



132nd Council Meeting

Date: December 16, 2022

10:30 AM – 4:00 PM

Virtual Meeting

Attendance:

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

1. Call to Order.

J. Rigby reported that in the absence of R. Shawyer, President, that S. Goodwin would chair the 132nd Council meeting. S. Goodwin provided an introduction on his role as a neutral chair, called the meeting to order at 10:30 am and welcomed Council members and staff to the meeting and all those watching the meeting via YouTube.

J. Rigby conducted the roll call.

2. Opening Remarks

F. Yagin offered the land acknowledgement for the College recognizing the traditional lands of Indigenous people. J. Rigby introduced P. Baxter to present on "Indigenous Peoples in Canada, an Introduction to CDTO's Council". P. Baxter went through the steps the College has and is taking in advancing their knowledge on the Indigenous peoples of Canada and her collaborative work with Council at their workshop held on September 22, 2022, to revise the College's Land Acknowledgement.

3. Approval of the Agenda

MOTION: THAT the Agenda be approved with a change to move agenda items 8.3 and 8.4 before item 8.1 to ensure agenda items with Motions have quorum.

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

CARRIED

4. Conflict of Interest Declaration

None declared.

5. Consent Agenda

The Chair reminded Council that if they wished to have a discussion on any of the items in the Consent Agenda, the item(s) would be removed and discussed. There were no items moved from the Consent Agenda for discussion.

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

Moved by: M. Sanders and seconded by J. Matera

CARRIED

6. Governance Effectiveness Assessment

6.1. Council Meeting Evaluation – September 23, 2022

S. Goodwin presented the results of the September 23, 2022, Council meeting evaluation which had a 90% response rate. The results provide feedback on the effectiveness of Council meetings and to address and identify opportunities for improvement. Staff were asked to review the additional comments regarding IT and explore solutions for improvement. Council members were reminded that they can contact him with questions and feedback directly.

6.2. Council Annual Performance Evaluation Survey

S. Goodwin provided the Council with a recap on the 2022 annual Council Member Self-Evaluation process whereby Council evaluates itself as governors individually and collectively. The input will inform us what continuous process improvement actions the Council wants to take in 2023 to become more effective governors, including education and training.



7. Financial Report

7.1. Briefing Note – Financial and Management Report

J. Rigby presented to Council the Statement of Operations for the fiscal year ended 2021-2022 and major variances against the approved budget. She reported that the College ended the fiscal year with an in-year operating surplus of \$25, 883 before expenses for strategic projects, which was driven by underspending, cost savings and a change in accounting policy. Council was reminded that it approved a balanced budget for 2021 – 2022 and the College achieved a total operating surplus against budget of the same amount.

It was reported that the College spent \$28,246 of the approved carryforward amount of \$187,470 for strategic projects by August 31, 2022. During the fiscal year the Executive Committee approved reallocation of \$7,149 from regulations initiatives to cover overspending in closed projects. Council was reminded that the strategic projects are funded by internally restricted net assets and not from in-year registration fees.

J. Rigby presented the 2021-2022 Draft Audited Financial Statements, recommended for approval by the Executive Committee. It was reported that the auditors expressed an unqualified opinion that the financial statements present fairly, in all material respects, the financial position of the College. Their post-audit communication to the Executive Committee reported no concerns with the College's financial processes and internal controls. In fact, it was one of the most efficient client audits performed and with no accounting adjustments.

MOTION: THAT Council accept the auditor's report and letter to management and approve the draft audited Financial Statements of the College of Dental Technologists for the fiscal year ending August 31, 2022.
AND THAT Council authorizes staff to issue the final audited Financial Statements for the fiscal year ended August 31, 2022, upon receiving the Independent Auditors Report.

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

CARRIED

7.2. Briefing Note – Evaluation of Auditor Independence & Effectiveness

J. Rigby reported on the annual assessment report completed by the Executive Committee after conducting an evaluation of the auditor's effectiveness and independence during the 2021-2022 audit. The Executive Committee was satisfied with the audit scope, timing, process and auditor communication with its members and staff. Based on their evaluation the Committee recommended that an annual assessment be conducted, instead of a comprehensive assessment, for the 2022 -2023 audit cycle.

MOTION: THAT Council receive the 2021-2022 Annual Assessment report and authorize the Executive Committee to conduct an annual assessment of Hilborn's independence and effectiveness for the 2022-2023 audit.

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

CARRIED

8. Governance

8.3 Governance Policy

8.3.1 Terms of Reference (TOR)

J. Rigby presented to Council the outcomes of each Committees annual review of their ToRs. It was reported that only the Executive Committee ToR was revised for general housekeeping and to include its responsibility to:

- ensure the independence of the external auditor through an annual evaluation,
- review the Registrar/CEO compensation policy,
- monitor the quarterly financial results.

Once approved by Council the revised ToR will be effective January 1, 2023.

