



120th Council Meeting

September 26, 2025 – 10:00 a.m. to 2:30 p.m.

Teleconference via Zoom & YouTube Live Stream

Please contact the College at info@denturists-cdo.com
to receive the meeting access information.

AGENDA

Item	Action	Page #
1. Call to Order		
2. Land Acknowledgement We acknowledge that the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.		
3. Approval of Agenda	Decision	1
4. Declaration of Conflicts 4.1 Conflict of Interest Register	Declaration	3
5. College Mission and Mandate	Information	6
6. Consent Agenda 6.1 Minutes of the 119th Council meeting – June 13, 2025 6.2 Feedback Survey Results from the 119th Council meeting 6.3 Executive Committee Report 6.4 Inquiries, Complaints and Reports Committee Report 6.5 Discipline Committee Report 6.6 Fitness to Practise Committee Report 6.7 Patient Relations Committee Report 6.8 Quality Assurance Committee Report 6.9 Registration Committee Report 6.10 Qualifying Examination Committee Report 6.11 Qualifying Examination Appeals Committee Report 6.12 FY25 Audit – Client Engagement Letter 6.13 FY25 Audit – Audit Plan	Decision	8 13 28 29 31 32 33 34 35 36 38 39 52

7. President's Report 7.1 President's Update	Information	87
8. Registrar's Report 8.1 College Update 8.2 Financial Report – April 1, 2025, to August 31, 2025 8.3 Statement of Operations as of April 1, 2025, to August 31, 2025 8.4 Strategic Initiatives Budget as of April 1, 2025, to August 31, 2025	Information	89 91 94 95
9. In-Camera Meeting of Council Pursuant to section 7(2)(b) of the <i>Health Professions Procedural Code</i> , being Schedule 2 to the <i>Regulated Health Professions Act, 1991</i> .	Information	
10. Overview of the Registration Regulation 10.1 Presentation 10.2 Inactive Class Guidelines	Information	96 105
11. Access to Registrant and Applicant Records Policy & Guidelines 11.1 Briefing Note 11.2 Current Policy – Access to Registration Applicant Records 11.3 Current Guidelines – Accessing Application Records 11.4 Proposed Policy - Access to Registrant and Applicant Records		113 117 119 120
12. Governance Modernization 12.1 Presentation – Council Skills Assessment Survey Results, Recommendations, & Follow Up 12.2 Draft Skills Assessment Survey	Information	122 139
13. By-Laws – Governance Terminology Update & Minor Amendments 13.1 Briefing Note 13.2 Draft College By-Laws	Decision	142 146
14. Other Business 14.1 Rescinding COVID-19 Vaccination Policy	Decision	198
15. Next Meeting Date ➤ 121 st Council Meeting – December 5, 2025 (Virtual)		
16. Adjournment		



Conflict of Interest Register

Council – 2025-2027 Term

Committee Member	Conflict(s) of Interest Declared
Kristine Bailey – President (Chair) Public Member	None declared
Garnett A.D. Pryce Denturist – District 5 - Vice President	<ul style="list-style-type: none">Denturism Instructor, Oxford College (Toronto)Member, Denturist Association of Ontario
Majid Ahangaran Denturist – District 7	<ul style="list-style-type: none">Member, Denturist Association of Ontario
Abdelatif (Latif) Azzouz Denturist – District 6	None declared
Alexia Baker-Lanoue Denturist – District 1	None declared
Avneet Bhatia Public Member	None declared
Annie Chu Denturist – District 4	
Lileath Claire Public Member	None declared
Hanneke de Roo	None declared
Norbert Gieger Denturist – District 2	<ul style="list-style-type: none">Member, Denturist Group of Ontario
Elizabeth (Beth) Gorham-Matthews Denturist – District 8	<ul style="list-style-type: none">Member, Denturist Association of Ontario
Aisha Hasan Public Member	None declared
Franklin Parada Denturist – District 3	<ul style="list-style-type: none">Member, Denturist Association of OntarioMember, Denturist Association of Canada
Gaganjot Singh Public Member	None declared

Last Updated: September 17, 2025



I. Conflict-of-Interest Declaration of Adherence

Members of the Council of the College, have acknowledged that:

- ✓ I have a duty to carry out my responsibilities in a manner that serves and protects the interest of the public. Therefore, I must not engage in any activities or decision-making about any matters where I have a conflict of interest.
- ✓ I have a duty to uphold and further the intent of the [Denturism Act, 1991](#) which is to regulate the practice and profession of denturism in Ontario. I must not represent the views of advocacy or special interest groups.
- ✓ I must avoid conflicts between my self-interest and my duty to the College. As part of this Conflict-of-Interest Declaration of Adherence, I have identified below any relationship(s) I currently have or recently have had with any organization that may create a conflict of interest by virtue of having competing fiduciary obligations to the College and the other organization (including, but not limited to, entities of which I am a director or officer).
- ✓ I confirm I have read, considered and understand the College's Conflict-of-Interest by-laws section [\(section 27\)](#), and agree to abide by its provisions.
- ✓ I understand that my completed questionnaire will be included in the appendix to each Council and/or committee meeting package and that I must declare any updates to my responses and conflicts of interest specific to the meeting agenda at the start of each meeting.
- ✓ I recognize that a conflict of interest could bring discredit to the College, amount to a breach of my fiduciary duty to the College and could create liability for the College and/or myself.
- ✓ I understand that any breach of the College's Conflict-of-Interest by-laws section may result in remedial action, censure or removal from office.

II. Outside Interests

The following outside interests disclosed by members of the Council in accordance with [section 27](#) of the by-laws of the College are listed in the table beginning on **page 1** of this register:

I, or one of my family members (e.g., a parent, spouse¹, child or sibling), close friends, business partners, dating partner, or other person with whom I have a close personal or professional relationship, have or recently² have had the following direct or indirect affiliations, personal or financial interests or relationships, and/or have taken part in the relevant transactions.

¹ The [Family Law Act](#) definition of "spouse" is applied. A "spouse" includes either of two persons married to each other or who are not married and have cohabitated continuously for a period of at least three years or who are in a relationship of some permanence if they are parents of a child as set out in section 4 of the [Children's Law Reform Act](#).

² If you are a newly elected Council member, you must not have held a position with any denturism-related Professional Association for at least one year at any time between the election date and the 120th day immediately



I am aware that a conflict of interest arises where I have a personal or financial interest which conflicts, might conflict or may be perceived to conflict with the interests of the College. The purpose of this form is to assist me and the College with identifying possible conflicts. A conflict of interest could arise in relation to personal or financial matters including (but not limited to):

- Directorships or other employment;
- Interests in business enterprises or professional practices;
- Share ownership;
- Beneficial interests in trusts;
- Membership in existing professional or personal associations;
- Professional associations or relationships with other organizations; and
- Personal associations with other groups or organizations, or family relationships.

Any obligation, commitment, relationship or interest that could conflict or may be perceived to affect my judgment or the discharge of my duties to the College must be declared.³

1. A conflict with my duty to the College may arise because I hold the following offices related to denturism (appointed or elected).
2. A conflict with my duty to the College may arise because I, or any trustee or any person on my behalf, own or possess, directly or indirectly, the following interests related to denturism.
3. A conflict of interest with my duty to the College could arise because I receive financial remuneration (either for services performed by me, as an owner or part owner, trustee, or employee or otherwise) from the following sources related to denturism.
4. Other than what is disclosed above, I have considered whether I have any relationships or interests that could compromise, or be perceived to compromise, my ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the College and listed them below.

before that date. If you are a newly elected and previously served as an elected Council member for nine consecutive years, at least three years must have passed by any time between the election date and the 120th day immediately before that date. See [subsections \(ii\)\(f\) and \(iv\) of section 13.01 \("Eligibility to Run for Election"\) in the College's by-laws](#).

³ A conflict of interest exists where a reasonable person would conclude that a Council or Committee member's personal or financial interest may affect their judgment or how they discharge their duties to the College. A conflict of interest may be real, perceived, actual, potential, direct, or indirect.



MISSION STATEMENT

The mission of the College of Denturists of Ontario is to regulate and govern the profession of Denturism in the public interest.

MANDATE AND OBJECTIVES

Under the *Regulated Health Professions Act 1991*, the duty of each College is to serve and protect the public interest by following the objects of the legislation. The objects of the College of Denturists are:

1. To regulate the practice of the profession and to govern the members in accordance with the health profession Act, this Code and the *Regulated Health Professions Act, 1991* and the regulations and by-laws.
2. To develop, establish and maintain standards of qualification for persons to be issued certificates of registration.
3. To develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.
4. To develop, establish and maintain standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among the members.
 - 4.1 To develop, in collaboration and consultation with other Colleges, standards of knowledge, skill and judgment relating to the performance of controlled acts common among health professions to enhance inter-professional collaboration, while respecting the unique character of individual health professions and their members.
5. To develop, establish and maintain standards of professional ethics for the members.
6. To develop, establish and maintain programs to assist individuals to exercise their rights under this Code and the *Regulated Health Professions Act, 1991*.
7. To administer the health profession Act, this Code and the *Regulated Health Professions Act, 1991* as it relates to the profession and to perform the other duties and exercise the other powers that are imposed or conferred on the College.
8. To promote and enhance relations between the College and its members, other health profession colleges, key stakeholders, and the public.
9. To promote inter-professional collaboration with other health profession colleges.
10. To develop, establish, and maintain standards and programs to promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.
11. Any other objects relating to human health care that the Council considers desirable. 1991, c. 18, Sched. 2, s. 3 (1); 2007, c. 10, Sched. M, s. 18; 2009, c. 26, s. 24 (11).



119th Council Meeting Hybrid

Held at HUB 601 and via Zoom/YouTube Live Stream

175 Bloor Street East, North Tower, Suite 601, Toronto, ON M4W 3R8

June 13, 2025 – 10:00 a.m. to 3:30 p.m.

MINUTES

Members Present:

Lileath Claire, Public Appointee ➤ President
Garnett A. D. Pryce, Denturist ➤ Vice President
Majid Ahangaran, Denturist
Abdelatif (Latif) Azzouz, Denturist
Kristine Bailey, Public Appointee
Alexia Baker-Lanoue, Denturist
Avneet Bhatia, Public Appointee
Norbert Gieger, Denturist
Elizabeth (Beth) Gorham-Matthews, Denturist
Aisha Hasan, Public Appointee
Franklin Parada, Denturist
Gaganjot Singh, Public Appointee

Regrets:

Absent:

Michael Bakshy, Public Appointee
Annie Chu, Denturist

Legal Counsel:

Rebecca Durcan, Steinecke, Maciura and LeBlanc

Guests:

Lise Betteridge, Dundee Consulting Group Ltd.
Deanna Williams, Dundee Consulting Group Ltd.

Staff:

Roderick Tom-Ying, Registrar and CEO
Tera Goldblatt, Manager, Registration & Quality Assurance
Meghan Hoults, Manager, Deputy Registrar
Catherine Mackowski, Manager, Professional Conduct
Paige O'Brien, Manager, Council and Corporate Services

1. Call to Order

The Chair called the meeting to order at 10:04 a.m.

2. Land Acknowledgement

We acknowledge that the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

3. Approval of Agenda

A Council member proposed Agenda Item #8 be moved up to follow Agenda Item #6.

MOTION: That the Agenda be approved as modified.

MOVED: K. Bailey

SECONDED: N. Gieger

CARRIED

4. Declaration of Conflicts

Comments on conflict of interest were made by Ms. Rebecca Durcan, College Counsel, Steinecke, Maciura and LeBlanc. The Conflict-of-Interest Register was provided, and no conflicts specific to the agenda were declared. It was noted that a questionnaire will be circulated to Council members following the Council meeting for the purposes of updating the Conflict-of-Interest Register.

No declarations were made during the meeting.

5. College Mission and Mandate

The President drew Council members' attention to the College Mandate and the College Mission, which were provided.

6. Consent Agenda

MOTION: To accept the Consent Agenda.

MOVED: A. Azzouz

SECONDED: A. Baker-Lanoue

CARRIED

7. Registrar's Report

The Registrar provided an update on the operational activities of the College which occurred since the last meeting of Council, including the Canadian Institute of Health Information's request for Oral Health Data, CDO website and database updates, the new As of Right rules and the financial report for April 1, 2025, to April 30, 2025.

8. Governance Initiatives

Deanna Williams and Lise Betteridge from Dundee Consulting Group Ltd., presented on *Continuing CDO's Journey towards Governance Modernization*.

Deanna Williams and Lise Betteridge responded to multiple questions from Council members. Council directed the Registrar to begin the process to enact the proposed terminology changes. Council will anticipate receiving the Self-Assessment Survey from CDO staff this summer.

9. In-Camera Meeting of Council

MOTION: To move the meeting in-camera.

MOVED: N. Gieger

SECONDED: G. Pryce

CARRIED

Pursuant to section 7(2)(b) of the Health Professions Procedural Code, Schedule 2 to the *Regulated Health Professions Act, 1991*, the meeting was moved in-camera at 12:02 p.m. and ex-camera at 14:30 p.m.

**The Council meeting broke for a 60-minute lunch between 1 p.m. and 2 p.m. during the in-camera meeting session.

CARRIED

10. 2025 Election Results – Districts 1 & 2

The Registrar reported that the following Professional Members were elected to Council by acclamation with three (3) year terms beginning on June 13, 2025:

- District 1 – Alexia Baker-Lanoué
- District 2 – Norbert Gieger

11. Wall Certificate Design

The Registrar presented about a proposed wall certificate design update.

Council's feedback regarding the new design was positive; a Council member requested that the member's name on the certificate be emphasized.

MOTION: That Council approve the redesign of the Certificate of Registration.

MOVED: A. Baker-Lanoué

SECONDED: F. Parada

CARRIED

12. Committee Appointments for 2025-2027

The Registrar introduced the proposed draft Committee Slate for 2025-2027.

Several minor changes were made to the slate, including adding A. Baker Lanoue to the Discipline and Fitness to Practise Committees and making a correction from K. Bailey to A. Bhatia as the Patient Relations Committee's Chair.

MOTION: To approve the proposed slate as modified.

MOVED: N. Gieger

SECONDED: G. Singh

CARRIED

13. Election of Officers

The Registrar assumed the role of Chair for the election of Officers and members of the Executive Committee.

MOTION: That the Executive Committee be composed of five (5) members.

MOVED: G. Singh

SECONDED: F. Parada

CARRIED

MOTION: That Rebecca Durcan and Meghan Hoult be appointed as scrutineers.

MOVED: N. Gieger

SECONDED: A. Azzouz

CARRIED

The results of the election of Officers and members of the Executive Committee for 2025-2027 were:

- Kristine Bailey – President – Acclaimed
- Garnett Pryce – Vice President – Acclaimed
- Alexia Baker-Lanoué – Professional Member-at-Large – Acclaimed
- Nibert Gieger – Professional Member-at-Large – Acclaimed
- Gaganjot Singh – Public Member-at-Large - Elected by a majority of votes

MOTION: That the ballots be destroyed.

MOVED: N. Gieger

SECONDED: A. Azzouz

CARRIED

14. Other Business

No other business was identified.

15. Next Meeting Date(s)

- 120th Council Meeting – September 12, 2025
- 121st Council Meeting – December 5, 2025

Council discussed the format for the last two scheduled Council meetings of 2025. They directed staff to poll Council members prior to the next meeting to determine the preferred format and asked staff to consider moving the December meeting to late November.

16. Adjournment

MOTION: For the meeting to be adjourned.

MOVED: F. Parada

SECONDED: N. Gieger

CARRIED

The meeting was adjourned at 3:34 p.m.

Lileath Claire
President

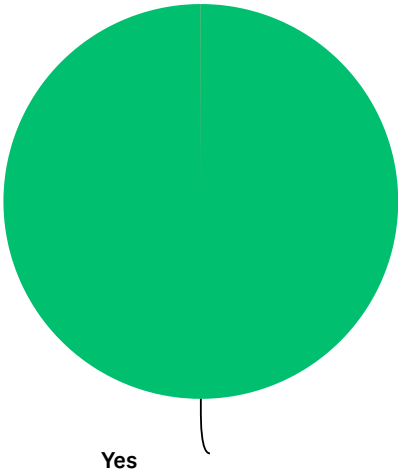
Date

Roderick Tom-Ying
Registrar and CEO

Date

Q1 I received appropriate, supportive information for this Council meeting.

Answered: 8 Skipped: 0



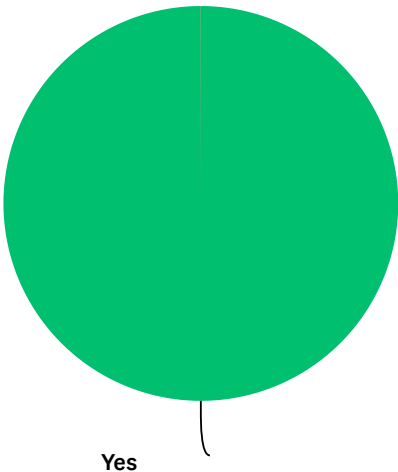
Yes

ANSWER CHOICES		RESPONSES	
Yes		100.00%	8
No		0.00%	0
Somewhat		0.00%	0
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
	There are no responses.	

Q2 I received this supportive information in a timely manner.

Answered: 8 Skipped: 0

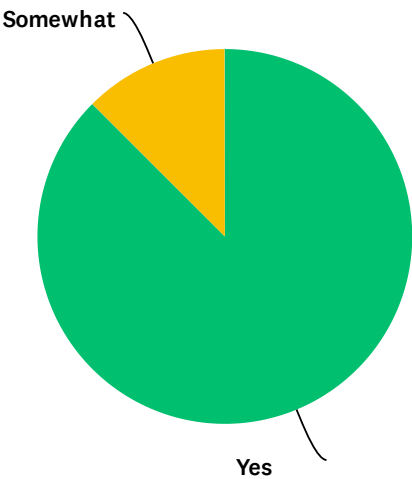


ANSWER CHOICES		RESPONSES	
Yes		100.00%	8
No		0.00%	0
Somewhat		0.00%	0
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
	There are no responses.	

Q3 I was prepared for this meeting.

Answered: 8 Skipped: 0

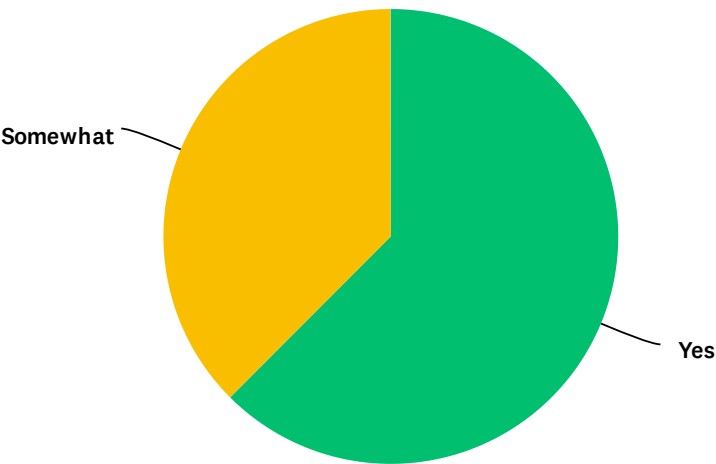


ANSWER CHOICES		RESPONSES	
Yes		87.50%	7
No		0.00%	0
Somewhat		12.50%	1
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
	There are no responses.	

