on the work done by College's staff towards modernization. CDTO's collaborative efforts with HPRO and the Anti-Racism Working Group, with the College's work in the regulatory programs and corporate activities highlighted. J. Rigby shared news of Richard Steineke's approaching retirement. Richard is a lawyer from SML, the legal firm used by the College, and is a respected leader in regulatory law. The Registrar's report for the December meeting of Council will be a written report and will be part of the consent agenda.

13. Next Meeting Dates December 16, 2022

13.1.2023 Proposed Council Meeting Dates

ACTION ITEM: Staff to circulate the proposed dates to all Council members via email so that those not in attendance can provide feedback.

14. In-Camera Session - Pursuant to Section 7(2)(b) of the HPPC None.

15. Next Meeting Dates

December 16, 2022

16. Meeting Adjournment

MOTION: THAT the September 23, 2022, Council meeting be adjourned at 12:14 pm.

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

CARRIED