



141st Board Meeting Minutes

Date: December 6, 2024, 9:02 AM – 1:47 PM (Virtual)

Board of Directors:

James Matera, RDT, Chair
William (Bill) Van Evans, RDT (Vice-Chair)
Abena Buahene, Public
Shanice Fontaine, RDT
Melanie Liassides, RDT
Tayla McGuckin, Public
Nawaz Pirani, Public
Rehan Siddiqui, Public
Clark Wilson, RDT
Adela Witko, RDT
Franz Yagin, RDT

Staff:

Judith Rigby, Registrar & CEO
Paola Bona, Registration & Exams
Leanne Cheng, Governance and Regulatory Affairs
Rose Far, Policy and Strategic Projects
Safyia Mohammed, Registration and Administration
Rihanna Omar, Professional Conduct, EDI Lead
Ashney Patrick, Communications

Guests:

Renaldo Ferreira, Kriens LaRose LLP
Keith Johnson, KJ Consulting

Regrets:

Asif Khan, Public

1. Call to Order

The Chair, J. Matera, called the 141st Board meeting to order at 9:02 am after being informed by Staff that quorum was met.

2. Opening Remarks

The Chair delivered the land acknowledgement and J. Rigby delivered the opening remarks. Clark Wilson, recently elected in the District 3 By-Election, was welcomed to the Board. Five returning Directors were congratulated for being re-elected or reappointed to the Board. Franz Yagin and James Matera were acclaimed in the District 1 Elections. Tayla McGuckin, Nawaz Pirani and Rehan Siddiqui were reappointed by the Public Secretariat to CDTO's Board. Their continued service and collaborative efforts contribute to the stability of the Board and its productivity.

3. Approval of Agenda

MOTION: THAT the agenda be approved as presented.

MOVED BY: T. McGuckin and seconded by M. Liassides

CARRIED

S. Fontaine and C. Wilson joined the meeting.

4. Conflict of Interest Declaration

There were no changes to the annual conflict of interest forms or declarations for the items to be discussed at the meeting.

5. Consent Agenda

MOTION: THAT the consent agenda be approved as presented

MOVED BY: M. Liassides and seconded by N. Pirani

CARRIED



6. Governance

6.1 Board Workshop and Open Executive Committee Meeting Evaluation

The evaluation completed for the September 26th Board workshop and September 27th Open Executive Committee meeting had a 100% response rate. There were many positive comments about the engagement with the George Brown College students during the workshop and learning about why they want to become RDTs.

Only one metric scored lower than 4 out of 5, “where appropriate, next steps and action items were clearly identified”. The Board was informed that this information is accessible through the Appendix of the meeting minutes which lists the Board decisions/directions from each meeting and any status updates.

6.2 Terms of Reference – Executive Committee

Annually, every Committee reviews its Terms of Reference and considers if changes are necessary. The Executive Committee brought forward three changes to reflect its current responsibilities that are not set out in its Terms of Reference. These are the responsibility to monitor risks to the organization, profession and the public, monitor the investment portfolio and compliance against Board policies, and oversee reports of possible fraudulent or dishonest use of College resources.

MOTION: THAT the Executive Committee Terms of Reference be approved as presented.

MOVED BY: B. Van Evans and seconded by R. Siddiqui

CARRIED

7. Board Education

7.1 Discipline Training

N. Pirani recently attended the Health Professions Regulator of Ontario Discipline Committee training and shared some learnings. He educated the Board about the Discipline Committee’s legislative context and the roles of the parties involved such as independent legal counsel. He also discussed the principles of Discipline hearings such as the right to be heard, impartiality, transparency and burden of proof. N. Pirani used the case example of Canada v. Valivov to express the importance of decisions in being reasonable, logical and complete.

7.2 Canadian Network of Agencies of Regulation (CNAR)

The Chair presented on his recent attendance at CNAR in Ottawa. His greatest takeaways were about digital transformation and innovation in regulatory practices, collaboration as a powerful tool to sustainable success and adaptive leadership to remain flexible, ready to embrace change and nurture culture of learning. J. Matera gave a dedication to Judy Rigby as an unwavering pillar of strength and visionary leadership, to our regulatory team, fellow Board members and Committee members.