Q4 All Council members appeared prepared for this meeting.

Answered: 8 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		62.50%	5
No		0.00%	0
Somewhat		37.50%	3
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
	There are no responses.	

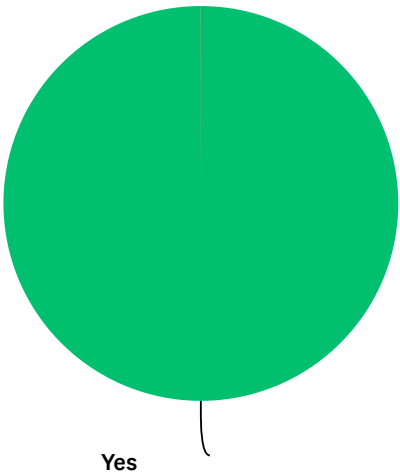
Q5 List any additional supports or resources that would have helped you better prepare for this meeting.

Answered: 2 Skipped: 6

#	RESPONSES	DATE
1	When we talk about a recurring topic it would be useful to know what is , "new" material so I don't have to hunt for it.	6/16/2025 12:36 PM
2	I would love to have a print out version of the Council Meeting Package. It's nice to have it online but it would be great to send it to those who prefer a physical copy. Just a suggestion!	6/13/2025 3:35 PM

Q6 This meeting was effective and efficient.

Answered: 8 Skipped: 0



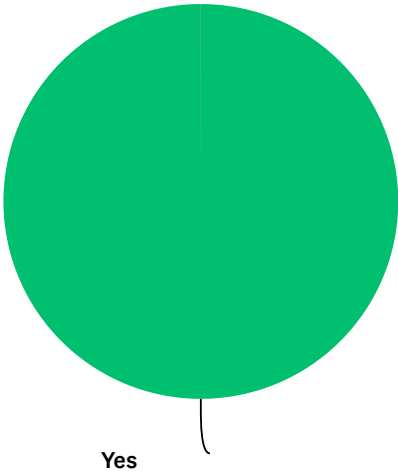
Yes

ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
Somewhat	0.00%	0
Don't Know	0.00%	0
TOTAL		8

#	COMMENTS	DATE
1	We always get so much accomplished during these Meetings. It's nice to see everyone as well!	6/13/2025 3:35 PM

Q7 The objectives of this meeting were achieved.

Answered: 8 Skipped: 0

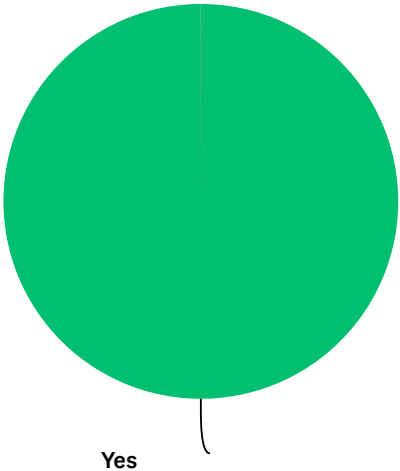


ANSWER CHOICES		RESPONSES	
Yes		100.00%	8
No		0.00%	0
Somewhat		0.00%	0
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
1	Yes, everything was achieved and feedback was heard, which is really nice!	6/13/2025 3:35 PM

Q8 The President chaired the meeting in a manner that enhanced Council's performance and decision-making.

Answered: 8 Skipped: 0

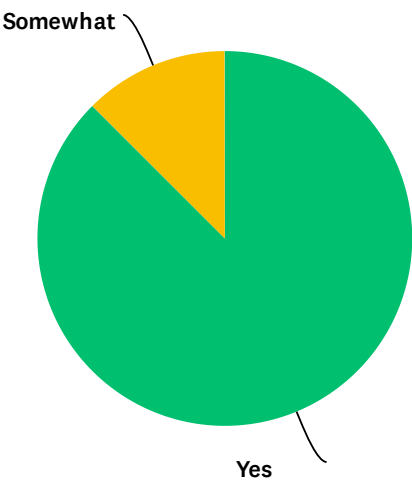


ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
Somewhat	0.00%	0
Don't Know	0.00%	0
TOTAL		8

#	COMMENTS	DATE
1	Lileath did a great job, as always	6/16/2025 2:54 PM
2	Always!	6/13/2025 3:35 PM

Q9 I felt comfortable participating in the Council discussions.

Answered: 8 Skipped: 0

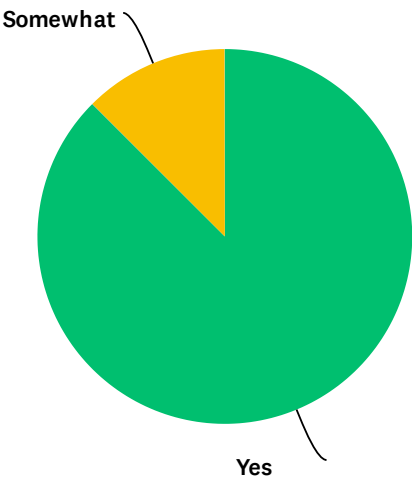


ANSWER CHOICES		RESPONSES	
Yes		87.50%	7
No		0.00%	0
Somewhat		12.50%	1
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
1	Yes, I enjoy hearing opinions but speak up when I want to add a suggestion or comment.	6/13/2025 3:35 PM

Q10 The public interest was considered in all discussions.

Answered: 8 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		87.50%	7
No		0.00%	0
Somewhat		12.50%	1
Don't Know		0.00%	0
TOTAL			8

#	COMMENTS	DATE
	There are no responses.	

Q11 List two strengths of this meeting.

Answered: 4 Skipped: 4

#	RESPONSES	DATE
1	In camera session was handled better than last meeting. I really like the consent agenda to park previous minutes or items as FYI, not needing additional discussion. etc.	6/16/2025 12:36 PM
2	Everyone's given an opportunity for questions and comments Made sure everyone understood the questions being asked	6/14/2025 10:52 AM
3	Hybrid model. Time keeping	6/14/2025 10:23 AM
4	It was Hybrid New Elections were selected!	6/13/2025 3:35 PM

Q12 List two ways in which the technical aspects of this meeting could have been improved.

Answered: 1 Skipped: 7

#	RESPONSES	DATE
1	I have done Virtual meetings before, but today after an hour, it seemed like the camera did not zoom to the person speaking, so sometimes it was hard to properly hear someone. Also, it would help if the boardroom mutes the mic when speakers are speaking. If you don't mute, the camera shifts to others.	6/13/2025 3:35 PM

Q13 List two ways in which Council meetings could be improved.

Answered: 3 Skipped: 5

#	RESPONSES	DATE
1	The agenda could be divided into " operations" (like finance report) and strategic (ie governance)	6/16/2025 12:36 PM
2	Keep them all as hybrid meetings	6/14/2025 10:52 AM
3	I like the Hybrid option for all meetings in the Future. I think, giving a 10 minute break instead of a 5 minute would help!	6/13/2025 3:35 PM

Q14 Additional Comments

Answered: 2 Skipped: 6

#	RESPONSES	DATE
1	Members and staff are doing a fantastic job to archive the desired goals.	6/13/2025 6:15 PM
2	I really enjoyed the meeting and all the accomplishments we achieved as a College today!	6/13/2025 3:35 PM

Q15 Other Questions that Council should be asking in a feedback survey?

Answered: 2 Skipped: 6

#	RESPONSES	DATE
1	The asked questions are enough to get a good feedback from participants	6/13/2025 6:15 PM
2	Did you enjoy the Meeting? 🤔	6/13/2025 3:35 PM



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Executive Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **0**

There have been no meetings of the Executive Committee since the last Council Meeting.

Respectfully submitted by Kristine Bailey
President and Chair of the Executive Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Inquiries, Complaints and Reports Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **3**

Role of the Committee

The Inquiries, Complaints and Reports Committee supports the College's commitment to the public interest in safe, competent and ethical care and service. It receives and considers complaints and reports concerning the practice and conduct of Registered Denturists.

Executive Summary

Since the June 13, 2025 Council meeting, the ICRC has considered 11 complaints, including seven (7) complete investigations and made final dispositions in seven (7) matters.

Decisions Finalized:

Complaints	7
Registrar's Reports	0
Total	7

Dispositions (some cases may have multiple dispositions or multiple members)

No Further Action	6
Advice/Recommendation/Reminder	3
Cautions	1
Deferred	2

Practice Issues (identified by ICRC at the time the decision is made)

*** Some cases may not have a Secondary Issue**

Practice Issue	Primary Issue	Secondary Issue
Clinical Skill/Execution	1	1
Communication	3	1
Relationship with Patient	1	
Records and Reporting		1
Professional Judgment		2
Laboratory Procedures	1	
Practice Management	1	

Cases Considered by the Committee:

Complaints	11
Registrar's Reports	0

New Files Received during this period:

Complaints	4
Registrar's Reports	0

HPARB appeals

Total Appeals pending	4
New Appeals	2
ICRC Decision confirmed – case closed	1
Files 150 days	4

Respectfully submitted by Kristine Bailey
Chair of the Inquiries, Complaints and Reports Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Discipline Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **3**

Introduction: Role of the Committee

The Discipline Committee supports the College's commitment to the public to address concerns about practice and conduct.

Executive Summary

Since the June 13, 2025 Council meeting, three Panels of the Discipline Committee participated in one new discipline hearing and two penalty hearings for two other matters.

A. Panel Activities

1. One panel held a half day discipline hearing on July 8, 2025, and two other panels heard penalty and costs hearings for two other matters.

B. Discipline Committee Meetings

The Discipline Committee did not have a meeting in this quarter.

Respectfully submitted by Elizabeth Gorham-Matthews
Chair of the Discipline Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Fitness to Practise Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **0**

There was no activity to report for this quarter.

Respectfully submitted by Norbert Gieger
Chair of the Fitness to Practise Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Patient Relations Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **0**

There was no activity to report for this quarter.

Respectfully submitted by Avneet Bhatia
Chair of the Patient Relations Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Quality Assurance Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **0**

Role of the Committee

The Quality Assurance Committee (QAC) considers Peer & Practice Assessment reports as an indicator of whether a member's knowledge, skill and judgement meet the Standards of Practice for a Registered Denturist. The Committee also monitors member compliance with the Continuing Professional Development (CPD) program and develops tools, programs, and policies for the College's Quality Assurance Program.

The QAC has not met since the last Council meeting.

Respectfully submitted by Latif Azzouz
Chair of the Quality Assurance Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Registration Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **2**

Activities during the Quarter:

The Registration Committee met two (2) times since its last report to Council on June 13, 2025, on the following dates:

- July 7, 2025
- August 28, 2025

July 7, 2025

During this meeting, the Registration Committee considered one (1) new academic assessment, which was approved. The Committee directed the Registrar to remove the terms, conditions and limitation from one (1) registrant's Certification of Registration based on his completion of requirements set out by the Committee on April 10, 2025.

August 28, 2025

During this meeting, the Registration Committee considered seven (7) new academic assessments all of which were deemed equivalent.

Respectfully submitted by Elizabeth Gorham-Matthews
Chair of the Registration Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Qualifying Examination Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **1**

Activities during the Quarter:

The Qualifying Examination Committee has met once since its last report to Council on June 13, 2025.

At their July 28, 2025 meeting, the Qualifying Examination Committee reviewed the OSCE item analysis prepared by Dr. Anthony Marini. In his analysis, there were 15 items from the OSCE that were presented to the Committee for further review, of which three (3) items were deleted to ensure the validity of the candidate's scores. Items identified as problematic were presented and reviewed by the Committee for deletion or kept in scoring.

Examination results were released in two phases; MJ MCQ results were released on August 1, 2025, and OSCE results were released on August 12, 2025. Candidates who were unsuccessful on the MJ MCQ and/or OSCE components of the QE were provided with a detailed performance report.

June 2025 Multi-Jurisdictional MCQ Qualifying Examination

The College of Denturists of Ontario along with the College of Alberta Denturists, and the British Columbia College of Oral Health Professions hosted a common MJ MCQ examination for the June 2025 administration.

The MJ MCQ examination was administered remotely in an online format with remote proctoring, on June 11, 2025.

A total of 85 candidates attempted the examination. Of the 85 candidates, 61 candidates were from Ontario, 22 candidates were from Alberta, and two (2) candidates were from British Columbia.

June 2025 MJ MCQ Results

June 2025	New	Repeat	Total	
Number of candidates	56	29	85	
Number of successful candidates	37	8	45	
Pass rate (expressed as a percentage of <u>all</u> candidates)	52.9%	February 2025	June 2024	February 2024
		48.2%	59.8%	50.0%
Pass rate (expressed as a percentage of <u>new</u> candidates only)	66.1%	February 2025	June 2024	February 2024
		59.4%	73.1%	66.7%

**reportable data sets of 4 or less will not be published to protect the privacy of candidates.

June 2025 OSCE Qualifying Examination

The College hosted its June OSCE examination on June 21 & 22, 2025 at the David Braley Health Centre in Hamilton, ON. A total of 52 candidates attempted the examination.

June 2025 OSCE Results

June 2025	New	Repeat	Total	
Number of candidates	37	15	52	
Number of successful candidates	23	10	33	
Pass rate (expressed as a percentage of <u>all</u> candidates)	63.5%	February 2025	June 2024	February 2024
		65.0%	57.1%	57.9%
Pass rate (expressed as a percentage of <u>new</u> candidates only)	62.2%	February 2025	June 2024	February 2024
		64.0%	65.1%	64.3%

**reportable data sets of 4 or less will not be published to protect the privacy of candidates.

Respectfully submitted by Abdelatif (Latif) Azzouz
Chair of the Qualifying Examination Committee



COMMITTEE REPORT TO COUNCIL

Name of Committee: **Qualifying Examination Appeals Committee**

Reporting Date: **September 26, 2025**

Number of Meetings since
last Council Meeting: **0**

The Qualifying Examination Appeals Committee has not met since its last report to Council on June 13, 2025.

The June 2025 Qualifying Examinations appeals deadlines were Friday, August 22, 2025 (MJ MCQ) and Tuesday, September 2, 2025 (OSCE). The Qualifying Examination Appeals Committee will be meeting in mid-September to review all appeals received.

Respectfully submitted by Gaganjot Singh
Chair of the Qualifying Examination Appeals Committee

PRIVATE AND CONFIDENTIAL

June 16, 2025

Roderick Tom-Ying
Registrar and CEO
College of Denturists of Ontario
175 Bloor Street East
Suite 601, North Tower
Toronto, Ontario
M4W 3R8

Kristine Bailey
President
College of Denturists of Ontario
175 Bloor Street East
Suite 601, North Tower
Toronto, Ontario
M4W 3R8

re: College of Denturists of Ontario (the "College")

The purpose of this letter (the "Agreement") is to confirm the understanding between the College of Denturists of Ontario and Hilborn LLP (the "Firm") in respect of our engagement to audit the financial statements of the College of Denturists of Ontario for the year ended March 31, 2025, which comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We also plan to issue a report on the summary financial statements derived from the financial statements referred to above.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Objective, Scope and Limitations

Our audit will be conducted with the objective of forming and expressing our opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

Our statutory function as auditor of the College is to report to the Council by expressing an opinion on the annual financial statements of the College. We will conduct our audit in accordance with Canadian generally accepted auditing standards.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

An auditor conducting an audit in accordance with Canadian generally accepted auditing standards obtains reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of:

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Objective, Scope and Limitations (continued)

- (a) factors such as use of judgment, and the use of testing of the data underlying the financial statements;
- (b) inherent limitations of internal control; and
- (c) the fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the preparation and fair presentation of the financial statements by management in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control of the College. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Reporting

Unless unanticipated difficulties are encountered, our reports will be substantially in the following form. If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

Financial Statements

Independent Auditor's Report

To the Council of the College of Denturists of Ontario

Opinion

We have audited the financial statements of the College of Denturists of Ontario (the "College"), which comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Reporting (continued)

Financial Statements (Continued)

Independent Auditor's Report (continued)

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the annual report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the annual report prior to the date of our auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in our auditor's report. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the College to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the College.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Reporting (continued)

Financial Statements (continued)

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control of the College.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the College to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Toronto, Ontario
Date

Chartered Professional Accountants
Licensed Public Accountants

Summary Financial Statements

Report of the Independent Auditor on the Summary Financial Statements

To the Council of the College of Denturists of Ontario

Opinion

The summary financial statements, which comprise the summary statement of financial position as at March 31, 2025, and the summary statement of operations for the year then ended, and related note, are derived from the audited financial statements of the College of Denturists of Ontario (the "College") for the year ended March 31, 2025.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Reporting (continued)

Summary Financial Statements (continued)

Report of the Independent Auditor on the Summary Financial Statements (continued)

Opinion (continued)

In our opinion, the accompanying summary financial statements are a fair summary of the audited financial statements, in accordance with the criteria described in the note to the summary financial statements.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements and the auditor's report thereon, therefore, is not a substitute for reading the audited financial statements of the College and the auditor's report thereon.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated TBD.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with the criteria described in the note to the summary financial statements.

Auditor's Responsibility

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, *Engagements to Report on Summary Financial Statements*.

Toronto, Ontario
Date

Chartered Professional Accountants
Licensed Public Accountants

Our Responsibilities

We will perform our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, operations, changes in net assets and cash flows of the College in accordance with Canadian accounting standards for not-for-profit organizations. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors, including illegal acts, which have a material effect on the financial statements taken as a whole.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of the College without the prior consent of the College, unless required to do so by legal authority, or the Chartered Professional Accountants of Ontario Code of Professional Conduct.

