



146th Board Meeting Minutes

Date: December 5, 2025, 9:03 AM – 2:35 PM (Virtual)

Board of Directors

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

Regrets

Jatinderpal Randhawa, Public
Nawaz Pirani, Public
Tayla McGuckin, Public

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

Renaldo Ferreira, Kriens LaRose LLP
Irwin Glasberg, Office of the Fairness
Commissioner
Keith Johnson, KJ Consulting

1. Call to Order

The Vice Chair, W. Van Evans, presided over the meeting in the absence of the Chair. He called the 146th Board meeting to order at 9:03 a.m.

2. Opening Remarks

2.1. Land Acknowledgement

W. Van Evans invited Dr. R. Siddiqui to deliver the land acknowledgement and held a moment of silence for everyone to reflect on its meaning and how they can seek truth and reconciliation.

3. Approval of Agenda

MOTION: THAT the agenda be approved as presented.

Moved by: S. Fontaine and seconded by R. Siddiqui

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 with the Discipline Committee report removed.

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

CARRIED



L. Cheng presented the Discipline Committee Report on behalf of the Discipline Chair, N. Pirani. An update was provided on the November 7th hearing in which Mr. Frank Smith was found to have falsified his Quality Assurance professional development profile. The Committee ordered a penalty of revocation of his certificate of registration, the most serious disciplinary measure available, along with a reprimand and \$2,500 in costs.

C. Wilson joined the meeting at 9:27 a.m.

6. Financial Matters

6.1. 2024-2025 Financial and Monitoring Reports and Fiscal Audit

J. Rigby provided an overview of the College's financial controls, including budget approval, internal spending controls, quarterly monitoring, and the annual external audit. She noted an operating surplus of approximately \$176,000 driven by underspending on complaints and discipline, governance, and unauthorized practice.

R. Ferreira of Kriens LaRose LLP presented the 2024–2025 audit, confirming the firm's independence. The audit found no significant issues, and an unqualified opinion is expected. The College remains in a strong financial position, with an operating surplus, healthy cash flow, and no going concern issues.

MOTION: THAT the Board:

1. Receives the final quarterly financial monitoring reports for the fiscal year ended August 31, 2025;
2. Approves the 2024-2025 Financial Statements of The College of Dental Technologists of Ontario, August 31, 2025; and
3. Be authorized to issue the final audited Financial Statements for the fiscal year ended August 31, 2025, upon receiving the Independent Auditors Report.

MOVED BY: A. Witko and seconded by M. Peters

CARRIED

6.2 Annual Auditor Assessment

J. Rigby reported that the Board delegated the 2024–2025 annual auditor evaluation to the Executive Committee. After completing its review, the Executive Committee was satisfied with Kriens LaRose LLP's performance, objectivity, and communications and did not recommend a comprehensive assessment or a change in audit firm.

MOTION: THAT an Annual Auditor Assessment of the Auditor, Kriens LaRose LLP, be completed for the 2025-2026 fiscal year end audit.

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

CARRIED

7. Registrar's Update

J. Rigby updated the Board on her activities since the last meeting, highlighting engagement with registrants, system partners, and professional associations, including participation in national and international conferences. She emphasized the College's role



in ensuring access to the profession while maintaining public and patient safety, and acknowledged that professional development opportunities have strengthened her capacity to address regulatory challenges innovatively.

8. Strategic Plan

8.1 Strategic Dashboard

R. Far provided a brief update on the College's strategic initiatives, highlighting progress on the Standards and Ethics Project, including completion of the first two components of the standard framework with the Quality Assurance Committee, and the launch of a new resource to help registrants earn required professional development credits. She also noted ongoing outreach to George Brown College students and activities at Spectrum Day to reduce barriers to registration.

8.2 PE – Reducing Barriers to Registration

8.2.1 Prior Learning Assessment Recognition (PLAR) Engagement

K. Johnson provided an update on the PLAR pilot, explaining that the pathway allows experienced individuals without formal dental technology education to pursue licensure. The pilot is currently supporting 18 applicants in developing portfolios of work-based evidence that will be evaluated against a competency framework, with a submission deadline of March 15.

K. Johnson also highlighted progress on pre-arrival communications for internationally trained applicants, including videos and infographics to simplify licensing information, and work on upgrading opportunities to help applicants address skill gaps. They are also exploring fast-track or mutual recognition agreements to speed licensure for qualified individuals from comparable jurisdictions.

8.3 PE – Standards and Ethics

W. Van Evans provided an overview of progress on the draft professional standards led by the Quality Assurance (QA) Committee. He noted that the standards are grounded in five ethical principles: protection of the public; safe and competent care; effective communication and collaboration; public trust and respect; and respect for the dignity of all persons.