7.3 Spectrum Day

P. Bona and R. Far presented on the recent engagement at Spectrum Day in Toronto to connect with oral health professionals. CDTO was an exhibitor with presentations on



display about continuing education credits, new mandatory identifiers and steps to becoming licensed and more. There were booth incentives for attendees with CDTO's logo and a QR Code to the website. There was also a chance to win a gift card by completing a survey to provide feedback.

P. Bona discussed a call for interest to recruit 50 dental laboratory associates to pilot the Prior Learning and Assessment Recognition Pathway. The Board was also invited to participate as the project needs 10 subject matter experts to evaluate participant portfolios and provide valuable feedback.

8. Regulatory Programs

8.1 Practice Advisory

R. Far presented the recent trends from practice inquiries, emphasizing that support is not only provided to RDTs but also to students, patients, employers and other health professionals. In 2023-2024, CDTO received 67 inquiries with the top three categories being supervision standard, medical devices and record keeping. R. Far informed the Board that a practice advisory on medical device licensing is being developed to outline responsibilities when sourcing materials or devices.

A Board member expressed their appreciation of the continued and constant effort that is made to keep RDTs apprised of what CDTO is doing.

Motion to Appoint Meeting Chair

As the Chair had an emergency matter, he asked for a motion that J. Rigby chair the remainder of the meeting.

MOTION: THAT J. Rigby serve as Chair for the remainder of the 141st Board meeting.

MOVED BY: A. Buahene and seconded by F. Yagin

CARRIED

Motion to Revise Agenda

A change to the agenda was sought to switch Agenda Item 10.2 Professional Excellence – Barriers to Registration – Prior Learning Assessment and Recognition with 8.2 GBC-FAQs to accommodate the presenter.

MOTION: THAT the agenda be approved as revised.

MOVED BY: T. McGuckin and seconded by F. Yagin

CARRIED

10.2 Professional Excellence – Barriers to Registration – Prior Learning Assessment and Recognition (PLAR)

K. Johnson presented on the Access to Dental Technology Phase Two project which will create a PLAR pathway for individuals who may not have formal education but because of their courses and work experience can potentially practice safely and ethically and should be given a chance to challenge licensure. Funding from the project is also being allocated to communications to create awareness and provide tools for applicants to access before leaving their home country as well as education upgrading resources.



The PLAR tool will assess a self-directed portfolio with a pass-fail scoring that identifies deficiencies related to Canadian education and provides resources. Board members were glad to hear that the project was up to the challenge of identifying resources to fill deficiencies given the government has been cutting back. It was clarified that PLAR is available to all applicants regardless of residency or immigration status

J. Rigby added that this pathway will also benefit those who may not have access to their transcripts. For example, in war torn countries or where universities are defunct. She also expressed her excitement that a non-CADTR member is at the table, Dr. Paul O'Brien from Newfoundland Labrador Dental Board.

9. Finance and Audit

9.1 Financial Monitoring Reports 2023-2024

This agenda item supports financial transparency, accountability and the Board's responsibility that legal obligations are met. The fiscal year ended in a surplus of \$123,631 largely due to approved funding in unauthorized practice which first depleted the Strategic Initiatives Project budget and the lease ending earlier than anticipated. A new report for cash flow monitoring will support the Board in understanding the achievement of the investment strategy. J. Rigby mentioned that a minimum cash balance of \$35K is kept in the Chequing and High Interest Savings Account to avoid monthly service charges.

9.2 Financial Audit 2023-2024

B. Van Evans introduced the agenda item and emphasized the Board's fiduciary responsibilities that prevent it from acting in its own interest. R. Ferreria, the Auditor, presented the financial audited statements which he expressed as not just a regulatory necessity but a strategic tool for accountability, effective governance and building trust.

No noncompliance of laws and regulations was identified or significant material errors or adjustments required. The Board's attention was directed to capital assets and recommended that they be folded into unrestricted net assets as it is no longer as substantial. R. Ferreria concluded that CDTO is in a healthy financial position. Board members commended the Registrar and Staff for a clean audit and the work it takes to set and monitor departmental budgets.

MOTION: THAT the Board approve the 2023-2024 audited Financial Statements of The College of Dental Technologists of Ontario for the fiscal year ended August 31, 2024 **AND THAT** Staff be authorized to issue the final audited Financial Statements for the fiscal year ended August 31, 2024, upon receiving the Independent Auditors Report.