We have considered the relationships between us and the College (including related entities) that, in our professional judgment, may reasonably be thought to bear on our independence. We confirm our independence with respect to the College.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Our Responsibilities (continued)

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- (a) misstatements, resulting from error, other than trivial errors;
- (b) fraud or any information obtained that indicates that fraud may exist;
- (c) any evidence obtained that indicates that an illegal or possibly illegal act has occurred;
- (d) significant deficiencies in the design or implementation of internal control to prevent and detect fraud or error; and
- (e) related party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider the internal control of the College to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of audit procedures to be executed. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of the internal control of the College.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledges and understands that they are responsible for:

Financial statements

- (a) the preparation and fair presentation of the financial statements of the College in accordance with Canadian accounting standards for not-for-profit organizations;

Summary financial statements

- (b) the preparation of the summary financial statements prepared on a basis that is consistent, in all material respects, with the audited financial statements;
- (c) making the audited financial statements available to the intended users of the summary financial statements and;
- (d) including the auditor's report on the summary financial statements in any document that contains the summary financial statements and that indicates that the auditor has reported on them;

Management's Responsibilities (continued)

Completeness of information

- (e) providing us with complete financial records and related data, and copies of all minutes of meetings of Council and committees of Council;
- (f) providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- (g) providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- (h) providing us with information regarding all related parties and related party transactions;
- (i) providing us with any additional information that we may request from management for the purpose of this audit;
- (j) providing us with unrestricted access to persons within the College from whom we determine it necessary to obtain audit evidence;

Fraud and error

- (k) designing, implementing, and maintaining internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- (l) providing us with an assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- (m) providing us with information relating to fraud or suspected fraud affecting the College involving:
 - (i) management;
 - (ii) employees who have significant roles in internal control; or
 - (iii) others, where the fraud could have a non-trivial effect on the financial statements;
- (n) providing us with information relating to any allegations of fraud or suspected fraud affecting the financial statements of the College as communicated by employees, former employees, regulators or others;
- (o) communicating its belief that the effects of any uncorrected financial statement misstatements, including misstatements related to financial statement presentation and disclosure, aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;

Recognition, measurement and disclosure

- (p) providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- (q) providing us with details of any plans or intentions that may affect the carrying value or classification of assets or liabilities;

College of Denturists of Ontario
 Toronto, Ontario
 June 16, 2025

Management's Responsibilities

Recognition, measurement and disclosure (continued)

- (r) providing us with information relating to the measurement and disclosure of transactions with related parties;
- (s) providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Canadian accounting standards for not-for-profit organizations;
- (t) providing us with information relating to claims and possible claims, whether or not they have been discussed with legal counsel of the College;
- (u) providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the College is contingently liable;
- (v) providing us with information on whether the College has satisfactory title to assets, whether liens or encumbrances on assets exist, or whether assets are pledged as collateral;
- (w) providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements;
- (x) providing us with information concerning subsequent events; and

Written confirmation of significant representations

- (y) providing us with written confirmation of significant representations communicated to us during the engagement on matters that are:
 - i) directly related to items that are material, either individually or in aggregate, to the financial statements;
 - ii) not directly related to items that are material to the financial statements but are significant, either individually or in aggregate, to the audit engagement; and
 - iii) relevant to your judgments or estimates that are material, either individually or in aggregate, to the financial statements.

If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.

We will communicate any misstatements identified during the audit engagement other than those that are clearly trivial. We request that management correct all the misstatements communicated.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions

Use of Personal Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our audit engagement. Our services are provided on the basis that:

1. You represent to us that management has obtained any required consents for the collection, use and disclosure to us of personal information required under applicable privacy legislation; and
2. We will hold all personal information in compliance with our Privacy Policy, which is viewable on our website at www.hilbornca.com.

Confidentiality

Hilborn LLP will maintain the strictest confidence with respect to client information. Accordingly, your confidential information will not, without your consent, be disclosed to anyone not employed or engaged by Hilborn LLP (in Canada or abroad) for the purposes of performing services hereunder, except as required by law or in accordance with the profession's Code of Professional Conduct.

Working Papers

The working papers, files, other materials, reports and work created, developed or performed by our Firm during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations and by Firm policy, our client files must periodically be reviewed by CPA Ontario practice inspectors and other file quality reviewers to ensure that we are adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

Use and Distribution of Our Report

Our independent auditor's report on the financial statements and independent auditor's report on the summary financial statements (referred to as our reports) will be issued solely for the use of the College and those to whom our independent auditor's report is specifically addressed by us. We make no representations of any kind to any third party in respect of the financial statements and we accept no responsibility for their use by any third party.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions (continued)

Use and Distribution of Our Report (continued)

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to in writing by us.

Reproduction of Our Report

If reproduction or publication of our independent auditor's report (or reference to our independent auditor's report) is planned in an annual report or other document, including electronic filings or posting of the annual report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the independent auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the audited financial statements.

Accounting Advice

Except as outlined in this letter, this audit engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the College. Such services, if requested, would be provided under a separate agreement.

Other Services

In addition to the audit services referred to above, we may, as allowed by our provincial Code of Professional Conduct, provide other services (for example, preparation of special reports or other reporting services) as required. Management will provide the information necessary to complete these other services. Management is responsible for filing all reports with the appropriate authorities on a timely basis. We will discuss such services with you prior to undertaking any work and will establish an appropriate fee arrangement with you before incurring any costs.

Governing Legislation

This Agreement is subject to and governed by the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this Agreement and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions (continued)

Fees at Regular Billing Rates

Our fees for the audit engagement described above will be based on our regular billing rates plus direct out-of-pocket expenses and applicable HST and are due when invoices are rendered.

Costs of Responding to Government Information Requests, etc.

If, with respect to this audit engagement or related services, we are required as a result of actions or demands placed upon or initiated by the College, government regulation, subpoena, or other legal process to produce our working papers, or to respond to information requests, such work will be outside the scope of this audit engagement. We will discuss such matters with you prior to undertaking any work and will establish an appropriate fee arrangement with you before incurring any costs.

Communications

You agree that in connection with this audit engagement, we may communicate with you or others via telephone, facsimile, post, courier, email, or other electronic media. Given the inherent risks associated with the electronic transmission of information on the internet or otherwise, Hilborn LLP does not guarantee the security or integrity of any electronic communications sent or received in relation to this engagement nor does Hilborn LLP guarantee that transmissions will be free from interception or infection including, but not limited to, “malware”, “spyware”, “ransomware”, and “worms”.

We specifically disclaim, and you release us from, any liability or responsibility related to interception of communications, unintentional disclosure of communications, viruses or ‘malware’, or any other similar form of data breach, indirect, punitive, exemplary, or special, without limitation and including:

- (a) losses of data, revenues or anticipated profits;
- (b) losses flowing from the impersonation of an identity; or
- (c) losses relating to payment of a ‘ransom’ to release data.

It is our Firm policy to use certain file sharing services we have designated, including Microsoft OneDrive, for the purposes of file sharing. Where you authorize and / or request Hilborn LLP to use any file sharing service other than those designated by Hilborn LLP to download, upload, amend or otherwise access in any manner your information stored and/or located on such file sharing services, you acknowledge that this may lead to a loss or unintended exposure of your confidential information to unintended audiences. You expressly accept that any such exposure and/or release of confidential information as a result of using such services will not be the responsibility of Hilborn LLP and you will indemnify Hilborn LLP for any losses incurred as a result of loss or exposure of your information arising from the use of such file sharing services.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions (continued)

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this Agreement will result, upon written notice, in the termination of this Agreement.

Either party may terminate this Agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, the College shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit engagement or are unable to come to a conclusion on the financial statements, we may withdraw from the engagement before issuing our audit report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Other Matters

Neither party to this Agreement will directly or indirectly agree to assign, transfer or sell to anyone any claim against the other party arising out of this Agreement, except that the College may assign its rights to any such claim to its insurer.

Hilborn LLP is a limited liability partnership. The individuals involved in the audit engagement and related services will be partners, employees and subcontractors of the partnership. The total aggregate liability of Hilborn LLP and any of its partners, employees and subcontractors for all claims, losses, liabilities and damages as a result of breach of contract, tort (including negligence), or otherwise, arising from any professional services performed or not performed by Hilborn LLP or by any of its partners, employees and subcontractors for you, shall be limited to the amount of professional liability insurance available for your claim. You further acknowledge and agree that this provision may be pleaded as a complete estoppel to any claim by you for damages in excess of the foregoing amount.

Our liability shall be several and not joint and several. We shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary, aggravated or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

We will use all reasonable efforts to complete the audit engagement as described in this Agreement within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the College of its obligations.

Conclusion

This Agreement reflects the entire agreement between the College and Hilborn LLP relating to the services described herein and supersedes any previous proposals, correspondence and understandings, whether written or oral. The agreements of the College and Hilborn LLP contained herein shall survive the completion or termination of this Agreement.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Acknowledgement

Please confirm your agreement with the above terms by signing a copy of this Agreement in the space provided and return it to us.

We are pleased to have this opportunity to serve you and assure you that this audit engagement will be given our close attention.

Yours very truly,



Chartered Professional Accountants

I.B. MacKenzie/cbj

The services and terms set out above are as agreed.

College of Denturists of Ontario



Roderick Tom-Ying, Registrar & CEO



Kristine Bailey, President

College of Denturists of Ontario
Audit Plan for the year ended March 31, 2025

HILBORN_{LLP}

A message from Blair MacKenzie to the Council

I am pleased to present our audit plan for the financial statements of the College of Denturists of Ontario (the “College”) for the year ended March 31, 2025.

Our audit plan is designed to highlight and explain key issues, which we believe to be relevant to the audit and to initiate effective two-way communication with the Council regarding our audit. This will assist you in understanding the terms of the engagement; our proposed audit strategy and the level of responsibility assumed by Hilborn LLP under Canadian Auditing Standards (“CAS”).

This communication has been prepared to comply with the requirements outlined in CAS 260, *Communication with those Charged with Governance*. The information in this document is intended solely for the use of the Council and management and should not be distributed to others without our consent.

We hope our audit plan is of assistance to you, and I look forward to discussing it in detail as well as any other matters that you may consider appropriate.



Blair MacKenzie CPA, CA
Managing Partner
Hilborn LLP
June 16, 2025

**“We are
committed to
open
communication
through early,
meaningful
dialogue.”**



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Your client service team

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The above noted team will be complemented with other members of the firm

“At Hilborn, we make it our mission to maintain solid relationships with our clients. We value open, honest communication, and we listen carefully to what matters to you most.

Executive Summary



Objective

Our objective is to express an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Our engagement letter, contained in Appendix A, contains discussion regarding our responsibilities and your responsibilities.



Materiality

Materiality has been calculated based on qualitative and quantitative factors. Materiality is \$80,000 for the year ended March 31, 2025.

Our materiality calculation is preliminary. In the event that actual results vary significantly from those used to calculate materiality, we will communicate these changes to you in our audit findings communication.



Recently Issued and Adopted Accounting and Auditing Standards

There are no recently issued accounting or auditing standards that impact the College.



Fraud Discussion and Other Inquiries

We are not currently aware of fraud affecting the College. If you are aware of actual, suspected or alleged fraud affecting the College, we request that you provide us with this information. See page 5 for further discussions related to fraud.

Please bring to our attention any significant matters of which you are aware, including but not limited to:

- Business risks;
- Non-compliance with laws and regulations;
- Significant communications with external parties such as regulatory authorities, suppliers and legal counsel.



Independence

We are independent. We have complied with relevant ethical requirements regarding independence. We will communicate all relationships and matters that may reasonably be thought to bear on our independence, if any, and where applicable, related safeguards.



Audit Approach

Our audit is risk-based in design. See pages 7-8 for significant risks and areas of focus.

Materiality

Materiality is used to scope the audit, identify risks of material misstatement and evaluate the level at which we think misstatements will reasonably influence the economic decisions of users of the financial statements. The calculation of materiality considers both quantitative and qualitative factors.

Materiality determination	Comments	Amount
Overall materiality	Overall materiality is based on the users of the financial statements and is calculated with reference to quantitative and qualitative factors.	\$80,000
Performance materiality	Performance materiality is used to reduce (to an acceptably low level) the probability that the aggregate of uncorrected/undetected misstatements exceeds overall materiality and is calculated as 75% of overall materiality.	\$60,000
Trivial misstatements	The threshold for misstatements that would be clearly trivial to the overall financial statements. It is calculated as 10% of performance materiality.	\$6,000

We will communicate, in our audit findings communication, any uncorrected audit misstatements identified and any material corrected misstatements identified that we think are relevant to the responsibility of the Council to oversee the financial reporting of the College.

Risk of Fraud

Canadian Auditing Standards require us to discuss fraud risk with the College on an annual basis. We will have detailed fraud discussions with management during the course of the audit. We inquire with you about your views on fraud; whether you have knowledge of fraud, either actual, suspected or alleged, including those involving management, including what fraud detection or protection measures are in place?

At the conclusion of the audit, we will request written representations from management that they have disclosed to us management's fraud risk assessment and their knowledge of actual, suspected or alleged fraud affecting the College.



“The fraud triangle is commonly used by auditors to explain the motivation behind an individual’s decision to commit fraud.”

- Corporate Finance Institute

Definitions

Opportunity refers to circumstances that allow fraud to occur such as weak internal controls, poor tone at the top and inadequate accounting policies.

Incentives or pressures refer to an individual’s mindset towards committing fraud. Examples of incentives include bonuses that are based on financial metrics or personal incentives such as wanting to earn more money.

Rationalization refers to the individual’s justification for committing fraud. Common examples of rationalization include an individual that is spiteful towards their manager or employer and feeling as if there are no other solutions.

Independence

We last communicated our independence to you through our audit findings communication dated December 5, 2024. We have remained independent since that date and through the date of this communication.

The following table explains the threats to independence identified by us and the safeguards put in place to eliminate or reduce the threats to an acceptably low level.

Identified threat	Safeguard	Why effective
Self-review	<ul style="list-style-type: none">- Independent reviews of the financial statements by Hilborn LLP as well as by management and the Council.	Provides an objective evaluation of the significant judgments made and the conclusions reached by the engagement team.
Objectivity and familiarity threats	<ul style="list-style-type: none">- Emphasis on exercising professional skepticism throughout the audit by the Engagement Partner and audit team.	Results in an audit carried out with a respectful, but questioning mindset to dispel any perceived familiarity threats.
Provision of non-assurance services	<ul style="list-style-type: none">- We obtain pre-approval of all services from management and the Council.- We obtain management’s acknowledgement of its responsibility for the results of the work performed by us regarding non-assurance services, if any.	<p>No services beyond the audit have been provided.</p> <p>We do not make any management decisions or assume any responsibility for such decisions.</p>

Audit Approach

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit. We will perform a risk-based audit, which allows us to focus our audit effort on significant risks and other areas that may be of concern to management and those charged with governance.

At this time we predict our audit will be conducted virtually through the use of a dedicated secure portal through which the information needs of each party will be addressed. We anticipate no significant disruptions to the audit process or to the quality of the audit evidence we will obtain.

If there are any areas where you would like to request additional procedures to be performed, please let us know.

Internal Control

Our audit includes gaining an understanding of internal control. We use this understanding to determine the nature, timing and extent of our audit procedures. We will communicate any significant deficiencies in internal control that we identify. Our consideration of internal controls will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.

Significant Risks

Risk Area	Why	Our Audit Approach
Revenue recognition	This is a presumed fraud risk for all entities under Canadian Auditing Standards.	Our audit methodology incorporates the required procedures in the CASs to address this risk. We design and execute tests of details and analytical procedures to reduce the risk of a material misstatement to an acceptably low level.

Risk Area	Why	Our Audit Approach
Management override of controls	This is a presumed fraud risk for all entities under Canadian Auditing Standards. We have not identified any specific additional risks of management override relating to this audit.	We perform testing over journal entries and other adjustments, review estimates and evaluate the rationale of significant or unusual transactions. We incorporate an element of unpredictability in the nature, timing and extent of our audit procedures.

Other Areas of Focus

Other significant areas	Audit response
Deferred registration fees	Analytical and variance review, review of registration fees received in the current fiscal year on account of the registration year ending in the next fiscal year
Complaints and discipline	Review case continuity reconciliation, average cost determination and amounts accrued for open cases, retrospective analysis and cost analytical procedures
Expenses / Accounts Payable	Perform a search for unrecorded liabilities (cut-off) and perform analytical procedures. Obtain an understanding of initiatives undertaken by the College which may require accrual of expenses. Understand management's expectations for current year operations. Analyze and vouch certain expense accounts and review allocation of expenses. Perform tests of predictive nature. Confirm reported facts, circumstances and transaction terms.

Regulatory Health Colleges – College Performance Measurement Framework

The College Performance Measurement Framework (“CPMF”) was developed collaboratively by the Ministry of Health, health regulatory colleges, members of the public and subject matter experts to strengthen the accountability and oversight of Ontario’s health regulatory colleges. Each college posts its completed CPMF Reporting tool on its website.

The CPMF requires colleges to report on five domains, most of which are unrelated to the financial statement audit. However, to reinforce the importance of developing and implementing a formal reserve policy, the CPMF requires each college to report on its financial reserve policy under Domain 2: Resources, Measure 4.1, and evidence the following:

The College:

- i. has a “financial reserve policy” that sets out the level of reserves the College needs to build and maintain in order to meet its legislative requirements in case there are unexpected expenses and/or a reduction in revenue, and
- ii. possesses the level of reserve set out in its “financial reserve policy”.

The CPMF requires the College to confirm whether the “financial reserve policy” has been validated by a financial auditor.

When an auditor is associated with information outside of the audited financial statements, the auditor is required to perform certain procedures. If the College has not established a formal financial reserve policy, then we will assist the College in developing a formal financial reserve policy, and we will determine whether the College’s reserves are in accordance with the formal policy at March 31, 2025, so that this question may be responded to positively. We will communicate the results of these procedures to you in our Audit Findings Communication.

We request that any information with respect to the auditor’s validation of the College’s financial reserve policy be discussed with us prior to submission.

How We Deliver High-Quality Audits



Robust testing



Training & performance evaluation



Collaborative people



Two-way communication



Extensive industry experience



Timely deliverables



Engagement quality reviews



Internal Monitoring

Audit Timeline

The following schedule outlines the anticipated timing of the audit of the financial statements of the College.

Audit Timeline	Date
Deliver the audit plan to the Council	June 2025
Perform year-end fieldwork	Late June 2025, July 2025
Review audit results with management	TBD
Present our audit findings to the Council	December 5, 2025
Approval of financial statements by the Council	December 5, 2025
Release the financial statements	Following approval by the Council

Required Communications

In accordance with Canadian Auditing Standards, there are a number of communications that are required in connection with an audit relevant to those charged with governance’s oversight of the financial reporting process. Those communications will primarily be written in the form of our Audit Plan and Audit Findings communication. We may also communicate orally through discussions. The table below indicates the nature of the communications and when you can expect to receive the communication.

Pre-audit and planning stage	Execution, conclusion and reporting stages
Auditor’s responsibilities	Significant findings or issues arising from the audit*
Auditor independence	Significant difficulties, if any, encountered*
Planning and timing of the audit	Qualitative aspects of the significant accounting policies and disclosures
Matters related to fraud*	Subsequent events and going concern matters
Non-compliance with laws and regulations*	Written representations requested from management
Expected form of the Auditor’s Report and management representations letter *	Significant deficiencies in internal control*

*Indicates communications that may occur during the pre-audit/planning phase of the audit and/or at the conclusion of the audit, or at the time at which we identify such matters, based on our judgment. Management will provide us in writing with confirmation of significant representations provided during the engagement (see Appendix B for draft management representations letter).

Additional Services

Those charged with governance have a fiduciary duty to oversee and monitor the entity’s financial reporting processes and internal control environment. We may provide the following additional services, if requested, to assist those charged with governance in fulfilling those duties. The provision of these services does not impair our independence in the rendering of an audit opinion.