W. Van Evans emphasized that the principles encourage RDTs to act professionally and exercise judgment rather than simply following prescriptive rules, thereby elevating professional standards. He acknowledged the significant contributions of committee members, staff, and Pivotal Research in developing the document. The draft is expected to be presented to the Board in April 2026, followed by general consultation.



8.4. Engagement

8.4.1. System Partner Engagement, Collaboration and Awareness

A. Patrick reported on CDTO's presence at Spectrum Day, which was attended by approximately 4,200 dental professionals. She highlighted the College's information booth and its first Peer Circle. Feedback emphasized the value of continuing Peer Circles, expanding topic areas, and refining communication timing to improve registrant engagement.

J. Rigby also shared concerns raised at Spectrum Day about a U.S.-based vendor offering incentives to dentists. The matter was referred to the Royal College of Dental Surgeons of Ontario (RCDSO) whose practice advisory team advised that such arrangements could constitute a conflict of interest under their regulation. Historically, when similar concerns have been raised, the RCDSO has assured CDTO that dentists are reminded of their obligations when using non-Canadian dental laboratories. She noted that registrants raising these concerns demonstrate effective self-regulation and collaboration.

The Chair joined the meeting at 1:45 p.m. The Vice-Chair continued to preside over the meeting.

9. Board Education

9.1 Office of the Fairness Commissioner – Parallel Processing Plans

I. Glasberg presented on parallel processing plans, noting that while the legislative requirement applies to non-health regulators under the Fair Access to Regulated Professions and Compulsory Trades Act, the Office of the Fairness Commissioner promotes these plans as best practices for health regulators. He explained that parallel processing allows applicants to complete registration requirements concurrently, where possible, to reduce delays and improve timeliness of registration and workforce entry.

In response to questions, I. Glasberg noted that parallel pathways may be voluntarily adopted by health regulators where consistent with their regulatory framework and highlighted examples from other professions addressing labour shortages and international credential recognition.

8.5.1 Committee Competency Framework (Agenda item was moved due to timing)

L. Cheng presented the Framework on behalf of the Recruitment Committee. The framework meets a best practice under the College Performance Measurement Framework and is intended to ensure committee members collectively possess the appropriate skills, knowledge, and judgment to support effective governance and the public interest. The framework includes defined competency criteria and an assessment questionnaire, which were pilot tested and used to inform the 2025 committee slate. Director feedback indicated the framework was clear, helpful, and reflective of committee needs.

MOTION: THAT the Board approves the Committee Competency Framework for use in establishing the annual Committee Slate.

MOVED BY: F. Yagin and seconded by C. Wilson

CARRIED



10. Governance

10.1 Board Workshop Evaluation September 25th and Board Meeting Evaluation

The Board reviewed the results of the recent Board workshop and meeting evaluations. A new evaluation approach is being piloted that replaces post-meeting surveys with an immediate roundtable discussion to support timelier feedback, clearer discussion, and continuous improvement. Both the workshop and meeting received positive evaluation results, along with constructive feedback to be considered in planning future meetings.

10.2 Terms of Reference

The Executive Committee is seeking an update to their Terms of Reference to include their responsibility to review and approve accountability reports as designated by the Board.

MOTION: THAT the Board approves the Executive Committee Terms of Reference as amended.

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

CARRIED

11. Regulatory Programs

11.1 Canadian Alliance of Dental Technology Regulators (CADTR) Credential and Assessment Services

S. Mohammed presented the CADTR report, noting that since inception in 2021 there have been 498 applications created, with 152 candidates completing credential assessment requirements and receiving certificates of completion. She highlighted recent assessment activity, including a November Knowledge-Based Assessment with 31 candidates and a recent Performance-Based Assessment held in Ontario and Alberta with 63 candidates.

11.2 As of Right Rules

L. Cheng provided an update on the implementation of As-of-Right rules, which will take effect on January 1, 2026. This will allow eligible professionals licensed in another Canadian jurisdiction to practise in Ontario for a one-time, six-month period while their registration application is under review. Amendments to the Regulated Health Professions Act and the Dental Technology Act will enable this approach. Preparatory work is underway, including collaboration with the Ministry, development of an attestation form, and implementation of a tracking system to monitor applications and outcomes.

12. Closing Remarks

W. Van Evans thanked attendees and announced the conclusion of the public portion of the meeting. He expressed appreciation to directors for their contributions and focus. He reflected on 2025 as a successful year, citing accomplishments, strengthened collaboration, and initiatives that will benefit the College in the future.

MOTION: THAT the Board moves in-camera.

MOVED BY: C. Wilson and seconded by A. Witko

CARRIED



13. In-Camera Session

14. Meeting Adjournment

MOTION: THAT the Board moves out of in-camera and adjourns the meeting.

Moved BY: A. Witko and seconded by V. Sivakkolundu

CARRIED