MOVED BY: A. Witko and seconded by R. Siddiqui

CARRIED

Action Item:

- Staff to inform the Auditors of the financial statement approval and the Auditor will issue a management representation letter in turn.



9.3 Annual Auditor Assessment

J. Rigby reminded the Board that the Auditor remains in their role until they are removed, and an annual auditor evaluation is completed. The Executive Committee is recommending that the Board conducts an annual auditor assessment for the next fiscal year rather than the comprehensive, which should only be conducted if there are concerns about the auditor's performance.

The Executive Committee members discussed how their questions were addressed with the Auditor at their Committee meeting and appreciated that the Auditors look to simplifying the process.

MOTION: THAT an Annual Auditor Assessment of the Auditor, Kriens LaRose LLP, be completed for 2024-2025 fiscal year end audit.

MOVED BY: A. Buahene and seconded by A. Witko

CARRIED

9.4 Investment Policy

J. Rigby noted that the Board's strategic plan includes governance modernization and stressed that policies must be effective to ensure prudent management and stewardship of the College's financial resources. The Executive Committee prioritized the review of the investment policy which did not establish risk tolerance, asset allocation and evaluation and reporting parameters. W. Lai, Investment Manager, discussed the substantive changes to the policy to protect and optimize the value of surplus funds by investing at the maximum yield appropriate, ensuring liquidity for day-to-day operations, and defining the roles and responsibilities of all parties.

The Executive Committee has the responsibility of monitoring investments against the policy and bringing any issues to the Board. The Registrar is authorized to do the day-to-day transactions within the confines of the policy. A Board member put forth for consideration in future revisions that targeted return be at inflation plus 25 or 50 basis points. In response to an inquiry, it was clarified that institutions are not allowed to open registered accounts as everything earned in interest, dividends and capital gains is taxable.

MOTION: THAT the Board approves the revised Investment Policy, **AND THAT** the policy takes effect immediately, **AND THAT** Staff revise the Governance Policy Manual to include the Registrar's responsibility to disclose conflict of interest and bring it forward for Board approval.

MOVED BY: T. McGuckin and seconded by F. Yagin

CARRIED

Action Item:

- Governance Policy Manual to be revised for the Registrar's responsibility to disclose conflict of interests.



10. Strategic Plan 2024-2027

10.1 Strategic Projects Dashboard

R. Far reviewed CDTO's Strategic Projects Dashboard which provides performance information against the Key Performance Indicators (KPIs). KPIs reported include progress reports, engagement initiatives and identifying any risks to completing the projects. Some highlights included an increase in Quality Assurance (QA) resources accessed, on-time submission rates of QA summary Professional Development Profiles from 53% to 80% and a significant increase on the uptake of Mailchimp and videos designed to remind RDT about their Identifiers.

A Board member inquired about the Quality Assurance Portal being at risk. It was clarified that the database developer, Thentia, has had a change in ownership and is looking at a different business model which could lead to a significant increase in hosting and annual fees. There was discussion about the jurisprudence and ethics examination and direction to assess equivalency with George Brown College's program and implement an online module.

8.2 George Brown College – FAQs

P. Bona discussed the information circulated to students after the George Brown College Engagement Day in September. She highlighted the statistics that 92% of third year students joined the voluntary registry. It was clarified that 100 % enrollment rate may not be achieved as students may not understand the benefits of the registry or are not interested in becoming RDTs.

There was discussion about reducing barriers to registration, particularly for those who have English as a second language or immigrated from a country that does not use multiple choice testing. It was also explained that some questions are placed into an examination as testers and are not marked to allow these questions to be evaluated for low pass rates and remove any ambiguity.

F. Yagin left the meeting at 12:58 pm.

10.3 Engagement and Collaboration

A. Patrick presented recent engagement and collaborations such as George Brown College Engagement Day which met with 110 first, second and third-year students and had 47 students sign up for the voluntary register. CDTO also engaged with oral health professionals across the country at Spectrum Day which had 42 attendees participate in a feedback survey. A. Patrick also talked about updates made to the Face Behind the Smile brochure which raises awareness of the public about the role of the RDT.

10.4 Regulatory Excellence – Equity, Diversity, Inclusion and Indigeneity (EDI-I)

R. Omar discussed the progress CDTO has made in its EDI-I strategic priorities. An EDI-based module is being developed for Board and Committee members to empower them to lead effectively in alignment with the College's vision and core values. The first module will focus on foundational concepts such as what is EDI, why is it important to the work of a health regulator and how we can maintain an EDI focus. Future topics are expected to include



unconscious bias, bias awareness, intersectionality and allyship, truth and reconciliation and anti-racism in healthcare.