Additional Service	Who Would Benefit	Deliverable
Internal Controls Assessment	All organizations should perform a comprehensive review of its system of internal control. Internal controls are more than just policies and procedures manuals; they are actions taken by employees, management and those charged with governance to safeguard assets, produce reliable and accurate financial reports, and comply with laws and regulations. Accordingly, it is prudent to periodically perform a comprehensive review of the system of internal control, particularly when organizations have undergone recent operational changes, expanded services, or have made changes in key personnel.	We work collaboratively with management to deliver a final report, which summarizes positive trends, our findings, and opportunities for improvement. We benchmark the entity against leading practices and help you prioritize and implement our recommendations.
Financial Literacy Training	Audit, Finance and Risk Committees with members who do not have a background in accounting or finance.	<p>We will host a session with those charged with governance to share best practices for exercising oversight over the financial reporting process of the entity, review required fiduciary duties, and provide practical tips for reading and understanding financial statements and insight into evaluating the entity’s financial health.</p> <p>We may also attend a governance meeting to observe and provide feedback on the effectiveness of financial governance discussions.</p>

Additional Service	Who Would Benefit	Deliverable
Fraud Risk Training	Fraud risk management is critical to protect any organization's assets and reputation. This training is aimed at entities that would like to reinforce the importance of fraud risk identification and mitigation and create an environment that encourages employees to not remain silent when they suspect a fraud is occurring.	We will host a session where we will review common types of fraud, warning signs that could indicate a potential fraud, red flag behaviours of employees committing fraud as well as a discussion on prevention and detection measures that could be put in place within the entity to mitigate the opportunity to commit fraud and encourage employees to do the right thing by reporting suspicious activity in a timely manner.
Compliance Procedures	Audit, Finance and Risk Committees and others charged with governance often request additional procedures outside the scope of an audit in areas of concern, such as employee reimbursements, corporate credit card usage, and procurement practices.	We deliver a report with our findings to assist with the monitoring of compliance with the entity's financial and operational policies.

APPENDIX A

PRIVATE AND CONFIDENTIAL

June 16, 2025

Roderick Tom-Ying
Registrar and CEO
College of Denturists of Ontario
175 Bloor Street East
Suite 601, North Tower
Toronto, Ontario
M4W 3R8

Kristine Bailey
President
College of Denturists of Ontario
175 Bloor Street East
Suite 601, North Tower
Toronto, Ontario
M4W 3R8

re: College of Denturists of Ontario (the "College")

The purpose of this letter (the "Agreement") is to confirm the understanding between the College of Denturists of Ontario and Hilborn LLP (the "Firm") in respect of our engagement to audit the financial statements of the College of Denturists of Ontario for the year ended March 31, 2025, which comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. We also plan to issue a report on the summary financial statements derived from the financial statements referred to above.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Objective, Scope and Limitations

Our audit will be conducted with the objective of forming and expressing our opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

Our statutory function as auditor of the College is to report to the Council by expressing an opinion on the annual financial statements of the College. We will conduct our audit in accordance with Canadian generally accepted auditing standards.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

An auditor conducting an audit in accordance with Canadian generally accepted auditing standards obtains reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of:

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Objective, Scope and Limitations (continued)

- (a) factors such as use of judgment, and the use of testing of the data underlying the financial statements;
- (b) inherent limitations of internal control; and
- (c) the fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the preparation and fair presentation of the financial statements by management in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control of the College. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Reporting

Unless unanticipated difficulties are encountered, our reports will be substantially in the following form. If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

Financial Statements

Independent Auditor's Report

To the Council of the College of Denturists of Ontario

Opinion

We have audited the financial statements of the College of Denturists of Ontario (the "College"), which comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Reporting (continued)

Financial Statements (Continued)

Independent Auditor's Report (continued)

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the annual report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the annual report prior to the date of our auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in our auditor's report. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the College to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the College.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Reporting (continued)

Financial Statements (continued)

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control of the College.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the College to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Toronto, Ontario
Date

Chartered Professional Accountants
Licensed Public Accountants

Summary Financial Statements

Report of the Independent Auditor on the Summary Financial Statements

To the Council of the College of Denturists of Ontario

Opinion

The summary financial statements, which comprise the summary statement of financial position as at March 31, 2025, and the summary statement of operations for the year then ended, and related note, are derived from the audited financial statements of the College of Denturists of Ontario (the "College") for the year ended March 31, 2025.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Reporting (continued)

Summary Financial Statements (continued)

Report of the Independent Auditor on the Summary Financial Statements (continued)

Opinion (continued)

In our opinion, the accompanying summary financial statements are a fair summary of the audited financial statements, in accordance with the criteria described in the note to the summary financial statements.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements and the auditor's report thereon, therefore, is not a substitute for reading the audited financial statements of the College and the auditor's report thereon.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated TBD.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with the criteria described in the note to the summary financial statements.

Auditor's Responsibility

Our responsibility is to express an opinion on whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, *Engagements to Report on Summary Financial Statements*.

Toronto, Ontario
Date

Chartered Professional Accountants
Licensed Public Accountants

Our Responsibilities

We will perform our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, operations, changes in net assets and cash flows of the College in accordance with Canadian accounting standards for not-for-profit organizations. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors, including illegal acts, which have a material effect on the financial statements taken as a whole.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of the College without the prior consent of the College, unless required to do so by legal authority, or the Chartered Professional Accountants of Ontario Code of Professional Conduct.

We have considered the relationships between us and the College (including related entities) that, in our professional judgment, may reasonably be thought to bear on our independence. We confirm our independence with respect to the College.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Our Responsibilities (continued)

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- (a) misstatements, resulting from error, other than trivial errors;
- (b) fraud or any information obtained that indicates that fraud may exist;
- (c) any evidence obtained that indicates that an illegal or possibly illegal act has occurred;
- (d) significant deficiencies in the design or implementation of internal control to prevent and detect fraud or error; and
- (e) related party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider the internal control of the College to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of audit procedures to be executed. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of the internal control of the College.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledges and understands that they are responsible for:

Financial statements

- (a) the preparation and fair presentation of the financial statements of the College in accordance with Canadian accounting standards for not-for-profit organizations;

Summary financial statements

- (b) the preparation of the summary financial statements prepared on a basis that is consistent, in all material respects, with the audited financial statements;
- (c) making the audited financial statements available to the intended users of the summary financial statements and;
- (d) including the auditor's report on the summary financial statements in any document that contains the summary financial statements and that indicates that the auditor has reported on them;

Management's Responsibilities (continued)

Completeness of information

- (e) providing us with complete financial records and related data, and copies of all minutes of meetings of Council and committees of Council;
- (f) providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- (g) providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- (h) providing us with information regarding all related parties and related party transactions;
- (i) providing us with any additional information that we may request from management for the purpose of this audit;
- (j) providing us with unrestricted access to persons within the College from whom we determine it necessary to obtain audit evidence;

Fraud and error

- (k) designing, implementing, and maintaining internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- (l) providing us with an assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- (m) providing us with information relating to fraud or suspected fraud affecting the College involving:
 - (i) management;
 - (ii) employees who have significant roles in internal control; or
 - (iii) others, where the fraud could have a non-trivial effect on the financial statements;
- (n) providing us with information relating to any allegations of fraud or suspected fraud affecting the financial statements of the College as communicated by employees, former employees, regulators or others;
- (o) communicating its belief that the effects of any uncorrected financial statement misstatements, including misstatements related to financial statement presentation and disclosure, aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole;

Recognition, measurement and disclosure

- (p) providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- (q) providing us with details of any plans or intentions that may affect the carrying value or classification of assets or liabilities;

Management's Responsibilities

Recognition, measurement and disclosure (continued)

- (r) providing us with information relating to the measurement and disclosure of transactions with related parties;
- (s) providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Canadian accounting standards for not-for-profit organizations;
- (t) providing us with information relating to claims and possible claims, whether or not they have been discussed with legal counsel of the College;
- (u) providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the College is contingently liable;
- (v) providing us with information on whether the College has satisfactory title to assets, whether liens or encumbrances on assets exist, or whether assets are pledged as collateral;
- (w) providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements;
- (x) providing us with information concerning subsequent events; and

Written confirmation of significant representations

- (y) providing us with written confirmation of significant representations communicated to us during the engagement on matters that are:
 - i) directly related to items that are material, either individually or in aggregate, to the financial statements;
 - ii) not directly related to items that are material to the financial statements but are significant, either individually or in aggregate, to the audit engagement; and
 - iii) relevant to your judgments or estimates that are material, either individually or in aggregate, to the financial statements.

If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.

We will communicate any misstatements identified during the audit engagement other than those that are clearly trivial. We request that management correct all the misstatements communicated.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions

Use of Personal Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our audit engagement. Our services are provided on the basis that:

1. You represent to us that management has obtained any required consents for the collection, use and disclosure to us of personal information required under applicable privacy legislation; and
2. We will hold all personal information in compliance with our Privacy Policy, which is viewable on our website at www.hilbornca.com.

Confidentiality

Hilborn LLP will maintain the strictest confidence with respect to client information. Accordingly, your confidential information will not, without your consent, be disclosed to anyone not employed or engaged by Hilborn LLP (in Canada or abroad) for the purposes of performing services hereunder, except as required by law or in accordance with the profession's Code of Professional Conduct.

Working Papers

The working papers, files, other materials, reports and work created, developed or performed by our Firm during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations and by Firm policy, our client files must periodically be reviewed by CPA Ontario practice inspectors and other file quality reviewers to ensure that we are adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

Use and Distribution of Our Report

Our independent auditor's report on the financial statements and independent auditor's report on the summary financial statements (referred to as our reports) will be issued solely for the use of the College and those to whom our independent auditor's report is specifically addressed by us. We make no representations of any kind to any third party in respect of the financial statements and we accept no responsibility for their use by any third party.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions (continued)

Use and Distribution of Our Report (continued)

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to in writing by us.

Reproduction of Our Report

If reproduction or publication of our independent auditor's report (or reference to our independent auditor's report) is planned in an annual report or other document, including electronic filings or posting of the annual report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the independent auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the audited financial statements.

Accounting Advice

Except as outlined in this letter, this audit engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the College. Such services, if requested, would be provided under a separate agreement.

Other Services

In addition to the audit services referred to above, we may, as allowed by our provincial Code of Professional Conduct, provide other services (for example, preparation of special reports or other reporting services) as required. Management will provide the information necessary to complete these other services. Management is responsible for filing all reports with the appropriate authorities on a timely basis. We will discuss such services with you prior to undertaking any work and will establish an appropriate fee arrangement with you before incurring any costs.

Governing Legislation

This Agreement is subject to and governed by the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this Agreement and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions (continued)

Fees at Regular Billing Rates

Our fees for the audit engagement described above will be based on our regular billing rates plus direct out-of-pocket expenses and applicable HST and are due when invoices are rendered.

Costs of Responding to Government Information Requests, etc.

If, with respect to this audit engagement or related services, we are required as a result of actions or demands placed upon or initiated by the College, government regulation, subpoena, or other legal process to produce our working papers, or to respond to information requests, such work will be outside the scope of this audit engagement. We will discuss such matters with you prior to undertaking any work and will establish an appropriate fee arrangement with you before incurring any costs.

Communications

You agree that in connection with this audit engagement, we may communicate with you or others via telephone, facsimile, post, courier, email, or other electronic media. Given the inherent risks associated with the electronic transmission of information on the internet or otherwise, Hilborn LLP does not guarantee the security or integrity of any electronic communications sent or received in relation to this engagement nor does Hilborn LLP guarantee that transmissions will be free from interception or infection including, but not limited to, “malware”, “spyware”, “ransomware”, and “worms”.

We specifically disclaim, and you release us from, any liability or responsibility related to interception of communications, unintentional disclosure of communications, viruses or ‘malware’, or any other similar form of data breach, indirect, punitive, exemplary, or special, without limitation and including:

- (a) losses of data, revenues or anticipated profits;
- (b) losses flowing from the impersonation of an identity; or
- (c) losses relating to payment of a ‘ransom’ to release data.

It is our Firm policy to use certain file sharing services we have designated, including Microsoft OneDrive, for the purposes of file sharing. Where you authorize and / or request Hilborn LLP to use any file sharing service other than those designated by Hilborn LLP to download, upload, amend or otherwise access in any manner your information stored and/or located on such file sharing services, you acknowledge that this may lead to a loss or unintended exposure of your confidential information to unintended audiences. You expressly accept that any such exposure and/or release of confidential information as a result of using such services will not be the responsibility of Hilborn LLP and you will indemnify Hilborn LLP for any losses incurred as a result of loss or exposure of your information arising from the use of such file sharing services.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Terms and Conditions (continued)

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this Agreement will result, upon written notice, in the termination of this Agreement.

Either party may terminate this Agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, the College shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit engagement or are unable to come to a conclusion on the financial statements, we may withdraw from the engagement before issuing our audit report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Other Matters

Neither party to this Agreement will directly or indirectly agree to assign, transfer or sell to anyone any claim against the other party arising out of this Agreement, except that the College may assign its rights to any such claim to its insurer.

Hilborn LLP is a limited liability partnership. The individuals involved in the audit engagement and related services will be partners, employees and subcontractors of the partnership. The total aggregate liability of Hilborn LLP and any of its partners, employees and subcontractors for all claims, losses, liabilities and damages as a result of breach of contract, tort (including negligence), or otherwise, arising from any professional services performed or not performed by Hilborn LLP or by any of its partners, employees and subcontractors for you, shall be limited to the amount of professional liability insurance available for your claim. You further acknowledge and agree that this provision may be pleaded as a complete estoppel to any claim by you for damages in excess of the foregoing amount.

Our liability shall be several and not joint and several. We shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary, aggravated or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

We will use all reasonable efforts to complete the audit engagement as described in this Agreement within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the College of its obligations.

Conclusion

This Agreement reflects the entire agreement between the College and Hilborn LLP relating to the services described herein and supersedes any previous proposals, correspondence and understandings, whether written or oral. The agreements of the College and Hilborn LLP contained herein shall survive the completion or termination of this Agreement.

College of Denturists of Ontario
Toronto, Ontario
June 16, 2025

Acknowledgement

Please confirm your agreement with the above terms by signing a copy of this Agreement in the space provided and return it to us.

We are pleased to have this opportunity to serve you and assure you that this audit engagement will be given our close attention.

Yours very truly,



Chartered Professional Accountants

I.B. MacKenzie/cbj

The services and terms set out above are as agreed.

College of Denturists of Ontario



Roderick Tom-Ying, Registrar & CEO



Kristine Bailey, President



APPENDIX B

College of Denturists of Ontario

175 Bloor Street East, Suite 601, North Tower, Toronto, Ontario, M4W 3R8

Hilborn LLP
Chartered Professional Accountants
401 Bay Street, Suite 3100
P.O. Box 49
Toronto, Ontario
M5H 2Y4

Dear Sirs/Madams:

This representation letter is provided in connection with your audit of the financial statements of the College of Denturists of Ontario (the "College") for the year ended March 31, 2025, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

We acknowledge that we are responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for the design, implementation and maintenance of internal controls to prevent and detect fraud and error. We understand that your audit was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to detect fraud, shortages, errors or other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, having made such inquiries as we consider necessary for the purpose of informing ourselves as of TBD, the following representations made to you during your audit:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 16, 2025.
2. The financial statements referred to above comprise the statement of financial position as at March 31, 2025, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. These financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to enable us to prepare financial statements that are free from material misstatement, whether due to fraud or error. We are not aware of any significant deficiencies in internal control of the College.
4. We have reviewed and approved the adjusting journal entries and trial balance.
5. The financial statements have been produced by you, and we have designated someone in management with the suitable skill, knowledge and financial expertise to accept responsibility for the preparation of the financial statements. We hereby approve the financial statements for issuance.

Going Concern

6. The financial statements have been prepared on a going concern basis, which we believe to be appropriate and consistent with our assessment of the College.

Completeness of Information

7. We have made available to you all financial records and related data and all minutes of the meetings of Council and committees of Council through TBD.
8. All transactions have been recorded in the accounting records and are reflected in the financial statements.
9. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
10. We are unaware of any violations or possible violations of laws or regulations, including illegal and possibly illegal acts, the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
11. We are aware of the environmental laws and regulations that impact the College and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.
12. We have disclosed to you the identity of all known related parties and all related party relationships and transactions, including guarantees, non-monetary transactions and transactions for no consideration. We have appropriately accounted for and disclosed such relationships and transactions in the financial statements in accordance with Canadian accounting standards for not-for-profit organizations.
13. We have disclosed all material non-monetary transactions or transactions for no consideration undertaken by the College.

Fraud and Error

14. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

15. We have no knowledge of fraud or suspected fraud affecting the College involving management; employees who have significant roles in internal control; or others, where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting the College's financial statements as communicated by employees, former employees, analysts, regulators or others.
17. There are no uncorrected financial statement misstatements or uncorrected presentation and disclosure departures

Recognition, Measurement and Disclosure

18. We believe that the significant assumptions used by us in making accounting estimates, including those relating to fair value measurements included and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
19. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
20. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
21. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
22. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
23. The College has satisfactory title to all assets, and there are no liens or encumbrances on the College's assets, nor has any asset been pledged except as disclosed in the financial statements.
24. We have disclosed to you, and the College has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

25. There have been no events subsequent to the date of the financial statements through to the date of this letter that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.

Yours very truly,

College of Denturists of Ontario



Mr. Roderick Tom-Ying, Registrar and CEO





To: **Council**

From: **Kristine Bailey**

Date: **September 26, 2025**

Subject: **President's Report**

The summer has come to an end, and the fall season is nearly upon us.

Executive Summary of newest Registration Regulation

The College has been attempting to update its Registration Regulation for over 20 years. This document is one of the most important achievements of the College of Denturists of Ontario. The most significant push was in the 2010s, 2023 with the Emergency Class, and now in 2025. The information was circulated for a 60-day Public and Stakeholder Consultation six times. We, as a College, will celebrate this achievement with a signing event at the September 26th Council Meeting with persons from the Ministry of Health, the Council and the Associations.

Key improvements include the creation of an "Inactive Class of Registration" that improves equity and inclusion by permitting medical/parental leave and flexibility for Denturists. This request has been in the works for over 20 years.

Reduction of currency or practice hours requirement from 1500 practice hours over three years to 750 practice hours permits greater flexibility for Denturists to work part time without facing regulatory intervention.

New reinstatement provisions allow members who resigned/retired to return after three years. Previously they were shut out and had to re-attempt the licensing exam to return as a new member. This flexibility improves the Ontario workforce numbers by permitting a return to practice.

Lastly, a transfer of Jurisprudence exam questions and requirements from formal licensing exam to online, open book Jurisprudence as a module that is free of charge. Formal testing is only performed when required. The goal is to learn, not spend additional time preparing for a formal exam. This permits flexibility in incorporating new jurisprudence content in near real time e.g. with As of Right rules.

Governance Modernization

As a requirement of good governance, the CDO Council continues to strengthen its governance processes. As the Council members continue this journey, a competency self-assessment was conducted by the governance consultant to assess gaps that would need to be addressed through training and/or recruitment. The September 26, 2025, Council meeting will review the results. The goal is to align governance terminology to best practice. Some of the activities that will occur over the next year will transition the governance leadership from Council to Board, President to Board Chair, Council Members to Board Directors and Members to Registrants. Most of this doesn't change what we do but does align with a Not-for-Profit Corporation and the understanding of the constitution of the Board in the eyes of the public.

Welcome to a new Public Council Member

Hanneke de Roo is appointed for three-year term from August 2025 - August 2028. Her professional experience spans mergers and acquisitions and early-stage medical start-ups. Her community involvement has centered on knowledge translation and improving patient outcomes, including serving on the Research Funding Advisory Committee at Defeat Duchenne Canada. She holds a Master's Degree in Biomedical Innovation from McMaster University. Welcome Hanneke to our Governance Group and we all look forward to her participation and knowledge in our various committees, groups, strategy and forward development in the area of Denturism.

