



145th Board Meeting Minutes

Date: September 26, 2025, 9:03 AM – 3:06 PM (Virtual)

Board of Directors

James Matera, RDT, Chair
William (Bill) Van Evans, RDT (Vice-Chair)
Shanice Fontaine, RDT
Tayla McGuckin, Public
Mark Peters, RDT
Nawaz Pirani, Public
Rehan Siddiqui, Public
Vernu Sivakkolundu, Public
Clark Wilson, RDT
Adela Witko, RDT
Franz Yagin, RDT

Staff

Judith Rigby, Registrar & CEO
Leanne Cheng, Governance and Regulatory Affairs
Rose Far, Policy and Strategic Projects
Safyia Mohammed, Registration and Administration
Ashney Patrick, Communications

Guests

Thomas Kriens, Kriens LaRose LLP
Raymond Lee, Kriens LaRose LLP

Regrets

Jatinderpal Randhawa, Public

1. Call to Order

The Chair called the 145th Board meeting to order at 9:03 AM.

2. Opening Remarks

2.1. Land Acknowledgement

The Chair invited S. Fontaine to deliver the land acknowledgement and held a moment of silence to reflect on its meaning and how everyone can individually and collectively seek truth and reconciliation. As the Board workshop was held at George Brown College (GBC), the Chair highlighted the opportunity to be on the Waterfront Campus and the value of engagement with students and faculty.

2.2. Truth and Reconciliation

J. Rigby acknowledged the upcoming 10th anniversary of the Truth and Reconciliation Commission's final report and its 94 Calls to Action, reaffirming the Board's commitment to Indigeneity as a strategic priority and encouraging reflection ahead of the National Day for Truth and Reconciliation.

3. Approval of Agenda

MOTION: THAT the agenda be approved as presented.

MOVED BY: S. Fontaine and seconded by N. Pirani

CARRIED

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.

MOVED BY: R. Siddiqui and seconded by F. Yagin

CARRIED

6. Governance

6.1. Rise and Report – Board Workshop

It was reported that the Board participated in a workshop with first, second, and third-year students from the Dental Technology program at GBC. Key themes and takeaways will be presented under Agenda Item 8.4.2 – Outreach Task Force Update.

6.2. Board Meeting Evaluation – June 20th

The results of the June 20, 2025 post-meeting evaluation were presented. All metrics were rated above 4 out of 5. Board comments highlighted Staff's strong performance, effective meeting facilitation, and appreciation for guest presentations. Directors had no additional feedback or comments for discussion.

6.3. Registrar's Roles and Responsibilities Policy

L. Cheng presented the recommendation from the Executive Committee to approve revisions to the Registrar Policy. The review was initiated following the approval of the Investments Policy in December 2024, which highlighted the need to clarify the Registrar's responsibilities, particularly around conflict-of-interest declarations. Additional changes include modernizing language, clarifying roles, and incorporating expectations related to confidentiality, equity, diversity, and inclusion (EDI).

MOTION: THAT the Board approves the revisions to the Registrar Policy.

MOVED BY: W. Van Evans and seconded by N. Pirani

CARRIED

7. Communications Strategy

A. Patrick presented recent communication strategies, focusing on email campaigns for the annual renewal and Summary Professional Development Profile deadlines. She introduced the CDTO events calendar, a new feature on the website intended to improve public access to College activities and shared the importance of key communication metrics across LinkedIn, YouTube, email, and the College website.

8. Strategic Plan

8.1. Strategic Dashboard

R. Far highlighted progress since the June update for the key performance indicators report of the strategic plan. She noted an increase in the on-time submission rate of the Summary Professional Development Profiles since 2023 under the Professional Excellence pillar, as well as greater engagement with the Registered Dental Technologists (RDT) identifier and unauthorized practice resources under the Engagement pillar. Updates on several initiatives under Regulatory Excellence were noted as forthcoming in later agenda items.