R. Omar also discussed the recent engagement with TAIBU and RCDSO for the documentary Working While Black which educates attendees through lived experience on the challenges Black identifying populations face in the workplace. Focusing on EDI will help CDTO gain a deeper understanding of the lived experiences of those who may be disadvantaged, allowing us to lead with empathy and make informed decisions that foster positive change.

10.5 Regulatory Excellence – Governance – Election of Officers

A. Buahene presented and acknowledged the work of the By-Laws and Policy Review Committee and L. Cheng who have undertaken to review the By-Laws focusing first on the areas that have caused concern or needed clarification. Proposed changes to Section 6, Election of Officers, were made to improve clarity on the voting process as it has caused issues in the past. These changes were made after consideration of other regulators' By-Laws and review by legal counsel. Some changes include placing multiple positions on one ballot and clarifying tie breaking rules.

MOTION: THAT the Board approves the changes to Section 6 of the By-Laws and Policy 6.1 of the Governance Policy Manual, Election of Officers and Executive Committee Members **AND THAT** the changes take effect immediately.

MOVED BY: J. Matera and seconded by A. Witko

CARRIED

10.6 Regulatory Excellence – Emerging Issues – Emergency Class Supervision Policy

M. Liassides presented and acknowledged the work of the Registration Committee and P. Bona to develop an emergency policy and associated supervision guidelines. These key documents support the amended Registration Regulation which established an emergency class of registration. It outlines circumstances under which the College can issue an emergency class certificate, waiving of registration requirements to expedite the process and expectations of emergency class registrants and their supervisors.

An environmental scan was conducted of supervision policies from other regulatory health colleges prior to the initial draft being reviewed by the Registration Committee in April 2024. The policy was further refined and reviewed by legal counsel before final approval by the Registration Committee in November 2024.

Registration Committee members discussed their approach to balancing the responsibilities of the supervising RDT and public protection. The guidelines were not made to be onerous and create barriers when RDTs already act in a supervisory capacity. The Chair and Registrar thanked the Registration Committee for stepping up to the challenge.

MOTION: THAT the Board approves the Emergency Class Policy and the Supervision of Emergency Class Registrants Guidelines **AND THAT** the changes take effect immediately.

MOVED BY: A. Buahene and seconded by T. McGuckin

CARRIED



11. Registrar's Update

J. Rigby discussed the changes in Nova Scotia to move forward with a new regulated health professions act which amalgamates dental hygienists, dental technologists and denturists and their new acronym NSRDHDTD. They are also implementing a Quality Assurance Program which targets the regulator rather than the registrants to understand their performance, similar to CPMF.

J. Rigby expressed her gratitude to Staff, the Chair and the Board for furthering the Colleges mandate and having an inspiring year with the number of decisions that were moved forward and the engagement from the Board.

12. Closing Remarks

J. Matera thanked the Board and Staff for their hard work in all the achievements this year at both the Board and Committee level. His relationship with J. Rigby, the Registrar, has continuously grown with a lot of respect and hard work. J. Rigby and her Staff do a fantastic job of making the Board look good every day.

13. In-Camera Session: None.

14. Meeting Adjournment

MOTION: THAT the 141st Board Meeting be adjourned at 1:47 pm.

MOVED BY: J. Matera and seconded by A. Witko

CARRIED



Status Updates on Board Decisions

Board of Directors Meeting	Item	Action	Status
September 27, 2024 Open Executive Committee Meeting	QA – Professional Development	Staff to consult legal counsel about the authority to inform employers about upcoming and/or late submissions.	Completed. Reported in December 6, 2024's Registrar's Report.
September 27, 2024 Open Executive Committee Meeting	Investment Policy	The Investment Policy will be revised and brought forward to the Board for approval at the Board's next constituted meeting.	In progress
December 6, 2024	Financial Audit 2023-2024	Staff to inform the Auditors of the financial statement approval and the Auditor will issue a management representation letter in turn.	Completed
December 6, 2024	Investment Policy	Governance Policy Manual to be revised for the Registrar's responsibility to disclose conflict of interests.	In progress