Registrar's Updates

Since the last meeting of Council on June 13th, 2025:

- New Invoice approval software and process – saving substantial admin time for staff & President approval
- Transition to Microsoft Forms from Survey Monkey
 - Council competency self-assessment, peer and practice report, complaints survey, and many more to come.
- New website feature - French translation
- Public Health Ontario – new IPAC module for health care workers
- June 11, 2025 & June 21/22 – MCQ & OSCE Exam (*pictured bottom right*)
- June 24, 2025 – HPRO Board Meeting with Minister of Health (*pictured top right*)
- July 18, 2025 – ADTO Event
- Sept 12, 2025 - Deputy Chief Examiner recruitment deadline
- Sept 13, 2025 - Peer and Practice Assessor training
- Sept 29, 2025 – Item Writers recruitment deadline





Current Strategic Initiatives in 2025

Agenda Item 8.1

Strategic Initiatives	Project Leads	Council Lead	Progress
As of Right	Registrar & CEO Manager of Registration	President All of Council	Awaiting final details before developing implementation plan
Registration Regulation	Registrar & CEO Manager of Registration	Registration Committee	Approved
Scope of Practice	Registrar & CEO Deputy Registrar External Consultant	Vice-President Working Group – composed of 2 CDO Council Member Delegates	Public Consultation due November 3, 2025
Multi-Jurisdictional Examination	Deputy Registrar Chief Examiner Third-Party Psychometricians Regulators: AB, BC, SK, MB	Chair, Qualifying Examination National Examination Advisory Committee	Withdrawn
Governance Modernization (Council Recruitment, Risk Register, Terminology update)	Registrar & CEO Deputy Registrar Governance Consultant	President All of Council	Ongoing
Alternate Dispute Resolution Process & Complaints Feedback Survey	Manager of Professional Conduct	ICRC	In Queue & Draft Survey Completed



BRIEFING NOTE

To: **Council**

From: **Roderick Tom-Ying, Registrar and CEO**

Date: **September 26, 2025**

Subject: **Financial Report: April 1, 2025 – August 31, 2025**

Public Interest Rationale

The College of Denturists of Ontario's mandate is to protect the public by ensuring Registered Denturists provide safe, ethical, and competent denturism care and service in Ontario. As part of that mandate, the College Council has the overall responsibility of ensuring prudent financial stewardship of the College's financial resources as part of its core principle of good governance. Implementation of regulatory best practices, strategic planning, performance monitoring, fiscal management, external compliance, and reporting forms some of these core principles. Council must ensure that the College has a fiscally responsible and strategic operating budget each year. As part of this commitment, Council reviews the financials of the CDO on a quarterly basis.

Statement of Operations for period April 1, 2025 – August 31, 2025

I direct your attention to the column "YTD as Percentage of Budget" which indicates the percentage of the budgeted amount that has been spent (or, in the case of income, received). Since this report covers the first 5 months of the fiscal year, consequently, the anticipated expenses will be lower within their budget line items. However, not every line item adheres to this because some expenses are not expensed over time but are lump sum payments.

On the revenue side, the College's 2025-2026 budget estimates for professional corporation revenue exceeded targets at 120% of the budget. The College continues to provide registrants with two installment options to remit the 2025-2026 annual renewal fee, with the first installment due March 31, 2025, and the second instalment due September 1, 2025. The College has collected 95% of all outstanding annual renewal fees with the remainder of registrants receiving notices for intent to suspend for non-payment of fees.

The only budget line item of note on the revenue side is the increased late fees collected during this renewal period. During this period, the College has seen an uptick of late renewals including late fees applied compared to previous years. College processes and reminders remain unchanged. Potential reasons may include the coincidental timing of the expansion of the Canadian Dental Care Plan into more age groups and categories and therefore resulting in significant new demand of denturism services. Due to the extraordinary high patient demand and staying apprised of evolving program requirements and claims processes, it may have delayed/interfered with registrant's renewals.

On the expenses side, all budget line items are proceeding as expected. An upfront increase in Office and General expenses is related to the Colleges investment in improving its digital services offerings and therefore increased database development costs. The College rolled out three new digital services in March but is also working full steam ahead with database development projects to develop an online inactive class application as well as an online Jurisprudence Examination. These two items were not previously allocated specific budgets within the 2025-2026 budget but represent necessary work as part of the Registration Regulation roll out. The costs are anticipated to be around or under \$20,000. College Staff will continue to monitor the Office and General budget line item to determine whether underused items from other parts of the Operating Budget would reconcile with the one-time increased expenses related to database expenditures.

Under the Complaints and Discipline budget line item, continued expenses have materialized in this year's operating budget as a continuation of the series of discipline hearings representing 92% of the annual operating budget.

Inactive Class of Registration

As part of the roll out of the Registration Regulation, an inactive (non-practising) class of registration will be introduced. The annual renewal fees for the inactive class are set at 35% of the active general class. The 2025-2026 Operating Budget as well as the upcoming 2026-2027 Budget will experience a material decline in renewal fees collected depending on the number of registrants opting to enter the inactive class.

College Staff roughly projects around 20 registrants that may enter the inactive class – representing a decline of approximately \$22,100 before HST. This amount, while not insignificant, if materialized could be absorbed by the 2025-2026 Operating Budget. Should the Operating Budget enter deficit territory, the unrestricted reserves may be tapped to stabilize the Operating Budget. While not considered best practice to operate in a deficit position, this new class of registration represents a monumental change for the College and a transition period including a decline in revenue should be expected.

The College's unrestricted net reserves are at a reasonable level - \$1,277,394 or representing 9 months of operations. This is within the College's Surplus Retention policy of holding unrestricted net reserves within 6-12 months of the operating expenses.

Strategic Initiatives Budget for period April 1, 2025 – August 31, 2025

The Strategic Initiatives Budget was updated up to August 31, 2025. Since the last report to Council provided at the March 13, 2024, no further expenses were captured, and no other variances are expected.

College of Denturists of Ontario

Statement of Operations (April 1 - August 31, 2025)

YTD Budget to Actual	2025-2026 BUDGET	August 31, 2025 YTD Totals	YTD as Percentage of Budget	Remainder or In Excess of Budgeted Amount*
REVENUE				
Professional Corporation Fees	\$ 70,000.00	\$ 84,250.00	120%	\$ 14,250.00*
Registration Fees	\$ 1,352,800.00	\$ 1,288,059.77	95%	\$ 64,740.23
Other Fees	\$ 4,500.00	\$ 11,135.25	247%	\$ 6,635.25*
Qualifying Examination Fees	\$ 354,525.00	\$ 220,050.00	62%	\$ 134,475.00
Other Income	\$ 45,000.00	\$ 29,619.93	66%	\$ 15,380.07
TOTAL REVENUE	\$ 1,826,825.00	\$ 1,633,114.95	89%	\$ 193,710.05
EXPENDITURES				
Wages & Benefits	\$ 673,500.00	\$ 290,185.29	43%	\$ 383,314.71
Professional Development	\$ 60,000.00	\$ 21,067.35	35%	\$ 38,932.65
Professional Fees	\$ 150,000.00	\$ 66,056.97	44%	\$ 83,943.03
Office & General	\$ 170,000.00	\$ 113,606.65	67%	\$ 56,393.35
Rent	\$ 21,950.00	\$ 6,250.00	28%	\$ 15,700.00
Qualifying Examination	\$ 300,000.00	\$ 119,669.23	40%	\$ 180,330.77
Council and Committees	\$ 45,000.00	\$ 4,178.91	9%	\$ 40,821.09
Quality Assurance				
QA Peer Circles	\$ 30,000.00	\$ 1,600.66	5%	\$ 28,399.34
QA Assessor Expenses	\$ 35,000.00	\$ 2,374.82	7%	\$ 32,625.18
Complaints & Discipline	\$ 200,000.00	\$ 184,258.45	92%	\$ 15,741.55
Capital Expenditures	\$ 15,000.00	\$ 1,749.99	12%	\$ 13,250.01
TOTAL EXPENDITURES	\$ 1,700,450.00	\$ 810,998.32	48%	\$ 889,451.68
NET INCOME	\$ 126,375.00	\$ 822,116.63		

College of Denturists of Ontario
Strategic Initiatives (April 1, 2025-August 31, 2025)

YTD Budget to Actual	BUDGET	Project Anticipated Costs	Costs Incurred to Date	YTD Totals August 31, 2025	Remainder or In Excess of Budgeted Amount*	Costs Not Yet Incurred
STRATEGIC INITIATIVES						
Council Approved Allocations	\$ 175,000.00					
Phase 1: Member Portal Upgrade		\$ 18,000.00	\$ 18,000.00	\$ -	\$ 157,000.00	Project Completed
Phase 2: Member Portal Upgrade - Applicant Portal		\$ 24,000.00	\$ 24,000.00	\$ -	\$ 133,000.00	Project Completed
Phase 3: Member Portal Upgrade - Compliance Centre		\$ 24,000.00	\$ 24,000.00	\$ -	\$ 109,000.00	Project Completed
Strategic Planning Workshop Expenses		\$ 10,000.00	\$ 13,569.53	\$ -	\$ 95,430.47	Project Completed
Regulatory Hub - 2023-2024 Lease Costs		\$ 9,999.96	\$ 9,999.96	\$ -	\$ 85,430.51	Project Completed
Governance - Project 1 & 2 - Strategic Planning & Council Competency Profile		\$ 8,475.00	\$ 7,500.00	\$ -	\$ 77,930.51	Project Completed
Governance - Project 3 - Third Party Governance Assessment		\$ 9,040.00	\$ -	\$ 8,000.00	\$ 69,930.51	Project Completed
Registration and Professional Misconduct Regulation Implementation		\$ 10,000.00	\$ 10,869.09	\$ -	\$ 59,061.42	-\$ 869.09
Scope of Practice Review		\$ 50,000.00	\$ 37,539.35	\$ -	\$ 21,522.07	\$ 12,460.65
TOTAL STRATEGIC INITIATIVES	\$ 175,000.00	\$ 163,514.96	\$ 145,477.93	\$ 8,000.00	\$ 21,522.07	\$ 11,591.56



COLLEGE OF
DENTURISTS
OF ONTARIO

OVERVIEW OF REGISTRATION REGULATION

September 26, 2025

REGISTRATION REGULATION UPDATE



Alignment with Government

- Retaining Ontario's health care workforce – new reinstatement provisions allow registrants who resigned or retired in good standing to return after three years.
- Reducing regulatory burdens - new Jurisprudence Examination – transfer JP questions from licensing examination to open book exam module free of charge. We only test formally when required, goal is to support learning while reducing studying burdens.
- Reduction in currency practice hours requirement from 1500 over rolling three-years to 750 hours. Permitting greater flexibility to work part time before facing regulatory intervention.



Right Touch Regulation

- Permitting Registrar to suspend or lift suspension for failure to provide proof of PLI. Previously had to go through ICRC complaints process.
- Removed mandatory curriculum and list of courses in previous regulation mandated for educational institutions.
- Three examination attempts, candidate must provide study plan or complete remedial activity or training prior to additional attempt as approved by Registration Committee.
- New pathway for candidates who completed exam but failed to get registered within 12 months – to complete remedial activity to keep exam scores active. Previously they had to reattempt the exam.



Advancing DEI Principles

- Creation of Inactive non-practising class avoids unintended policy consequences for those on medical and parental leave.
- Gender neutral terminology.
- Alignment with Government of Ontario's goal of promoting French language and services – first CDO regulation to be translated in French including French titles: *Denturologiste inscrit*, *Denturologiste (inactif)*

IMPLEMENTATION PLAN

Completed

- ✓ Inactive Class guidelines published
- ✓ Inactive Class policy published
- ✓ Jurisprudence Examination launched on member portal
- ✓ Jurisprudence guidelines published
- ✓ Jurisprudence webpage updated

In Development

- Communications roll out – scheduled for after September 26th board meeting
- Live webinars – expected roll out October/November
- Inactive class webpage update
- Inactive member portal application



*Two new guidelines published September 2025:
Inactive Class guidelines & Jurisprudence guidelines*

INACTIVE CLASS OF REGISTRATION

Reasons for Non-Practising Status

The Inactive Class of Registration (aka Non-Practising Class) is a class of registration for Denturists who will not be practising for an extended period but wishes to maintain their registration with the CDO.

Reasons to apply for an Inactive Certificate of Registration may include, but are not limited to:

- Family/parental leave
- Medical/personal leave
- Educational leave/returning to school
- Temporary move to another jurisdiction
- Sabbatical leave
- Retirement/career change
- Other

INACTIVE CLASS OF REGISTRATION

Non-Practising Status Stipulations

- DDs in the Inactive Class cannot practise as a Denturist in Ontario or perform the controlled act, even on a volunteer or temporary basis. This includes working under the supervision of another Denturist or oral health care professional. This also includes working on the bench or in a laboratory while inactive.
- DDs in the Inactive Class cannot supervise or teach the practice of Denturism.
- DDs in the Inactive Class are not required to carry active Professional Liability Insurance for the period in which they are not practising. They are still required to hold "tail coverage" for the period in which they were practising.
- DDs in the Inactive Class are still required to participate in CPD activities and will remain in their CPD cycle.
 - While DDs should use their best efforts to continue their professional development journeys, If the reason for inactivity interferes with the ability to undertake CPD activities, the CDO's Quality Assurance Committee will determine next steps upon their return to the General Class.

INACTIVE CLASS OF REGISTRATION

Returning to Active Class

Inactive less than three years	Inactive more than three years
<p>Completion of the following:</p> <ul style="list-style-type: none"> • Completion of the Self-Assessment Tool to identify and assess any gaps in skills or knowledge that may have occurred in the time since the registrant last practised the profession and set learning goals to address those gaps. • Successful completion of the online open book Jurisprudence Examination. • (if applicable) providing evidence of completion of additional training and/or education acceptable to the Registrar. 	<p>Registration Committee will review the application and order one or more of the following:</p> <ul style="list-style-type: none"> • Assigning a temporary mentor to provide guidance and/or supervision upon return to practice e.g. first 750 hours of supervised practice. • Undergo an in-person on-site review within 3 months of returning to practice to meet with a College mentor for a review of their knowledge, skills, and judgement. • Complete a refresher program, continuing education, or remediation program. • Submit previous records of continuing professional development activities. • Successfully pass the Qualifying Examinations (MCQ, OSCE, or any portions of the Qualifying Examinations).

INACTIVE CLASS OF REGISTRATION

Returning over three years of inactivity

Factors the Registration Committee will use to render their decision include:

- The circumstances that motivated the registrant to enter the Inactive Class
- The time elapsed since the registrant last practised denturism
- The nature and intensity of the last time the registrant practised denturism
- The quality and quantity of efforts to maintain currency while not practising (if possible)
- Any education or training that was undertaken by the registrant
- The registrant's potential re-entry plan, including planned Continuing Professional Development and Quality Assurance activities and/or clinical supervision or mentorship arrangements.

INACTIVE CLASS OF REGISTRATION

Fee Schedule

- Application Fee for status change: \$100.00 + HST
- Annual renewal fee: \$595.00 + HST – 35% of General Class Fee
- Returning to General Class from Inactive – pro-rated fee schedule:
 - April 1 – June 30 - \$1105.00 + HST
 - July 1 – September 30 - \$680.00 + HST
 - October 1 – December 31 - \$255.00 + HST
 - January 1 – March 31 - \$0.00
- Fee rationale – annual renewal fee paid when added with pro-rated fee to return is equivalent to what a full active general class member would have paid. Also identical to what a new registrant pays pro-rated to get into the membership.

QUESTIONS?





COLLEGE OF
DENTURISTS
OF ONTARIO

Agenda Item 10.2



COLLEGE OF
DENTURISTS
OF ONTARIO

Inactive (Non-Practising) Class Guidelines

CDO Page 105



Overview

The Inactive Class of Registration (aka Non-Practising Class) is a class of registration for Denturists who will not be practising for an extended period but wishes to maintain their registration with the CDO.

Reasons to apply for an Inactive Certificate of Registration may include, but are not limited to:

- Family/parental leave
- Medical/personal leave
- Educational leave/returning to school
- Temporary move to another jurisdiction
- Sabbatical leave
- Retirement/career change
- Other

The Inactive Class is designed for longer-term absences and is not intended for short-term absences from practice (e.g., temporary unemployment, extended vacation, etc.). Denturists may also consider resigning if they are no longer practising.

Denturists in the Inactive Class cannot practise Denturism in Ontario even under the supervision of another Denturist or Dentist. They pay a reduced annual fee and are not required to maintain professional liability insurance coverage for the period in which they are not practising (other than tail-end coverage). Denturists in the Inactive Class will still be required to participate in CPD activities throughout the three-year CPD cycle where possible. For those who are unable to undertake CPD activities, the CDO's Quality Assurance Committee will determine next steps upon their return to the General Class.

Non-Practising Status as a Denturist

Here are some important notes for what it means to be in the Inactive Class:

- DDs in the Inactive Class **cannot** practise as a Denturist in Ontario or perform the controlled act, even on a volunteer or temporary basis. This includes working under the supervision of another Denturist or oral health care professional. This also includes working on the bench or in a laboratory.
- DDs in the Inactive Class cannot supervise or teach the practice of Denturism.
- DDs in the Inactive Class are not required to carry active Professional Liability Insurance for the period in which they are not practising. They are still required to hold "tail coverage" for the



period in which they were practising. Tail coverage is a required provision usually found within existing Professional Liability Insurance policies, but Denturists should confirm that this coverage exists.

- DDs in the Inactive Class are still required to participate in CPD activities and will remain in their CPD cycle.
 - While DDs should use their best efforts to continue their professional development journeys, If the reason for inactivity interferes with the ability to undertake CPD activities, the CDO's Quality Assurance Committee will determine next steps upon their return to the General Class.
- DDs in the Inactive Class cannot make any claims or representations that they are currently authorized to practise Denturism.
- Since DDs in the Inactive Class cannot practise Denturism, they also cannot submit, or bill claims to insurance providers including any governmental dental care programs during the inactive period. This may be considered an act of professional misconduct and engaging in insurance fraud.
 - It is important for Denturists to confirm the exact date of their last day of practice to avoid any unnecessary mistakes due to the timing of the application.

To determine whether you are practising as a Denturist, consider the following questions:

- Am I performing any component of the controlled act (i.e., design, construction, repair, or alteration of removable dentures for patients)?
- Do I use the title "Denturist" or "Registered Denturist" while providing clinical treatment, advice, education, or other services within the scope of denturism?
- Am I relying on my knowledge, skills, and judgment as a Denturist to perform my duties?
- Are clients seeking a treatment or service from me because of my training as a Denturist?

If you answered "yes" to any of the above, you are likely practising and would not be permitted to hold a Certificate of Registration in the Inactive Class.



Eligibility for the Non-Practising Inactive Class

You are eligible to apply for the Inactive Class if you:

- Are a current holder of a General Class Certificate of Registration,
- Are not in default of any fees, penalties, or other amount owing to the CDO,
- Have provided the CDO with any outstanding requests for information.

Use of the Title

Denturists in the Inactive Class may use the following titles while inactive:

- Denturist (Inactive) or Denturologiste (inactif)
- Registered Denturist (Inactive) or Denturologiste inscrit (inactif)
- DD (Inactive) or DD (inactif)

Returning to Practice

Denturists can apply or return to practice from the Inactive Class to the General Class at any time throughout the year. Please ensure you apply for a transfer well in advance of your anticipated return date as it takes time to process your application, and it may be referred to the Registration Committee if the extended leave is over three years.