8.2. PE – Standards and Ethics

R. Far presented an update on the Standards and Ethics Project which aims to establish a formal standards framework for RDTs, integrating ethical principles and professional standards to support safe, ethical, and competent practice. The project is currently in Phase 2, following the completion of key system partner engagement activities, including national focus groups, and a preliminary survey to gather feedback. Next steps include refining the draft based on feedback, engaging with the Association of Dental Technologists of Ontario, and presenting the revised version to the Board for review.

8.3. PE – Reducing Barriers to Registration

8.3.1. Prior Learning Assessment Recognition Engagement (PLAR) Pathway

J. Rigby presented an update on the PLAR pathway, Phase 2 of the Access to Dental Technology project. This is funded through the Government of Canada's Foreign Credential Recognition Program, with an additional \$77,000 recently approved. The pilot is in the process of recruiting participants with 23 of the 35 initial applications eligible for the PLAR pathway. Further clarification from the Directors was sought on outreach strategies, and it was explained that efforts were focused on dental laboratories and applicants from profession-specific education programs.

8.4. Engagement

8.4.1. System Partner Engagement, Collaboration and Awareness

A. Patrick provided an update on CDTO's engagement initiatives, noting the finalized infographic on RDT identifiers and the PLAR pilot webinars. She also reported on the efforts to raise awareness of unauthorized practice, including a campaign to share a verified list of commercial dental labs. System partners amplified the campaign, with the Ontario Dental Hygienists Association sharing it with over 7,000 professionals and the Ontario Dental Association with 11,000 professionals.

8.4.2. GBC Student Outreach Task Force

W. Van Evans provided an update on the Task Force established to support GBC graduates in pursuing licensure. The Task Force and the Board engaged with students during the September 25 workshop, noting strong participation and increased representation. The Task Force is in the process of implementing a mentorship program to better support students as they transition into the profession.

8.5. RE – Equity, Diversity, Inclusion and Indigeneity (EDI-I)

8.5.1. EDI Board Policy (Governance), EDI Organizational Policy (Board), and EDI Governance Evaluation

A. Patrick presented an overview of the EDI framework, action plan, and related governance policies, which form part of the organization's strategic pillar on regulatory excellence. The development of the EDI policies included consultation with external experts and collaboration with Canada Summer Jobs youths, who provided valuable



insights. The organizational EDI policy applies to the College Community, while a separate policy applies to the Board of Directors as the organization's leaders.

MOTION: THAT the Board approves the:

1. EDI Organizational Policy;
2. EDI Policy for the Board of Directors; and
3. EDI Governance Evaluation.

MOVED BY: M. Peters and seconded by W. Van Evans

CARRIED

8.5.2. Data Collection

A. Patrick presented an update on the equity and inclusion data collection initiative, part of the College's commitment to fairness, transparency, and inclusivity. The College gathered self-identified demographic information to assist in identifying any systemic barriers, inform inclusive policy development and ensure Board and Committees reflect Ontario's diversity.

Feedback from the Directors emphasized the need to clarify terminology (such as the definition of "newcomer"), improve communication around the purpose and use of the data, and ensure registrants feel safe and informed when responding.

8.6. Governance

8.6.1. By-laws, Section 3 and 4

L. Cheng presented the proposed changes to Sections 3 and 4 of the College's By-laws, stemming from the work of the Bylaws and Policy Review Committee established in April 2024. The proposed amendments aim to streamline content by referencing policy, allowing for quicker adaptation to evolving needs, simplify language, and updates to reflect current practices like the strategic initiatives budget. L. Cheng clarified that the proposed changes do not require a formal consultation period under the *Regulated Health Professions Act, 1991*.

MOTION: THAT the Board approves the proposed changes to Section 3, Execution of Contracts and Other Documents, and Section 4, Banking and Finance, and

THAT the changes take into effect immediately.

MOVED BY: W. Van Evans and seconded by F. Yagin

CARRIED

8.6.2. Signing Authority Policy

J. Rigby provided an overview of policy changes that aligns with the recent By-law revisions approved by the Board that ensures clarity around responsibilities. She explained that the investment policy changes focused on eliminating inconsistencies between policy and by-law language, particularly regarding custody of securities and references to appropriate federal legislation. The signing authority policy now includes clearer definitions of roles, removal of outdated references, provisions to prevent contract splitting, and guidelines for using the College seal.



