



135th Board Meeting Minutes

Date: June 23, 2023, 9:00 AM – 12:00 PM (Virtual)

Board of Directors:

James Matera, RDT, Chair
Michael Sanders, RDT, Vice-Chair
Abena Buahene, Public
Jill Langford, RDT
Melanie Liassides, RDT
Allison Malloy, Public
David Savioli, RDT
Rehan Siddiqui, Public

Board of Directors:

William (Bill) Van Evans, RDT
Asif Khan, Public

Regrets:

Poonam Singh, Public
Franz Yagin, RDT

Staff:

Judy Rigby, Registrar & CEO
Safyia Mohammed, Support
Paola Bona, Registration and Examinations
Rose Far, Policy and Strategic Projects
Leanne Cheng, Professional Practice,
Conduct and Regulatory Affairs

Guest(s):

Erica Richler, SML Co-Managing Partner
Jordan Glick, GlickLaw

1. Call to Order.

The Chair, J. Matera, called the 135th Board meeting to order at 9:05 am and welcomed Directors and staff to the meeting and all those watching via YouTube.

2. Land Acknowledgement

The Chair delivered the College's land acknowledgement to recognize and respect for the Indigenous peoples of Canada.

3. Roll Call

J. Rigby, Registrar & CEO, conducted the roll call, noted regrets, and informed the Chair that quorum was met. Guest J. Glick was welcomed at the meeting.

4. Approval of Agenda

MOTION: THAT the agenda be approved as presented.

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

CARRIED

5. Conflict of Interest Declaration

None declared.

6. Consent Agenda

MOTION: THAT the consent agenda be approved as presented.

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

CARRIED

7. Governance Effectiveness Assessment

7.1. Board Meeting Evaluation – April 28, 2023

The Chair discussed the meeting evaluation from April 28, 2023. The Chair informed Directors that there would be an evaluation after each Committee meeting and that the current Board evaluation was revamped with a new rating criterion. There were no comments at this time.

7.2. Briefing Note – Governance Policy Manual Review and Update

The Governance Policy Manual review process was presented by R. Far with updates to reflect changes to the College By-laws and align with organizational goals. The offices responsible for conducting policy reviews in 2023, 3 years following year of approval are the Executive and Patient Relations Committees and



the Registrar. R. Far presented their recommended revisions to the Governance Policy Manual for approval.

MOTION:

1. **THAT** the Board receive the recommendations from responsible offices including the Executive and Patient relations Committees to revise the Governance Policy Manual and issue a decision to:
 - a. Approve them “as presented”,
 - b. Request staff or the relevant responsible office to make substantial changes and bring them back to the Board for a decision
2. **AND THAT** Staff be authorized and directed to do all things necessary to give effect to this resolution.

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

CARRIED

7.3. 2023 Strategic Plan – Update

R. Far was introduced to present an update to the 2023 Strategic plan. She provided a brief review of Phase 1 and updated the Board on Phase 2. The Board was directed to the April 28 Board meeting briefing note on the Strategic plan for more details on Phase 1. Staff and leadership team met and discussed the direction of the strategic plan and the new strategic module. The vision and mission statements will be brought to the Board for final approval in September.

7.4. Strategic Projects – Regulatory Disruption (Unauthorized Practice)

J. Glick, Glick Law, legal counsel to the Professional Conduct Committees, provided a presentation on how CDTO handles unauthorized practice, one of many obligations’ regulators have to protect the public. Mr. Glick outlined CDTO’s processes, from the receipt of information about an unauthorized practice to the escalating steps taken to gain compliance. This may result in the execution of search warrants or applications to the Superior Court. Mr. Glick provided insights into the court systems and the delays in litigation due to COVID. It was further emphasized that the CDTO is able to manage most matters with a cease and desist letter and currently only has one case in the Superior Court.

The Chair and directors thanked J. Glick for his presentation.

7.5. Vacancy on the Quality Assurance Committee

The Board discussed the vacancy of a non-Board Committee member on the Quality Assurance Committee. The Board was presented with two options to choose from – either appoint a non-Board member to fill the vacancy or to take no action and leave the position vacant for the remainder of the committee’s term. The second option was not recommended as it does not abide by governance best practices in separating the Board and Committee roles and generates conflict of interest. Given O. Lauric’s current position as a non-Committee member for the Discipline Committee, it was recommended that they be appointed to fill the vacancy on the Quality Assurance Committee.

MOTION: THAT the Board appoints O. Lauric as a non-Board Committee member to the Quality Assurance Committee

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

CARRIED



8. Board Education

8.1. Indigenous Peoples, Reconciliation and Anti-Bias May 26th Workshop

J. Matera reported an overview of the Workshop held on May 26, the first ever collaborative effort of the four Oral Health Colleges with a turnout of around seventy (70) attendees. Although restitution efforts have been implemented, they do not compensate for reconciliation. J. Rigby asked that the directors who attended M. Liassides, A. Buahene and J. Matera share their experiences and takeaways from the Workshop. They all shared their takeaways from the workshop and how it will impact their professional roles, with A. Bauhene adding that it provided meaningful feedback to incorporate equity and inclusion into future efforts towards reconciliation. J. Rigby discussed some of the goals of the four (4) Oral Health Colleges as they move forward and support registrants in the process. J. Rigby encouraged that Directors who did not attend look at the materials, complete the survey, and view the shared YouTube video, which would be available until July 1. She noted that the College is looking at terminology changes to better align with outcomes from the workshop.