MOTION: THAT the Council receive the Executive Committee's recommendations to revise its TOR and issue a decision to (b.) approve them with minor modifications made by staff,

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

CARRIED

8.3.2 Honoraria and Reimbursement of Expenses Policy

J. Rigby presented on the proposed revisions to the Honoraria and Reimbursement of Expenses Policy to increase the mileage reimbursement rate from \$0.40 per km to \$0.61 per km for mileage more than 40 km one way. The policy change would apply to Council, committee members, staff, and paid volunteers. The proposed rate increase reflects the outcome of an environmental scan of over 19 HPRO Colleges and the CRA mileage reimbursement rate. The Executive Committee reviewed and recommended that Council approve the policy change.

MOTION: THAT Council approve the updated mileage reimbursement rates as recommended by the Executive Committee.



Moved by: A. Malloy and M. Liassides

CARRIED

D. Savioli left the meeting at 12:45 pm.

8.4 Briefing Note-By-Laws Amendments

L. Cheng presented on the proposed By-Law changes for governance modernization and housekeeping. Changes include updates to terminology that clarify the role of the regulator and its governance structure (e.g., Council to Board of Directors, member to registrant), gender inclusive language, and new processes to strengthen governance. The By-Laws were circulated to stakeholders for a 60-day consultation period, closing on November 27, 2022. Of the 12 respondents, who are all RDTs, 11 agreed with the changes proposed in the By-Laws. There was also positive feedback for gender inclusive language. Based on this feedback, the Executive Committee approved the proposed By-Laws with no changes on November 30, 2022 and recommended that Council do the same. Council was informed that if the By-Laws were approved, it would be posted to the website and a Communications plan developed for its implementation.

MOTION: **THAT** Council approves the By-Laws of Phase One as presented,
AND THAT the changes take effect on December 16, 2022

Moved by: M. Sanders and seconded by M. Liassides

CARRIED

8.1. Strategic Planning 2018-2022

R. Far provided an update on the status of the current strategic projects which include Standards of Practice, Regulatory Disruption, DEI, and Amalgamation/Collaboration. The high-level results and statistics from the RDT Stamp Modernization consultation (see [Appendix I of item 1.1.1](#) for more details) were presented and the outcome of which will inform the future direction of the college on this form of authentication. In terms of COVID-19, the college continued to actively monitor the landscape to ensure that we are responsive to environmental changes and health authorities' directions. Since the last Council meeting, no revisions or updates to CDTO's COVID-19 guidance have been made. The College continues to advance the strategic priority of regulatory disruption, focusing our resources on curtailing unauthorized practice through the courts.

J Rigby provided an update on the DEI project, focusing on education and training provided for staff and Council members on DEI and Indigenous Truth and Reconciliation and the successful Health Profession Regulators of Ontario (HPRO) grant funding announcement, see details in item 8.1.1. R. Far concluded the presentation by highlighting several initiatives under the Collaboration project completed or in progress with system partners nationally and provincially.

8.2.1 HPRO Announcement Anti-Racism Project

J. Rigby announced that under the Government of Canada's Community Support, Multiculturalism, and Anti-Racism Initiatives (CSMARI) program, HPRO was awarded \$88,000 in grant funding to advance equity and anti-racism in health profession regulation (page 106 of Council package). HPRO has retained a consultant to manage the project deliverables, including stakeholder consultation and the development of the Equity Impact Assessment (EIA) tool which can be used to assess whether College existing practices and policies are discriminatory or pose barriers to racialized minorities, and inform future policy development. The majority of project deliverables are anticipated to be completed by March 31, 2023.

8.2. Strategic Planning 2023

R. Far presented on the 2023 Strategic Planning process, deliverables, and timeline. She provided an update on the internal and external stakeholder engagement carried out to date and provided the results of the external stakeholder consultations conducted through two online surveys. This was the first time that the College engaged with the Citizen Advisory Group (CAG) to seek more targeted public input. In response to a question asked by a Council member, R. Far explained that the CAG survey included more public focused terminology, content, and additional questions to determine their level of awareness about the profession of dental technology. The response rate for both surveys was very good, and the feedback aligned closely with the Council's feedback at the September 2022 strategic planning workshop. She satisfactorily answered questions from Council members.

R. Far concluded the presentation by noting that the [updated item 8.2](#) presentation which now includes the CAG survey results is available on the website.

Sam Goodwin left at 1:21 pm. Mike Sanders, Vice-President continued as Chair for the remainder of the Council meeting.

8.5 Elections Update

W. Chihaluca provided Council with an update to the 2022 District 3 Elections. A new eligibility process for election was piloted to include completion of the Governance Education Modules (GEM) and a candidate interview with the Recruitment Committee



to assess competency criteria. The College received three nominations with two being eligible to stand for elections. A formal election did not take place and the two candidates, Jill Langford, and William Van Evans, were appointed to Council by acclamation starting January 2023. In response to a question from Council about whether the additional requirements deterred registrants from the nomination process, W. Chihaluca reported that there was an increase in the number of nominees to available positions then in the previous election.

