



179th Open Executive Meeting Minutes

Date: September 27, 2024, 9:00 AM – 2:56 PM (In-Person)

Executive Committee:

James Matera, RDT, Chair
Abena Buahene, Public
William (Bill) Van Evans, RDT
Adela Witko, RDT

Board of Directors:

Shanice Fontaine, RDT
Melanie Liassides, RDT
Tayla McGuckin, Public
Rehan Siddiqui, Public
Franz Yagin, RDT

Regrets:

Asif Khan, Public
Nawaz Pirani, Public

Staff:

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

1. Call to Order

The Chair, J. Matera, called the 179th Open Executive Committee meeting to order at 9:00 am after being informed by Staff that quorum was met.

2. Opening Remarks

The Chair welcomed Directors, members of the public, the profession, and other system partners and informed them that the Board is not currently constituted. There is a vacancy on the Board as Jill Langford has retired from the profession. Jill has been an elected member of the Board not only once but four times and has shared her knowledge and expertise on many statutory committees and served as Committee Chair. The Board thanks Jill for being an important part of the fabric of the College.

Open Executive Committee meetings are held in lieu of Board meetings when the Board is not constituted. Directors of the Board are present and provide their input for any decisions that can be made by the Executive Committee.

As the meeting is being held at George Brown College, M. Liassides delivered their land acknowledgement.

3. Approval of Agenda

MOTION: THAT the agenda be approved as presented.

MOVED BY: A. Buahene and seconded by W. Van Evans

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 as presented

MOVED BY: A. Buahene and seconded by W. Van Evans

CARRIED



6. Governance

6.1 Rise and Report – Board Workshop

The Chair reported on yesterday's Board workshop which included a tour of the dental technology laboratories and classes at George Brown College. Directors heard from the students about their journeys to entering the dental technology program and any challenges they might face upon graduation. Thirty-seven students signed up for CDTO's voluntary register to keep in touch and receive important updates. Bethanie Huen, Associate Dean, School of Dental Health, presented information about the Dental Technology program which led to an open discussion on admissions, attrition, capacity, the challenges the profession faces without a controlled act and how system partners can collaborate on initiatives that support aspiring RDTs and dental technology in the interest of the public.

The workshop also involved discussions about the risks the College may be facing, a review of the Investment Policy, and completing the Health Profession Regulators of Ontario's EDI Organizational Self-Assessment.

6.2 Board Meeting Evaluation – June 21, 2024

The June 21, 2024 meeting evaluation received a 100% response rate and all metrics were scored more than 4 out of 5. There was positive feedback about receiving the meeting package with sufficient time to prepare and the meeting being informative. There was constructive feedback about how discussions and decisions could be improved after reflecting on the RDT Stamp discussion.

7. Board Education – Dental Technology System Partners

K. Sahil, President of the Association of Dental Technologists of Ontario, presented on the system partnerships they maintain to support the industry of dental technology. He spoke about the awareness campaign that was jointly issued with CDTO for oral health month. Sahil also spoke about their yearly communication with third year students and a student register to connect them to industry events and professional development opportunities.

ADTO is engaged in a project to create a national association that is important for standardizing scope of practice and having a national voice, even to those provinces who do not have associations. There was discussion about communicating with students and incentivizing them to join ADTO's student register, providing free educational opportunities and other benefits. K. Sahil also provided an update on the dental technology national fee guide.

8. Regulatory Programs

8.1 Trademarking College Logo

J. Rigby shared a reminder that the Board made a decision to stop using the College's logo as an identifier. The College can trademark its current logo but will need to enter into license agreements with RDTs to use it on certain documents. This is a costly process that may not yield the benefits expected as dentists are not looking for the College logo and the College



would still need to pursue unauthorized practice processes (e.g., cease and desist letters, Superior Courts). There was agreement to reconsider the matter after a year of the new changes to the RDT Stamp.

8.2 QA – Professional Development

P. Bona outlined the requirements of the Quality Assurance Program which includes the requirement to submit a Summary Professional Development Profile (SPDP) every three years. QA is now enforcing late notice fees for SPDPs not received by the deadline of August 31st. After seven targeted notices about the August 31st deadline, 117 RDTs submitted out of 147. This is an improvement in compliance from 53% in past years to 80%. P. Bona clarified that the SPDP and annual renewal deadline are on the same date but two separate activities. CDTO has not assessed the correlation between late submission statistics for SPDPs and renewals. There was discussion on employers being notified about SPDP late submissions as there is no assurance that the registrant continues to practice competently.

Action Item: Staff to consult legal counsel about the authority to inform employers about upcoming and/or late submissions.