Depending on whether you have been inactive for less than three years or more than three years, there are additional requirements before you can return. These requirements are due to the Currency Hours provisions set in legislation that requires all Denturists to provide evidence that they still retain the knowledge, skill, and judgement required to safely return to practice after long periods of non-practice.



Denturists in the Inactive Class can return to practice by applying to transfer back into the General Class by:

1. Completing an online application
2. Paying the pro-rated registration fee (based on month of return) as stated in the College's By-Laws
 - a. Please note, the CDO does not provide any mid-year refunds on any renewal fees already paid when entering or leaving the Inactive Class.
3. Obtaining Professional Liability Insurance before your first day of practice
4. Paying any outstanding amounts or penalties owed to the CDO (if any)
5. **Completing additional regulatory requirements based on length of inactivity (see below)**

Additional Regulatory Requirements Based on Length of Inactivity

- **Inactive less than three years:** provide the Registrar with evidence of completion of the required activities in the chart below.
- **Inactive more than three years:** The application may be referred to the Registration Committee to determine what additional regulatory activities are necessary to facilitate a safe and gradual return to practice. Denturists will be provided with an opportunity to make written submissions to support their application and provide their narrative on the factors listed below.

Factors the Registration Committee will use to render their decision include:

- The circumstances that motivated the registrant to enter the Inactive Class
- The time elapsed since the registrant last practised denturism
- The nature and intensity of the last time the registrant practised denturism
- The quality and quantity of efforts to maintain currency while not practising (if possible)
- Any education or training that was undertaken by the registrant
- The registrant's potential re-entry plan, including planned Continuing Professional Development and Quality Assurance activities and/or clinical supervision or mentorship arrangements.



Inactive less than three years	Inactive more than three years
<p>Completion of the following:</p> <ul style="list-style-type: none">• Completion of the Self-Assessment Tool to identify and assess any gaps in skills or knowledge that may have occurred in the time since the registrant last practised the profession and set learning goals to address those gaps.• Successful completion of the online open book Jurisprudence Examination.• (if applicable) providing evidence of completion of additional training and/or education acceptable to the Registrar.	<p>Registration Committee will review the application and order one or more of the following:</p> <ul style="list-style-type: none">• Assigning a temporary mentor to provide guidance and/or supervision upon return to practice e.g. first 750 hours of supervised practice.• Undergo an in-person on-site review within 3 months of returning to practice to meet with a College mentor for a review of their knowledge, skills, and judgement.• Complete a refresher program, continuing education, or remediation program.• Submit previous records of continuing professional development activities.• Successfully pass the Qualifying Examinations (MCQ, OSCE, or any portions of the Qualifying Examinations).

Application and Registration Fees

There are fees associated with applying for the Inactive Class and a pro-rated registration fee when returning to practice. It is a requirement to renew the Inactive class every year and remit the annual renewal fee for the Inactive Class during the Annual Renewal period of mid February to end of March.

The fees that apply for the Inactive Class is set by Council and is found in Schedule 7 of the College's By-Laws [here](#).



Denturists who wish to transfer from the Inactive Class back to the General Class will remit a pro-rated registration fee (based on the month they wish to return to practice). The pro-rated fees are designed so that when a Denturist returns to the General Class, they would have remitted a similar amount of fees that a renewing Active General Class registrant would have remitted for that registration year. This principle adopted by the CDO Council helps facilitate Denturists timely return to the workforce in a fair manner for all registrants.

Please note, the CDO does not provide any mid-year refunds on any renewal fees already remitted when entering or leaving the Inactive Class during the year.

To avoid any excess fees remitted, the CDO encourages Denturists to apply or return to practice during the Annual Renewal period of each year if possible. This allows for a seamless transition between renewal periods.

Inactive Class vs. Resigning

The CDO understands that Denturists may encounter situations in their professional careers where they may consider resigning their certificates of registration and leave the profession permanently.

Resigning your certificate of registration is a very important professional decision with significant implications. Should a Denturist wish to return to the profession after resigning their certificate, they may have up to 3 years from the date of resignation to be reinstated, or they may be required to fully apply as a new applicant including the need to undergo the Qualifying Examinations and meet all registration requirements at that time. Please review the College's reinstatement provisions carefully.

The Inactive Class provides Denturists with flexibility in returning as the administrative, financial, and time commitment to return to practice is significantly less burdensome than the reinstatement process or applying as a new applicant. The CDO encourages non-practising Denturists who are unsure about their professional pathway to consider applying in the Inactive Class and remaining there until they are certain they are ready to resign their certificates of registration permanently.



Appendix

List of Revisions

Date	Revision
Sept 3, 2025	Minor grammatical updates
Dec 13, 2024	Council Approval Date



BRIEFING NOTE

To: **Council**

From: **Roderick Tom-Ying, Registrar & CEO**

Date: **September 26, 2025**

Subject: **Access to Registrant and Applicant Records Policy**

Public Interest Rationale

The collection, use and disclosure of personal information in the course of carrying out regulatory activities is done for the purposes of regulating the profession of denturism in the public interest. The College of Denturists of Ontario (the College) can collect, and third parties can provide, personal information to the College without the consent of the individual(s) involved, including that of patients. This policy describes the process and requirements related to the disclosure of College records to its registrants and applicants.

Background

In the course of fulfilling its mandate, the College may collect, use and disclose information of potential candidates, candidates, applicants, and registrants, for the purpose of the administration of any legislation related to the operations of the College.

The College currently has a policy and process guidelines published that contemplate the process for applicants to request access and receive a copy of their college records. The scope of the policy currently only includes applicants and does not include the process for current registrants to access their records.

This updated draft policy broadens the scope to include registrants in addition to applicants, as well as clarifying the specific records that may be disclosed by the College to the registrant or applicant.

The College's Classification Structure and Retention Schedule approved in 2018, specifies the retention requirements of every type of document including the statutory requirement for length of retention. Records or documents that reach their maximum retention period will be securely destroyed and a

record of destruction is created to ensure any historical life cycle information regarding that document is saved.

Harmonization of Policy and Process Guidelines

In reviewing the draft updated policy, College Legal Counsel recommended that the current policy and guidelines is duplicative and that the process of how a registrant or applicant can request their college files should be incorporated directly into the policy. As such, should Council approve the updated policy, Council is also asked to decommission the current guidelines.

Access to Applicant and Registrant Files

Registrants and Applicants may have access to the following College records subject to certain document retention periods:

Registrant College Files

- Records relating to general registration information, registration applications, examination applications, Registrar review and Registration Committee decisions related to applications, decision letters from any of the Committees, HPARB appeals, case summaries, undertakings and any correspondence related to Terms, Conditions and Limitations.

Applicant College Files

- Registration application records of successful or unsuccessful applicants, decisions and reasons provided by the Registration Committee, HPARB appeals, case summaries, and any correspondence related to Terms, Conditions and Limitations.

Process for Registrants and Applicants to request their files

1. The Registrant or Applicant will submit a written request to the Registrar/Information Officer for access to their College records.
2. Upon receipt of the written request, the College will prepare the records according to the College's Personal Information Privacy Policy (2022) and Classification Structure and Retention Schedule (2018).
3. The Registrar may refuse to give a Registrant or Applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. The Registrar may also deny or refuse the release of information that is impractical or impossible to retrieve, or if releasing it could interfere with the administration or enforcement of the legislation.

4. The documents will be prepared and then approved by the Registrar/Information Officer. The information will be provided by secure email. Requests can take up to 15 business days to process. A fee may be charged to the Registrant or Applicant for access to their records.

Risk Considerations

Privacy, Confidentiality, and Legal Risks

- Allowing access to records may inadvertently expose third-party personal information, including complainants, patients, or colleagues mentioned in registrant files. There may be a need to redact sensitive content before disclosing records to protect individuals who are not the requestor.
- The College must ensure that privacy legislation such as the *Regulated Health Professions Act, 1991*, the *Personal Health Information Protection Act, 2004*, and the *Personal Information Protection and Electronic Documents Act*, are followed and complied with, especially regarding sensitive documents.

Security and Data Integrity

- There are risks associated with the electronic transmission or delivery of sensitive documents. Security measures must be in place to prevent unauthorized access, alteration, or interception.
- Verification procedures should ensure that only the correct registrant receives their records, especially in digital communications.

Policy Clarity and Communication

- Policies must be clearly written and accessible so registrants understand what they can request, how to request it, and what timelines apply.
- Any fees charged for access or retrieval should be reasonable and transparent.
- Misunderstandings or lack of clarity can lead to frustration, complaints, or appeals.

Options

After review and discussion of this item, Council may elect to:

1. Approve the updated policy as presented.
2. Approve the updated policy as amended.
3. Request further drafting with a return to Council for consideration
4. Other

After consideration of these matters, Council may:

Suggested Motion 1 – That Council approves the updated Access to Registrant and Applicants Records Policy.

Suggested Motion 2 – That Council retires the current Accessing Application Records – Process Guidelines.

Attachments

1. Current 2020 Access to Registration Applicant Records and Retention Policy
2. Current 2020 Accessing Application Records – Process Guidelines
3. Draft updated Access to Registrant and Applicant Records Policy



TYPE	Registration
NAME	Access to Registration Applicant Records and Retention Policy
DATE APPROVED BY COUNCIL	December 12, 2014
DATE REVISED BY COUNCIL	September 18, 2020

INTENT

This policy ensures all registration applicants have access to information in their application records. It also specifies the College's retention period for maintaining and disposing of an applicant's application records in accordance with the Retention Schedule approved by Council (2018).

THE POLICY

Registration applicants may receive a copy of their application records by providing a written request to the Registrar. Only the applicant or legal designate may request access to their records.

The College fulfills this commitment to privacy and confidentiality by complying with its statutory obligations under the *Regulated Health Professions Act, 1991* (RHPA), and the *Personal Health Information Protection Act, 2004*.

Pursuant to the RHPA, the Registrar shall give an applicant for registration, at their request, all the information and a copy of each document the College has that is relevant to the application. The Registrar may refuse to give an applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person.

Access to registration applicant records is subject to certain retention periods, as set out below:

Applicants – Approved for Registration

Registration application records of successful applicants will be maintained at the College indefinitely.

Applicants – Registration Refused

Registration application records of unsuccessful applicants will be maintained at the College indefinitely.

Inactive Applications for Registration

If an application record is inactive for a period of one year, it will be closed and all documents received will be returned to the applicant's last known address on file by registered mail. The College will keep a copy of the application records on file for a period of 6 years after the file is closed.

The records will be stored in a protected environment for the duration of the retention period as described above.

Hardcopy documents will be securely destroyed by shredding.

RELATED LEGISLATION AND DOCUMENTS

Agenda Item 11.2

Retention Schedule, Approved by Council December 14, 2018

Denturism Act, 1991

Ontario Regulation 833/93, Schedule

Health Professions Procedural Code, Schedule 2 of the *Regulated Health Professions Act, 1991*

REVISION CONTROL

Date	Revision	Effective
September 18, 2020	Move process and procedures into separate document. Changes to retention period to align with the Retention Schedule approved by Council in December 2018.	September 18, 2020

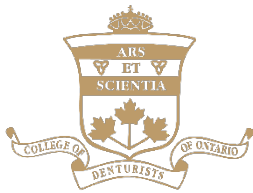


Accessing Application Records – Process Guidelines

1. The applicant will submit a written request to the Registrar for access to their application records.
2. Upon receipt of the written request, the College will prepare the records, subject to availability in accordance with the College's retention period.
3. The documents will be prepared and then approved by the Registrar. Photocopies of the file will be provided to the applicant. Requests can take up to 15 days to process. There is no fee charged to the applicant for access to their records. However, reasonable photocopying costs may apply.

REVISION CONTROL

Date	Revision	Effective
September 18, 2020	Approved by Council	September 18, 2020



TYPE	Registration
NAME	Access to Registrant and Applicant Records Policy
DATE APPROVED BY COUNCIL	December 12, 2014
DATE REVISED BY COUNCIL	September 18, 2020

THE POLICY

All Registrants and Applicants may receive a copy of their College records, subject to certain restrictions, by providing a written request to the Registrar/Information Officer. Only the Registrant, Applicant, or their legal designate may request access to their records.

The College fulfills its commitment to privacy and confidentiality by complying with its Personal Information Privacy Policy (2022) and statutory obligations under the *Regulated Health Professions Act, 1991*, the *Personal Health Information Protection Act, 2004*, and the *Personal Information Protection and Electronic Documents Act*.

ACCESS TO REGISTRANT OR APPLICANT FILES

Registrants and Applicants may have access to the following College records subject to certain retention periods in the College's Classification Structure and Retention Schedule (2018):

Access to Registrant Files

- Records relating to general registration information, registration applications, examination applications, Registrar review and Registration Committee decisions related to applications, decision letters from any of the Committees, HPARB appeals, case summaries, undertakings and any correspondence related to Terms, Conditions and Limitations.

Access to Applicant Files

- Registration application records of successful or unsuccessful applicants, decisions and reasons provided by the Registration Committee, HPARB appeals, case summaries, and any correspondence related to Terms, Conditions and Limitations.

PROCESS REQUESTS

1. The Registrant or Applicant will submit a written request to the Registrar/Information Officer for access to their College records.
2. Upon receipt of the written request, the College will prepare the records according to the College's Personal Information Privacy Policy (2022) and Classification Structure and Retention Schedule (2018).
3. The Registrar may refuse to give a Registrant or Applicant anything that may, in the Registrar's opinion, jeopardize the safety of any person. The Registrar may also deny or refuse the release of information that is impractical or impossible to retrieve, or if releasing it could interfere with the administration or enforcement of the legislation.
4. The documents will be prepared and then approved by the Registrar/Information Officer. The information will be provided by secure email. Requests can take up to 15 business days to process. A fee may be charged to the Registrant or Applicant for access to their records.

RELATED LEGISLATION AND DOCUMENTS

Classification Structure and Retention Schedule, first approved by Council on December 14, 2018

Denturism Act, 1991

Ontario Regulation 183/25: Registration

Personal Information Privacy Policy, first approved by Council on December 9, 2022

Regulated Health Professions Act, 1991, including Schedule 2, Health Professions Procedural Code

REVISION CONTROL


Date	Revision	Effective
September 18, 2020	Move process and procedures into separate document. Changes to retention period to align with the Retention Schedule approved by Council in December 2018.	September 18, 2020

CDO's Governance Modernization: Skills Assessment Survey Results, Recommendations & Follow Up

September 26, 2025


Lise Betteridge

Dundee Consulting Group Ltd.



Competency and Skills Based Self-Assessment – Summer 2025

- 5 demographic questions
- 20 questions measuring skills, competencies behavioural traits and experience
- members of Council scored themselves on a four-point rating scale



Competency and Skills Based Self-Assessment, cont'd.

- Aggregate results were intended to:
 - identify strengths, opportunities and gaps
 - create an inventory of current skills and experience
 - help Council determine the skills, behavioural traits and experiences it may wish to highlight as desirable in future candidates seeking election to Council

Rating Scale

- Outstanding
- Fully Satisfactory
- Good
- Basic/Entry Level



Results

- 12 respondents
- (check total number of current Council members and add bullet about response rate)
- (Add demographic results):

Self- Assessment Results

Entry-Level/Basic Good Fully Satisfactory Outstanding UA

I understand and support the College’s mandate to put public interests above all other interests

I demonstrate honesty and integrity in declaring any potential biases or conflicts of interest

I review all materials in advance and come well prepared for each meeting

I actively engage in and contribute to discussions and debates at our meetings

I communicate my thoughts clearly and I listen with intent to what others are saying

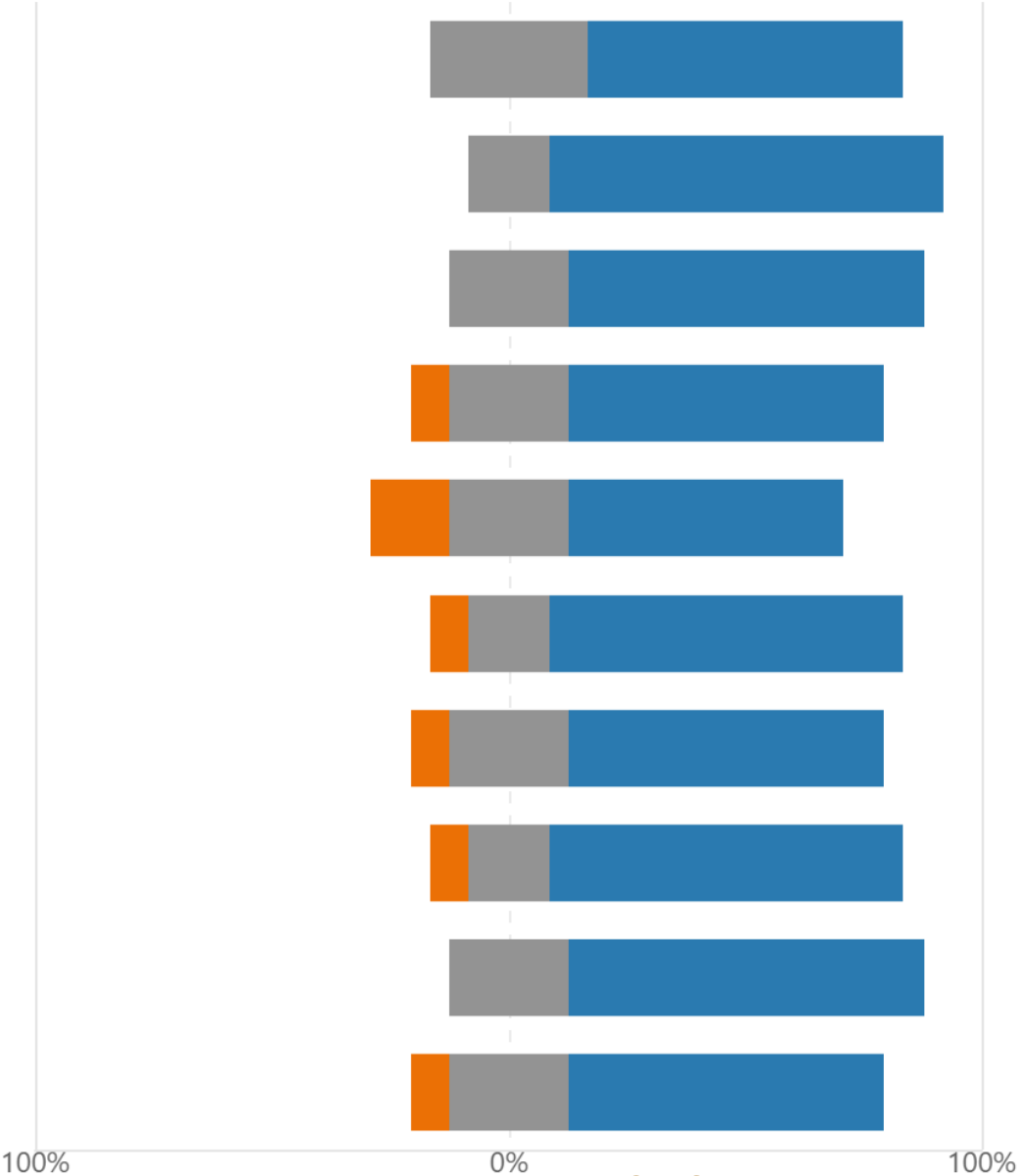
I support all decisions of the Board/Council once they are made

In my decision-making, I consider all information available or brought forward by others before formi...