MOTION: THAT the Board:

1. Approve the Investment Policy as revised.
2. Approve the Signing Authority Policy as amended.
3. Approve the Signing Authority Register.
4. Appoint James Matera, Chair, William Van Evans, Vice Chair and Judith Rigby, Registrar as the Signing Officers of the College.

MOVED BY: A. Witko and seconded by N. Pirani

CARRIED

9. Regulatory Programs

9.1 2025-2026 Annual Renewal

J. Rigby provided an update on registration statistics, noting that 491 renewal notices were issued, resulting in 471 completed renewals by August 31. Although total renewals were down 4% compared to the previous year, the percentage completion rate remained consistent. Registrants with outstanding renewals have until October 10 to complete these requirements, including payment of late fees. It was noted that there were additional new applications in the process of licensure.

9.2. As of Right Regulation

J. Rigby provided an overview of the Ministry's expansion of the As of Right rules, which allows qualified applicants from other regulated jurisdictions in Canada to immediately practise in Ontario. She noted that most colleges register labour mobility applicants within 10 days, with delays often due to waiting for letters of good standing from other regulators. This new policy removes some safeguards which raise public protection concerns.

9.3. Canadian Alliance of Dental Technology Services (CADTR) Credentialing and Assessment (CAS) Report

J. Rigby reported continued strong application volumes through CAS, with notable increases in both approved and non-approved program routes. The upcoming Performance-Based Assessment (PBA) in October has 22 candidates registered in Alberta and 42 in Ontario. Due to high demand, one candidate will travel to Alberta to challenge the examinations as Ontario has reached its capacity.

Concerns were noted about the sustainability of the current, costly in-person PBA model, which is offered once annually. CADTR is exploring more flexible and financially sustainable exam formats, such as virtually proctored assessments used by other health regulators, which may allow multiple offerings per year and reduce barriers for applicants.

10. Board Education

10.1 GBC – Indigenous Pedagogy

J. Rigby highlighted CDTO's ongoing journey in reconciliation to understand the educational and healthcare inequities faced by Indigenous communities. The Board learned about GBC's Indigenous Education Strategy and how it is informed by the Truth and



Reconciliation Commission's Calls to Action and the Colleges and Institutes Canada Indigenous Education Protocol. GBC is embedding Indigenous pedagogy across programs through curriculum changes, mentorship, elder guidance, and culturally grounded student supports.

11. Financial Matters

11.1 Pre-Audit Communication

T. Kriens outlined the scope of the upcoming audit, explaining that the objective is to ensure financial statements are free from material misstatements, with materiality set at \$31,500 based on projected revenue. The areas of focus will be on investments, registration fees, accounts payable, and payroll, with special attention to management overrides and estimates.

11.2 Q4 Financial and Monitoring Reports

J. Rigby presented the Q4 monitoring reports, highlighting a projected surplus, with no changes expected to the final position. J. Rigby also presented the CDTO Dashboard which highlighted 453 active registrants, 29 inactive, and 20 non-renewals and one open Discipline case, with a hearing scheduled for November 7th.

12. Registrar's Update

J. Rigby provided an update on recent CADTR activities, including past meetings held in June and the plans for an in-person meeting during the Canadian Network of Agencies for Regulation in October. Additionally, a national association for dental technologists is gaining support across provinces, with discussions underway around shared insurance coverage to support interprovincial practice.

In Ontario, proposed regulatory changes may expand scopes of practice for several health professionals, including denturists and dental hygienists. While no changes are proposed for dental technologists, the College plans to re-engage the Ministry on its proposed changes submitted in 2023 for the Registration Regulation.

13. In-Camera Session

There were no in-camera items for this meeting.

14. Closing Remarks

The Chair invited Directors to remain online for the Board evaluation before addressing the motion to adjourn.

15. Meeting Adjournment

MOTION: THAT the Board adjourn the 145th Board Meeting at 3:06 PM.

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

CARRIED