9. Regulatory Programs

9.1. CDTO Registration Regulation Amendments

J. Rigby shared that more letters of support were received following the amendment approvals. A letter received from the Ministry of Health indicated that the proposed changes will be phased in, with immediate emphasis placed on the emergency class of registration. Some Colleges had already been contacted to revise their draft regulations and will move forward for approval as early as July. The CDTO has not received any direction yet but is preparing for approval at the Cabinet in Fall. Next steps include creating a new group, composed of members from the Registration Committee and Quality Assurance Committee, to support the development of these policies.

10. Financial and Management Reporting Strategic Project – Regulatory Disruption

10.1. 2022-2023 Q3 Financial Monitoring Report

J. Rigby presented the report, providing information on the 2022-2023 Operating and Strategic Initiatives Project budgets, actual results as of February 28, 2023 (Q3) and forecast to the fiscal year-end August 31, 2023. She noted that the College's mandate is to ensure there are enough funds to run regulatory programs which come out of our operating revenues.

MOTION:

1. **THAT** the report entitled "2022-2023 Financial Monitoring Report" be received.
2. **AND THAT** the Board approve transferring funds in the amount of \$7,148 from the Regulatory disruption project to cover the deficit in the Amalgamation/Collaboration and Capital Investment IT projects and closing both projects.
3. **AND THAT** the Board approve transferring funds of \$13,008 from Unrestricted net assets to Internally restricted for strategic initiatives to fund the EDI (Equity, Diversity, and Inclusion) project.

Moved by: W. Van Evans and seconded by R. Siddiqui

CARRIED



10.2. Briefing Note 2023-2024 Budget and Fee Schedule Approval

J. Rigby provided a summary of the 2023-2024 Operating Budget and Fee Schedule for approval and presented the steps that the Executive Committee took before recommending the budget for approval. The initial draft budget projected a deficit of approximately \$40,000 which after careful consideration the Committee agreed could be eliminated by reducing both Unauthorized Practice (UAP) and Human Resource expenditures. The Committee assessed the risks and agreed that pro-rating the expenditure in the budget year were reasonable since the UAP strategic project was not yet complete and there are sufficient funds remaining in the Strategic Initiatives Project for UAP and the filling of a Governance/EDI position could be deferred until HPRO implementation of EDI project. The Registrar reviewed the assumptions used to strike the budget including no graduating class at George Brown College in 2023 and the termination of the office lease agreement at August 31, 2023.

MOTION:

1. **THAT** the report entitled “2023-2024 Budgets and Fee Schedule Approval Report” be received.
2. **AND THAT** the Board approve the 2023-2024 Operating Budget and Fee Schedule (Schedule 5 to the By-laws) as recommended by the Executive Committee.
3. **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 J. Langford

CARRIED

11. Communications Strategy Update

11.1. Communications Update

W. Chihaluca provided an update on the current Communications campaign, which was launched May 2023, titled “allied oral health professionals are key to your patients”. The purpose of this campaign was to highlight the role of the RDT as part of the allied oral health team and the value of having these registered oral health professionals as a part of the oral health care team. The article was published through Media Planet on healthinsight.ca, Twitter and LinkedIn. She reviewed the Key Performance Indicators including reaction rates from campaign efforts which is an indicator of how well the content engaged the reader – how often they shared the article, bookmarked it, clicked on banners and logos with hyperlinks.

ACTION ITEM: Staff to provide an update at next Board meeting on the outcomes of the campaign.

12. Registrar’s Update

12.1. Registrar’s Report

J. Rigby shared a few updates on meetings, one of which was the George Brown College (GBC) where staff and the Chair attended in person and were able to tour the newly launched digital lab at George Brown College. There were concerns about graduates not seeking registration with the College, and she commented on the



bridging programs being developed at the GBC. She went on to discuss the outcomes from the meeting with RCDSO where the Chair was able to attend. She thanked the Directors for attending HPRO and other anti-bias training, unconscious bias training.

Lastly, she thanked the Board for their support and for her opportunity to attend in person the CLEAR IPCOR Conference that was held in Ireland. One of the outcomes of this conference was that she invited one of the speakers, C. Abels from Early Childhood Educators, to talk about “Nudge Theory” with staff and how it can apply to our registration process.

13. In-camera session – None

14. Next Meeting Dates – Sept 22, 2023

15. Meeting Adjournment.

MOTION: THAT the 135th Board meeting be adjourned at 12:02 pm.

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

CARRIED