I work to maintain good relationships with all colleagues through my use of an emotionally...

I demonstrate respect and courtesy for others by accepting dissenting views and gracefully accepting...

I work to help foster discussion in an inclusive environment that promotes integration of diverse...



Self-Assessment Results cont'd.

■ Entry-Level/Basic
 ■ Good
 ■ Fully Satisfactory
 ■ Outstanding
 ■ UA

I have a solid understanding of the principles of good governance

I understand and respect the differences in roles and responsibilities between members of the...

I have experience in, or a good understanding of, risk and the Board/Council's role in reviewing and...

I have previous experience in board or committee leadership that I bring to this Board/Council

I lead and inspire others through my demonstrated experience and through positive role modelling

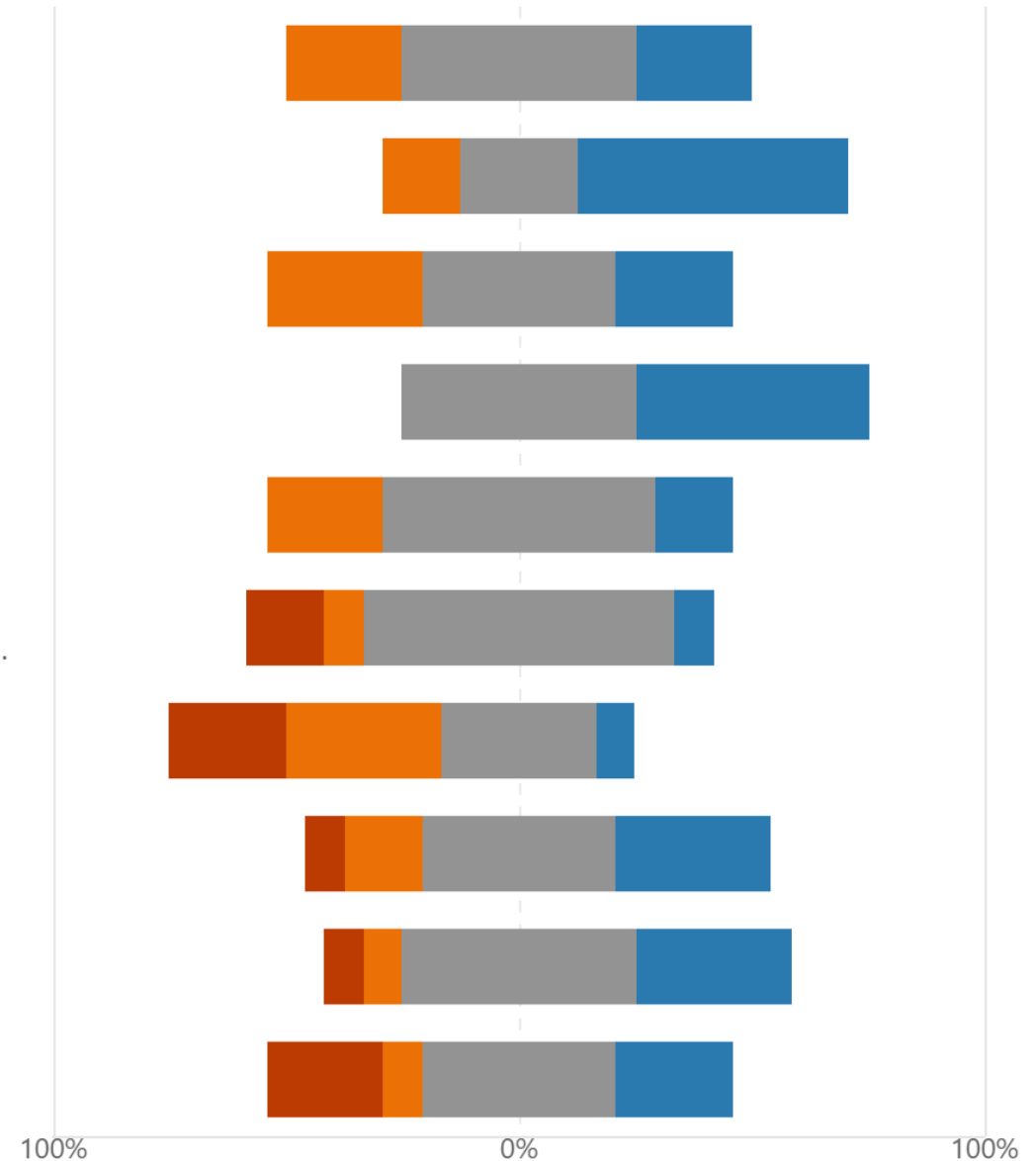
I can read, interpret and understand financial statements and reports, although I am not necessaril...

I have specific education or training in finance that I bring to this Board/Council

I have a solid understanding of the purpose and role of a health regulatory College in Ontario

I have a good understanding of the challenges facing regulated health professions, and particularly the...

I bring other experience unrelated to health professions regulation to this Board/Council that ad...





Results – strengths

Overall ratings indicate the following strengths:

- understanding of mandate
- understanding of roles and responsibilities
- previous experience in board or committee leadership
- ethics – honest, integrity and commitment
- meeting preparation



Results – strengths, cont'd.

- respect and courtesy
- inclusion
- collaboration
- communication – actively engaging in discussions/debates

Results – opportunities to consider

Some room for continued growth in:

- clearly communicating thoughts and listening with intent
- gaining practical experience in leadership
- understanding principles of good governance
- understanding the issues facing regulated health professions
- understanding the role and purpose of a health regulatory college in Ontario

Results – room to grow

Some development needs in:

- specific education or training in finance
- reading, understanding and interpreting financial statements
- risk oversight
- developed understanding of health regulatory context and broader external environment
- other experience unrelated to health professions regulation

Recommendations



Continue to offer
Council education –
governance, finance
and risk
management




Maximize
opportunities for
newer/less
experienced
members to gain
leadership
experience



Continue to offer
mentorship/orientation
program

Recommendations, cont'd.

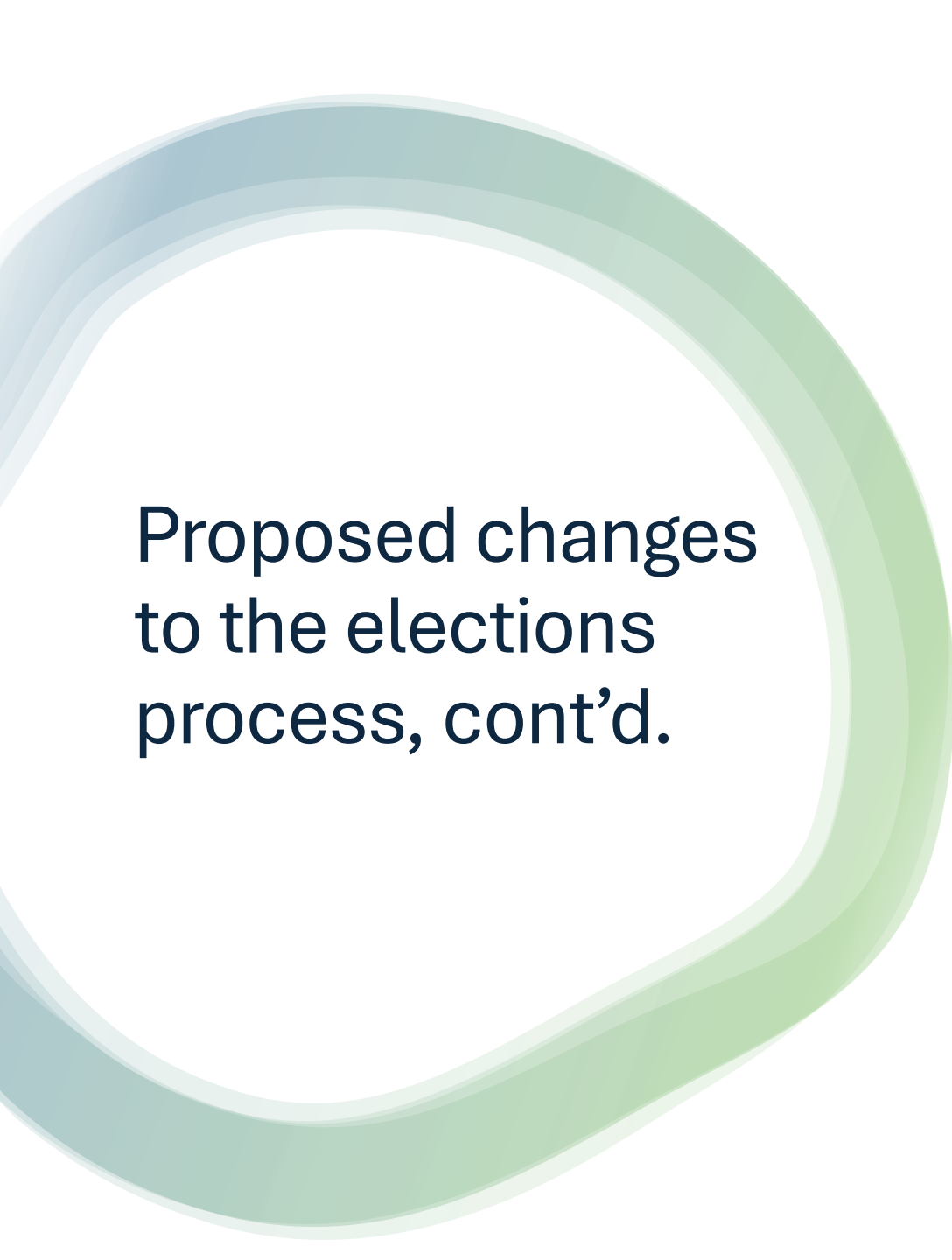
- Continue to complete the skills assessment survey annually
- Proceed with changes to the elections process to:
 - Recruit members with diverse external professional backgrounds.
 - Address areas for growth/improvement identified by the skills assessment



Governance Best Practices: proposed changes to the elections process

June 13, 2025, Council meeting – agreement in principle to revise elections process by:

- Basing electoral criteria on desired skills and experiences rather than on geographical districts
- Including a mandatory process for all interested candidates to complete/confirm *before* they would be eligible to run for election, including:
 - learning module
 - skills and competency based self-assessment
 - the skills and experiences they would bring forward to their role as a member on Council.



Proposed changes to the elections process, cont'd.

- Changes within existing legislation – bylaws
- Consider similar changes implemented by both health and non-health regulators – e.g. OCP, COTO, OCSWSSW
- Potential target: June 2027 elections?



Possible bylaw changes

Changes to bylaws could include:

- electoral criteria
- mandatory process
- term limits – possible removal of staggered terms
- 3-year election model
- incumbent Council members automatically eligible to run
- creation of a recruitment/screening committee
 - composition: Council members or external members (community members, consultants, other experts)
 - appeals to Executive Committee

Questions?





Council Member Competency Skills Assessment Tool

1	2	3	4	UA
Entry-Level/Basic	Good	Fully Satisfactory	Outstanding	Unable to Assess
<i>No previous knowledge or experience in a given area but is eager to learn from others and improve own skills</i>	<i>Has a modest level of experience or knowledge in the given area but demonstrates a strong commitment to learning and growing skills</i>	<i>Consistently demonstrates the performance and level of competency expected of a Board/Council member in this given area; a solid performer</i>	<i>Consistently meets and contributes beyond expectations; in most cases would have certification, special training or extensive experience</i>	

Personal Information	
Name:	
Gender (optional):	
I have lived and/or professional experience(s) in issues related to equity, diversity and inclusion (optional):	
I identify as a member of a diverse group (equity deserving) (optional):	
Please describe where you live and work (urban, rural, remote, under-serviced area):	



Essential Competencies and Behavioural Traits	Council Member's Self Rating (1-4)
I understand and support the College's mandate to put public interests above all other interests	
I demonstrate honesty and integrity in declaring any potential biases or conflicts of interest	
I review all materials in advance and come well prepared for each meeting	
I actively engage in and contribute to discussions and debates at our meetings	
I communicate my thoughts clearly and I listen with intent to what others are saying	
I support all decisions of the Board/Council once they are made	
In my decision-making, I consider all information available or brought forward by others before forming an opinion, thereby demonstrating independence and objectivity in my approach	
I work to maintain good relationships with all colleagues through my use of an emotionally intelligent approach to all discussions and interactions	
I demonstrate respect and courtesy for others by accepting dissenting views and gracefully accepting challenges to my own expressed views	
I work to help foster discussion in an inclusive environment that promotes integration of diverse views and perspectives	



Desirable Skills, Experience, and Expertise	Council Member's Self Rating (1-4)
I have a solid understanding of the principles of good governance	
I understand and respect the differences in roles and responsibilities between members of the Board/Council, its Chair, and College staff	
I have experience in, or a good understanding of, risk and the Board/Council's role in reviewing and overseeing risk management	
I have previous experience in board or committee leadership that I bring to this Board/Council	
I lead and inspire others through my demonstrated experience and through positive role modelling	
I can read, interpret and understand financial statements and reports, although I am not necessarily an expert in the field	
I have specific education or training in finance that I bring to this Board/Council	
I have a solid understanding of the purpose and role of a health regulatory College in Ontario	
I have a good understanding of the challenges facing regulated health professions, and particularly the Denturist profession in Ontario and in Canada	
I bring other experience unrelated to health professions regulation to this Board/Council that add valuable perspectives to our discussion (examples may include: legal; accounting; HR and compensation; stakeholder engagement or communications)	



BRIEFING NOTE

To: **Council**

From: **Roderick Tom-Ying, Registrar & CEO**

Date: **September 26, 2025**

Subject: **By-Laws - Governance Terminology Update & Minor Amendments**

Public Interest Rationale

The College of Denturists of Ontario's mandate is to protect the public by ensuring Registered Denturists provide safe, ethical, and competent denturism care and service in Ontario. As part of that mandate, the College Council has the overall responsibility of ensuring prudent governance policies and practices are implemented to ensure robust decision-making at the Board table. The proposed updates align the College By-Laws and governance terminology to what is currently considered best practice in the regulatory and private sector.

Governance Terminology Updates

The College's By-Laws have been updated with the following proposed changes:

Current Terms	Proposed Terms
Council	Board of Directors
President	Board Chair or Chair
Vice-President	Board Vice-Chair or Vice-Chair
Council Members	Directors
Public Council Member	Public Director
Professional Council Member	Professional Director
Member	Registrant

Rationale

The use of the word “registrant” rather than “member” assists with clarifying the role of the CDO as a health regulator and that its registrants are individuals registered with the CDO. This further underscores the differences between the role of the CDO versus that of an association.

Many regulators have prioritized strengthening or improving its governance processes as part of their own routine practices. A recent newfound momentum began again with the introduction of the CPMF (College Performance Measurement Framework) in Ontario. Beyond structural or more significant governance overhauls, regulators have also focused on aligning its terminologies from industry specific terms to more commonly understood terminology often used in the private sector and readily understood by the general public.

Canadian regulatory frameworks have uniquely historical ties to the British Commonwealth, and this has often influenced the organizational structures and terminologies used in Government and in turn health regulation. Examples include the royal designation granted to our sister regulator – the Royal College of Dental Surgeons of Ontario and the use of terms such as Colleges, Councils, Committees, & Societies.

In recent efforts to reduce confusion on the roles of health Colleges, regulators are now aligning their terminologies to those used by the private sector or to adhere to plain language principles. Examples include using terminologies such as Regulator/Regulatory Authority vs. College, Board of Directors vs. Council, etc. The most recently created provincial regulator for Personal Support Workers (2024) is an example of this newfound change – its name is the Health and Supportive Care Providers Oversight Authority.

Minor By-Law Amendments

In their update of the College By-Laws to implement the new governance terminologies, the College’s Legal Counsel is also recommending a series of important minor updates, if given the opportunity. The minor updates relate to the upcoming inactive class of registration and further contextual clarifications – they do not represent substantial policy changes.

The minor amendments are highlighted below:

8.01 Appointment of the Registrar

The Registrar shall be appointed by the Board of Directors and, despite subsection 12(1) of the Code, the Executive Committee shall not exercise this authority of the Board of Directors under this article, **subject to the ability to appoint an Acting Registrar as set out in article 8.03**. Where a supervisor is appointed under section 5.0.1 of the Code, the supervisor is the Registrar unless the appointment of the supervisor or a direction of the supervisor provides otherwise.

13.01 Eligibility to Run for Election

A Registrant is eligible to run for election to the Board of Directors for an electoral district if,

- (i) the Registrant is entitled to vote in the election;
- (ii) at all times between the one hundred and twentieth day immediately preceding the election and the election;
 - (a) the Registrant's registered address continues to be in the electoral district, for which the election is being held,
 - ~~(b) the Member is not in default of any obligation to the College under a regulation or the by-Laws,~~
 - (c) the Registrant is not in default of any obligation to the College under the Act, RHPA, regulations, By-Laws, or any order made by a College Committee

Honoraria – 30.031 - Application

This section applies to Registrants of the College who are Directors or Committee members and persons appointed to committees. **It does not apply to Public Directors.**

32.01 Mandatory Insurance Coverage

- 1) A Registrant, **other than an Inactive Registrant,** who has purchased any run-off coverage (sometimes called enduring or tail coverage) contemplated by these by-laws, must carry professional liability insurance with the following characteristics:

33.06 Additional Information (Public Register)

In addition to the information set out in subsection 23(2) of the Code, the register shall contain the following information, which is designated as public information, with respect to each Registrant:

- (xxii) a summary of any currently existing conditions, terms, orders, directions or agreements relating to the custody or release of the member in respect of provincial or federal offence processes of which the College is aware and that the Registrar believes is relevant to the Registrant's suitability to **unless the existing conditions et al are pursuant to the Criminal Code of Canada or the Controlled Drug and Substance Act in which case it shall be posted;**

Risk Considerations

The changes proposed to the College By-laws present low risk considerations in areas of public safety, governance, operations, finances, government relations, and communications.

The changes proposed do not represent material risk to public safety or any financial risks.

Some elements of risk may exist regarding the overall communications roll out and implementation of the new terminology. Confusion with long standing terminology may be experienced over the transition period until the membership and stakeholders adjust to the new terminologies.