9. College Performance Measurement Framework (CPMF)

9.1. Briefing Note – CPMF

L. Cheng provided an overview of the CPMF Reporting Tool that was launched in 2020. Colleges report on their calendar year performance with a deadline to complete the report by March 31st of the following year. Each year, the Ministry of Health reviews the CPMF Reporting Tool and makes changes to the metrics as necessary. In 2020 there were 38 pieces of evidence to demonstrate excellence as a regulator and in 2021 this increased to 50 pieces of evidence. CDTO's performance against CPMF improved from 2020 to 2021. The 2022 CPMF Tool has not been formally launched by the Ministry, however, Colleges received a tentative version during the soft launch in October. This year, there continues to be 50 pieces of evidence, however, eight pieces of evidence are now classified as benchmarked evidence. Colleges are expected to meet benchmarked evidence or provide detailed implementation plans on how they will achieve it.

L. Cheng shared information about the annual meeting with the Ministry to report on CDTO's work in the System Partners domain. At that meeting, the Ministry provided feedback on CDTO's 2021 CPMF Report recognizing that out of the 50 pieces of evidence, there were only three that the College had not met on any level. The Ministry was pleased to share that there were no areas of misalignment in CDTO's Report. The Ministry also commended the College on the high level of detail provided in its response on how it uses policies and processes to govern the disclosure of, and requests for information. Once Staff complete the 2022 CPMF Report, it will be brought to the Executive Committee for approval and circulated to Council for feedback prior to publishing. This process was adopted last year as CDTO does not typically hold Council meetings between January and April.

10. Communications Strategy

10.1. Communications Update

W. Chihaluca presented on the Communication and Stakeholders Relations activities from September - December 2022, highlights which include:

- Additions to the Fall 2022 publication of the Bridge included listing the individuals who have been administratively suspended and highlighting the professional obligation of registrants to keep the Public Register current.
- Analytics on registrant engagement by reviewing the open and click rates for the Fall 2022 Bridge, which showed an expected decrease in open rates from 366 to 329 and an increase in click rates from 6.1 to 6.3, due to the inclusion of the strategic plan consultation.
- The College's positive experience at Spectrum Day, October 28th, 2022 at which new pamphlets on the various routes of entry to registration were released.
- Analytics on public engagement for the College's social media channels, Twitter and LinkedIn, and the types of posts that received the most engagement. Council was reminded that this was the College's first year on social media and the learnings will be translated into improvement goals.

In response to a question from the Council, it was explained that the click rate is the number of individuals opening the newsletter divided by the number of individuals who click a link within the newsletter.

11. Registrar's Report

J. Rigby highlighted the work of the College and changes in the regulatory environment since its last Council meeting held on September 23, 2022, which included the:

- Pilot of new eligibility requirements for professional member elections that comply with the CPMF
- Bill 106 regulations which will be drafted and brought to Council in 2023 in order of priority set by the MOH which are:
 - Emergency Class of Registration to be enacted August 2023
 - Registration decisions timeline to not exceed 30 days from receipt of a complete application by the Registrar or by referral of the application to the Registration Committee
 - Use of English or French language proficiency testing that is approved under the Immigration and Refugee Protection Act, or other tests that we currently rely on if the preceding tests have not been taken



- Restrictions on use of Canadian experience as a condition for registration.
- Focus and outcomes of the System partner meeting with the MOH to review the Colleges 2021 activities, and an update of the Colleges 2022 activities and initiatives with George Brown College Program Advisory Committee, Health Profession Regulators of Ontario Anti-Racism Steering Committee, the Canadian Alliance of Dental Technology Regulators (CADTR) national dental technology strategy post oral health colleges amalgamation in B.C., and the Ontario Oral Health Colleges (OHC)
- Corporate initiatives to achieve fully remote work by December 2023, IT cloud solutions and Cybersecurity actions.
- Challenges faced with declining number of registrants during the 2022 – 2023 renewals and uptake of registrants completing the CADTR Credential and Assessment program.
- Positive communications and engagement with registrants at the Association of Dental Technologists of Ontario (ADTO) annual gala and annual general meeting
- Professional development undertaken by staff including attendance at CNAR, in-person and virtually.

The verbal update was concluded by thanking outgoing professional Council member C. Wilson and Staff for all their hard work and contributions at Council and Executive Committee meetings. It was communicated that the written Registrar's report would be appended to the Council meeting materials on the website.

12.2023 Committee Slate

12.1. Information regarding Council and Committees and 12.2 Committee Preference Surveys online

J. Rigby provided information on the Committee appointment process that will take place in January, 2023. Council members were reminded of their responsibility to serve on one or more of the College's statutory and non-statutory Committees. A Committee preference survey would be sent out after the meeting asking Council members to indicate their Committee preference, and eligibility to serve on the Committee and anticipated contributions.

13. Recognition of Outgoing Council Members

M. Sanders thanked M. Asaad and C. Wilson for all their contributions to the effective governance of the College and for their time on the Council. He also congratulated J. Langford, professional member on being re-elected and W. Van Evans as the newly elected professional member of the Council for District 3.

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

15. Next Meeting Dates

January 27th

April 27th – Workshop

April 28th

June 23rd

September 28th – Workshop

September 29th

December 15th

16. Meeting Adjournment

MOTION: THAT the December 16, 2022, Council meeting be adjourned at 2:43 pm.

Moved by: M. Sanders and seconded by C. Wilson

CARRIED