9. Finance and Audit

9.1. Pre-Audit Communication

R. Ferreira, senior manager at Kriens LaRose LLP presented their audit strategy and confirmed that they have no conflicts of interest. The audit is expected to start on October 7th and the draft financial statements delivered by October 31st. R. Ferreria explained materiality and why they are using half of what was used in the previous year. As they are newly appointed Auditors, lowering the materiality will increase scrutiny which is also important given the size of CDTO's budget and its main source of revenue being registrant fees.

9.2. Q3 Financial Monitoring

J. Rigby informed of a \$150K surplus expected for 2023-2024, a result of early termination of the physical office, capitalizing on human resource costs, and taking advantage of safe investment vehicles. Although the unauthorized practice budget has a surplus, it is not due to inaction but effectiveness of lower cost processes like cease-and-desist letters. In 2024-2025, there will be a separate Governance budget from Administration to clearly identify the costs of good governance and transparency.

9.3. Investment Policy and Portfolio Manager

At the previous day's workshop, W. Lai of Nesbitt Burns provided guidance on how it can expand its investments and identify its risk tolerance. The mandate of investments is not to generate the best return but to fund robust regulatory programs. An asset mix of up to 35% for moderate risk was discussed. These decisions will be made when the Board is constituted.

Action Item: The Investment Policy will be revised and brought forward to the Board for approval at the Board's next constituted meeting.



R. Siddiqui left the meeting at 1:30 pm.

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) the Board agreed upon at its April workshop. KPIs reported include progress reports, engagement initiatives and identifying any risks to completing the projects. There was a question about how applicant satisfaction is benchmarked and suggestion that data collected is not just quantitative but also qualitative.

10.2 Regulatory Excellence – Equity, Diversity, Inclusion – Indigeneity

R. Omar, EDI Lead and Human Rights Specialist, provided an update to the College's progress on EDI initiatives over the last few months. These include developing the EDI webpage, Board and Staff education which will be expanded to registrants and completing HPRO's EDI Organizational Self-Assessment. Over the next twelve months, the College will be creating EDI learning modules and finalizing an EDI policy which covers many aspects including the importance of hiring practices, fostering culture that embraces EDI, and inclusive language.

10.3 Professional Excellence – Prior Learning Assessment Recognition

CDTO is collaborating with the Canadian Alliance Dental Technology Regulators to create a Prior Learning Assessment and Recognition pathway that will support internationally educated and trained dental technologists seeking licensure in Canada. It will recognize experience in lieu of formal education with a degree of reliability to allow an individual to challenge the examinations. K. Johnson, project manager shared that their project was approved for the longest term of 36 months as they want a meaningful pilot phase which would last 18 months. There was discussion about recognizing the outcomes of the pilot for candidates who submit to PLAR.

10.4 Engagement – Engagement and Collaboration

A. Patrick presented on her work to drive innovation, enhance learning experience and equip the College with AI capabilities to meet future challenges. She played the AI videos that were created to support registrants during annual renewal and with understanding the changes to the RDT Stamp. Future videos are planned for CDTO Elections, collaborations with CADTR and EDI initiatives. There was discussion about improving accessibility of the videos.

10.5 Professional Excellence – Standards and Ethics

D. Melhem and R. Kocsis of Pivotal Research presented the outcomes of Phase 2 of their project to reform CDTO's ethical principles and standards of practice. They conducted two focus groups with dental technologists and oral health professionals inside and outside of Ontario. A draft framework was developed that consists of three core components – ethical principles, professional standards and practice standards. They will be seeking feedback to



further refine the framework. There was discussion about a focus group or Committee reviewing the framework before circulation to registrants.

T. McGuckin left the meeting at 2:35 pm.

10.6 Regulatory Excellence – Committee Competency Framework

A. Buahene, Chair of the Recruitment Committee, presented on their work to develop a Committee Competency Framework which will be used to establish the Committee Slate. The Framework outlines the necessary competencies for each of CDTO's Committees and recognizes that each member may not have all the competencies, but the Committee as a whole will have them. The information to assess the competencies will be collected through a questionnaire and submission of a resume. The questionnaire will also collect voluntary diversity information to support diversity on the Committees.

MOTION: THAT the Executive Committee approves the Committee Competency Framework to be piloted for the 2025 Committee Slate.

MOVED BY: B. Van Evans and seconded by J. Matera

CARRIED

11. Registrar's Update

J. Rigby shared a reminder that the College's work extends beyond our province to a national level and that we must demonstrate leadership. The last two days have brought to light many benefits and tangible outcomes of system partner relationships. J. Rigby spoke about September 30th, the national day for Truth and Reconciliation and thanked attendees for wearing orange to the workshop in support of George Brown College's commitment.

11. Next Meeting Dates

The next Board meeting will be December 6th. Dates have been proposed for the 2025 Board meetings and the Board will be asked to provide feedback.

12. In-Camera Session: None.

13. Meeting Adjournment

MOTION: THAT the 179th Open Executive Committee Meeting be adjourned at 2:56pm.

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

CARRIED