Options

After consideration of these matters, Council may:

1. **Approve** the By-Law amendments as **presented** for updating the governance terminologies and other minor updates.
2. **Approve** the By-Law amendments as **amended** for updating the governance terminologies and other minor updates.
3. **Not Approve** the By-Law amendments as **presented** for updating the governance terminologies and other minor updates.
4. Other

Suggested Motion – *That Council approves the College By-Law amendments as presented for updating the governance terminologies and other minor updates.*

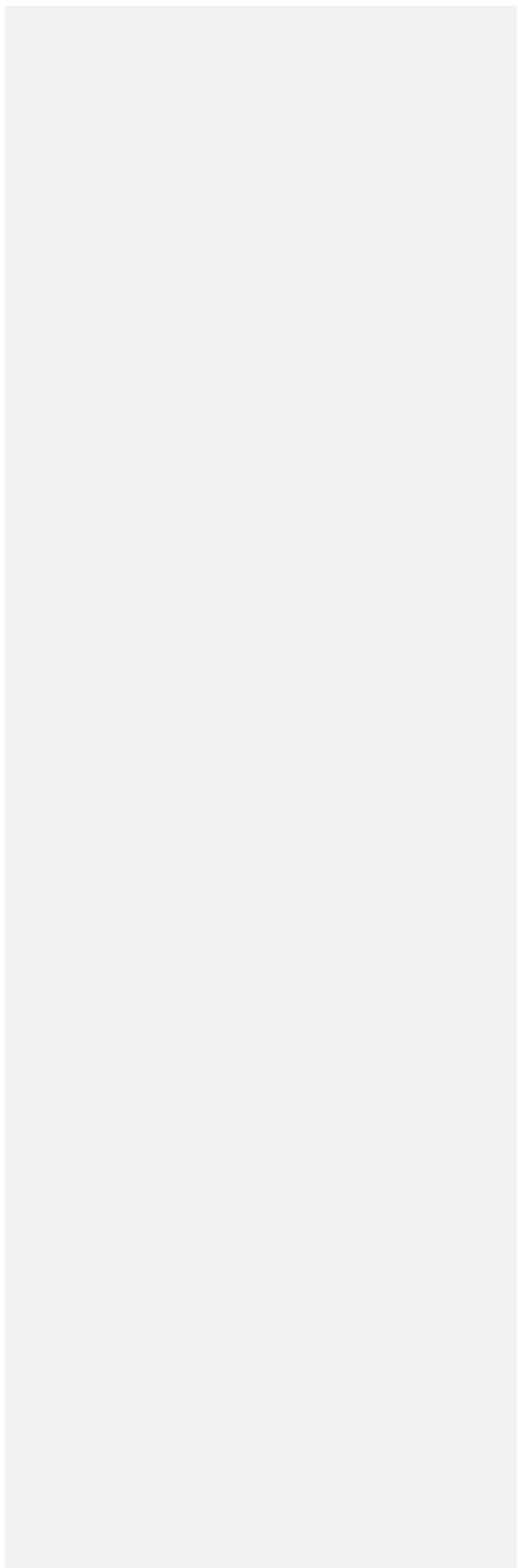
Attachments

- College By-Laws

December 13, 2024

~~BY-LAWS~~
~~OF THE~~
~~COLLEGE OF DENTURISTS~~
~~OF~~
~~ONTARIO~~

BY-LAWS
OF THE
COLLEGE OF DENTURISTS
OF
ONTARIO



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BY-LAWS OF THE COLLEGE OF DENTURISTS OF ONTARIO

1. INTERPRETATION

1.01 Definitions

In these by-laws, unless otherwise defined or required by the context,

"Act" means the *Denturism Act, 1991* and includes the regulations made under it;

"Auditor" means the chartered accountant or firm of chartered accountants appointed by ~~Council~~the Board of Directors under article 4.12;

~~"Board of Directors"~~ means the council established under subsection 6(1) of the Act;

~~"Code"~~ means the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991*;

~~"Code"~~ means the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991*;

"College" means the College of Denturists of Ontario;

"Committee" means a committee of the College and includes statutory, standing and ad hoc committees and any committee established by ~~Council~~the Board of Directors under these by-laws;

~~"Director"~~ means a person described in clause 6(1) of the Act;

~~"Elected Director"~~ means a person described in clause 6(1)(a) of the Act;
~~by laws;~~

~~"Council"~~

~~"Board of"~~ means the Council established under subsection 6(1) of the Act;

~~"Member Directors"~~

~~"Registrant"~~ means a person registered with the College;

"Professional the Association" means an organized group of ~~Members~~Registrants who promote and advocate for interests of the profession, but does not include a school whose sole purpose is to educate;

"Public ~~Member~~Director" means a person described in clause 6(1)(b) of the Act;

~~=====~~

~~"Registrant"~~ means a person registered with the College;

"Registrar" means the person appointed by ~~Council~~the Board of Directors as Registrar for the College. The "Registrar" includes any person appointed as an Interim, Deputy, Assistant or Acting Registrar; and

"RHPA" means the *Regulated Health Professions Act, 1991* and includes the regulations made under it.

1.02 Singular and Plural / Masculine and Feminine

In these and all by-laws of the College, the singular shall include the plural, the plural shall include the singular, the masculine shall include the feminine and the feminine shall include the masculine

1.03 Legislative References

Any reference in these and all by-laws of the College to a statute, a regulation or a section of a statute or regulation shall be deemed to apply to any re-enactment or amendment of that statute, regulation or section, as the case may be.

1.04 Consistency with RHPA and Act

All provisions of these and all by-laws of the College shall be interpreted in a manner consistent with the RHPA and the Act and where any inconsistency is found to exist, the inconsistent provision shall, where practical, be severed from the by-law.

1.05 Calculating Time

A reference to the number of days between two events means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.

1.06 Holidays

A time limit that would otherwise expire on a holiday or a weekend is extended to include the next day that is not a holiday or a weekend

2. GENERAL

2.01 Head Office

The head office of the College shall be in the Province of Ontario, at such place as ~~Council~~the Board of Directors may determine from time to time.

2.02 Forms

Certificates of registration and other documentation issued by the College shall be in such form as the Registrar shall provide, from time to time.

3. EXECUTION OF CONTRACTS AND OTHER DOCUMENTS

3.01 General Signing Authority

Documents requiring execution by the College, such as a contract, may be signed by the Registrar together with one of the ~~President, Board Chair, Board Vice-President~~Chair or other such person as ~~Council~~the Board of Directors may designate, and all documents so signed are binding upon the College without further authorization or formality.

3.02 Other Signing Authority

Instead of, or in addition to, the persons specified in article 3.01, ~~Council~~the Board of Directors may appoint from time to time, any one or more officers or other persons to sign contracts, documents and instruments in writing on behalf of the College, whether generally or in relation to

specific contracts, documents or instruments in writing.

3.03 Seal

The seal, an impression of which is depicted below, shall be the seal of the College.



3.04 Use of Seal

The seal of the College shall be affixed to any document that requires the College seal by a person authorized to sign the document on behalf of the College.

4. BANKING AND FINANCE

4.01 Fiscal Year

The fiscal year of the College shall commence on the first day of April and conclude on the last day of March the following year.

4.02 Appointed Bank

~~Council~~The Board of Directors shall appoint, from time to time, one or more Canadian banks chartered under the *Bank Act* (Canada) for the use of the College.

4.03 Authorized Signatories for Amounts Less than \$5,000

Subject to article 3.02, all cheques, drafts, notes, or orders for payment of money and all notes and acceptances and bills of exchange in an amount less than \$5,000 may be signed by the Registrar.

4.04 Authorized Signatories for Amounts of \$5,000 or More

Subject to article 3.02, all cheques, drafts, notes, or orders for payment of money and all notes and acceptances and bills of exchange in an amount of \$5,000 or more shall be signed by the Registrar or a staff person designated by the Registrar and one of the ~~President, Board Chair, Board Vice-President~~Chair or such other person as ~~Council~~the Board of Directors may designate.

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4.05 Borrowing

Subject to any limitation set out in these or any other by-laws of the College, ~~Council~~the Board of Directors may, by resolution,

- (i) borrow money on the credit of the College;
- (ii) limit or increase the amount or amounts that may be borrowed;
- (iii) issue, sell or pledge debt obligations of the College, including, but not limited to, bonds, debentures, notes or other liabilities, whether secured or unsecured; and
- (iv) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the College, including book debts, rights, powers, franchises and undertakings, to secure any such securities or any money borrowed, or other debt, or any other obligation or liability of the College.

4.06 Budget

~~Council~~The Board of Directors shall approve annually,

College of Denturists of Ontario

- (i) an operating expense and revenue budget for the College for each fiscal year; and
- (ii) a capital budget for the College for each fiscal year.

4.07 Expenses

The ~~President, Board Chair, Board Vice-President~~Chair and the Registrar may approve purchases or leasing of goods and acquisition of services in accordance with the following,

- (i) the Registrar may authorize expenses not exceeding \$25,000 if the expenditure has previously been approved as an item in the College budget;
- (ii) the Registrar and one of the ~~President, Board Chair, or Board Vice-President~~Chair may authorize expenses in excess of \$25,000 if the expenditure has previously been approved as an item in the College budget;
- (iii) the Registrar may authorize expenses not exceeding \$10,000 if the expenditure has not previously been approved as an item in the College budget if the Registrar believes that the expenditure is necessary for the operations of the College; and
- (iv) the Executive Committee shall review any proposed expense exceeding \$10,000 if the item is not an expenditure in the College budget and make recommendations to ~~Council~~the Board of Directors for approval. If immediate action is required, the Executive Committee may approve the expenditure.

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4.08 Grants

The Executive Committee may negotiate the obtaining of a grant on behalf of the College but such agreements shall be approved by ~~Council~~the Board of Directors before they are finalized.

4.09 Investments

Funds not immediately required by the College may be invested by the College in accordance with policies established by ~~Council~~the Board of Directors.

4.10 Safekeeping

Securities and other financial documents will be held for safekeeping in the name of the College at its bank.

4.11 Indemnification

Every ~~Council member~~Director, Committee member and officer or employee or appointee of the College, including assessors, investigators and inspectors, and each of his or her heirs, executors and administrators and estate, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the College from and against,

- (i) all costs, charges, expenses, awards and damages whatsoever that he or she sustains or incurs in any action, suit or proceeding that is brought, commenced or prosecuted against him or her in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- (ii) all other reasonable costs, charges, expenses, awards and damages that he or she sustains or incurs in or about or in relation to the affairs of the College;

except such costs, charges, expenses, awards or damages as are occasioned by his or her own willful neglect or default. Where the person is a commercial service provider (e.g., a private investigator hired to conduct an investigation), the College has discretion as to whether or not to provide indemnity.

4.12 Appointment of Auditor

~~Council~~The Board of Directors shall appoint a chartered accountant or a firm of chartered accountants to audit the accounts of the College and to prepare financial statements for each fiscal year.

4.13 Term of Office

The Auditor shall remain in office until removed by ~~Council~~the Board of Directors.

4.14 Audited Financial Statements and Report

The audited financial statements of the College, together with a signed and certified copy of the Auditor's report, shall be presented annually to ~~Council~~the Board of Directors.

4.15 Deadline for Report

The report of the Auditor shall be prepared within one hundred and twenty (120) days of the close of the fiscal year for presentation to ~~Council~~the Board of Directors.

5. OFFICERS – GENERAL

5.01 Officers of the College

The officers of the College shall be the ~~President, Board Chair, Board Vice-President~~Chair, and such other officers as ~~Council~~the Board of Directors may determine from time-to-time.

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5.02 Term of Office

The term of office for each officer of the College shall commence immediately following their election as an officer and shall continue for approximately two (2) years until the next election for officers.

5.03 Maximum Term

The maximum term in one office is two (2) consecutive terms.

6. ELECTION OF OFFICERS

6.01 Eligibility for Nomination

Only a ~~member of Council~~Director is eligible for nomination or election as an officer of the College, and only a ~~member of Council~~Director who has been appointed by the Lieutenant Governor in CouncilPublic Director is eligible for nomination or election as ~~President~~Board Chair.

6.02 Election Procedure

Every two years, at the first regular ~~Council~~Board of Directors meeting after the elections for ~~Council members, Council Directors, the Board of Directors~~ shall elect by secret ballot from among those ~~members of Council Directors~~ eligible for election the ~~President, Board Chair, Board Vice-President~~Chair, and any other officer positions, in accordance with this by-law and the "Process for Election of Officers" set out in Schedule 1.

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6.03 Filling Vacancies (~~President~~Board Chair)

In the event that the ~~President~~Board Chair is removed from office, resigns or dies or the position of ~~President~~Board Chair becomes vacant for any reason, the ~~Board Vice-President~~Chair shall become the ~~President~~Board Chair for the remaining term of the office and the office of the ~~Board Vice-President~~Chair shall become vacant.

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6.04 Filling Vacancies (~~Board Vice-President~~Chair)

In the event that the ~~Board Vice-President~~Chair is removed from office, resigns or dies or the position of ~~Board Vice-President~~Chair becomes vacant for any reason, ~~Council~~the Board of Directors may elect a new ~~Board Vice-President~~Chair to hold office for the remainder of the term.

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6.05 Removal of ~~President~~Board Chair or ~~Board Vice-President~~Chair

In addition to the provisions of article 21.01 and 26.02, ~~Council~~the Board of Directors may remove the ~~President~~Board Chair or the ~~Board Vice-President~~Chair from office by a two-thirds vote of those present and voting where the ~~President~~Board Chair or ~~Board Vice-President~~Chair has lost the confidence of the ~~Council~~Board of Directors.

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7. DUTIES OF OFFICERS

7.01 Duties of the ~~President~~Board Chair

The ~~President~~Board Chair shall,

- (i) if present, preside as Chair at all meetings of the ~~Council~~Board of Directors unless the ~~Council~~Board of Directors designates an alternate Chair, including persons not on ~~Council~~the Board of Directors who would act as a non-voting Chair, for all or any portion of the meeting;
- (ii) serve as Chair of the Executive Committee;
- (iii) perform those duties assigned to the ~~President~~Board Chair in the by-laws;
- (iv) perform other duties and responsibilities as may be decided by ~~Council~~the Board of Directors; and
- (v) report to ~~Council~~the Board of Directors at each ~~Council~~Board of Directors meeting on all material actions taken since the ~~President's~~Board Chair's last report.

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7.02 Duties of the ~~Board Vice-President~~Chair

The ~~Board Vice-President~~Chair shall,

- (i) perform the duties of the ~~President~~Board Chair in the event that the ~~President~~Board Chair is unable to perform those duties;
- (ii) perform those duties assigned to the ~~Board Vice-President~~Chair in the by-laws;
- (iii) serve on the Executive Committee; and
- (iv) perform all duties and responsibilities as may be decided by ~~Council~~the Board of Directors.

8. THE REGISTRAR

8.01 Appointment of the Registrar

The Registrar shall be appointed by ~~Council~~the Board of Directors and, despite subsection 12(1) of the Code, the Executive Committee shall not exercise ~~the this~~ authority of ~~Council~~the Board of Directors under this article, subject to the ability to appoint an Acting Registrar as set out in article 8.03. Where a supervisor is appointed under section 5.0.1 of the Code, the supervisor is the Registrar unless the appointment of the supervisor or a direction of the supervisor provides otherwise.

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8.02 Duties of the Registrar

The Registrar shall be the Chief Executive Officer of the College and shall have such duties and responsibilities as are conferred by the Act, the RHPA, the by-laws and the policies of the College as well as such duties and responsibilities assigned to the position by ~~Council~~the Board of Directors.

8.03 Acting Registrar

If a vacancy occurs in the office of the Registrar, the Executive Committee or ~~Council~~the Board of Directors shall appoint an Acting Registrar until a Registrar is appointed, and during extended absences, the Registrar may appoint, in writing, a senior staff member to serve as the Acting Registrar during the Registrar's absence.

8.04 Annual Performance Appraisal of Registrar

~~Council~~The Board of Directors shall develop a process for evaluating the performance of the Registrar annually. The process may include, among other things, soliciting feedback from ~~Council-members~~Directors, staff members and stakeholders.

9. COUNCILBOARD OF DIRECTORS – GENERAL

9.01 Authority of Councilthe Board of Directors

CouncilThe Board of Directors shall perform the functions assigned to it under the Act and the Code.

9.02 Composition of Councilthe Board of Directors

CouncilThe Board of Directors shall be composed of eight (8) MembersRegistrants and as many Public MembersDirectors as are appointed by Lieutenant Governor in Council in accordance with subsection 6(1)(b) of the Act. Despite this provision, Councilthe Board of Directors remains properly constituted despite any vacancy that leaves only seven (7) MembersRegistrants on the CouncilBoard of Directors.

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9.03 Term of Office

The term of office of an elected member-of-CouncilDirector shall commence at the first CouncilBoard of Directors meeting immediately after the election and shall continue for approximately three (3) years until his or her successor takes office in accordance with these by-laws, or until he or she resigns his or her office or is removed from Councilthe Board of Directors, or until such other time designated by Councilthe Board of Directors, whichever occurs first.

10. ELECTION OF COUNCILMEMBERSDIRECTORS

10.01 Definitions

In this article, "election" means an election of a MemberRegistrant to the CouncilBoard of Directors for an electoral district and includes a regular election and a by-election, and "elected" has a corresponding meaning.

For the purposes of this article, a MemberRegistrant becomes "the subject of proceedings" when a Committee makes a referral for a hearing in respect of the Registrant. Committee makes a referral for a hearing in respect of the Member.

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10.02 Electoral Districts

The following electoral districts are established for the purpose of the election of MembersRegistrants to the CouncilBoard of Directors. The Registrar may assign any new or missing postal codes to the district he or she believes is most appropriate.

Electoral district 1, composed of the south western Ontario communities served by the postal codes: N0J, N0K, N0L, N0M, N0N, N0P, N0R, N4G, N4S, N4T, N4V, N4X, N4Z, N5A, N5C, N5H, N5L, N5P, N5R, N5V, N5W, N5X, N5Y, N5Z, N6A, N6B, N6C, N6E, N6G, N6H, N6J, N6K, N6L, N6M, N6N, N6P, N7A, N7G, N7L, N7M, N7S, N7T, N7V, N7W, N7X, N8A, N8H, N8M, N8N, N8P, N8R, N8S, N8T, N8V, N8W, N8X, N8Y, N9A, N9B, N9C, N9E, N9G, N9H, N9J, N9K, N9V and N9Y;

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Electoral district 2, composed of the south western Ontario communities served by the postal codes: L0R, L0S, L2A, L2E, L2G, L2H, L2J, L2M, L2N, L2P, L2R, L2S, L2T, L2V, L2W, L3B, L3C, L3K, L3M, L8B, L8E, L8G, L8H, L8J, L8K, L8L, L8M, L8N, L8P, L8R, L8S, L8T, L8V, L8W, L9A, L9B, L9C, L9G, L9H, L9K, N0A, N0E, N0S, N1A, N3L, N3P, N3R, N3S, N3T, N3V, N3W, N3Y and N4B;

Electoral district 3, composed of the central western communities served by the postal codes: L0N, L0P, L4T, L4V, L4W, L4X, L4Y, L4Z, L5A, L5B, L5C, L5E, L5G, L5H, L5J, L5K, L5L, L5M, L5N,

L5P, L5R, L5S, L5T, L5V, L5W, L6H, L6J, L6K, L6L, L6M, L6P, L6R, L6S, L6T, L6V, L6W, L6X, L6Y, L6Z, L7A, L7C, L7E, L7G, L7J, L7K, L7L, L7M, L7N, L7P, L7R, L7S, L7T, L9E, L9T, L9V, L9W, N0B, N0C, N0G, N0H, N1C, N1E, N1G, N1H, N1K, N1L, N1M, N1P, N1R, N1S, N1T, N2A, N2B, N2C, N2E, N2G, N2H, N2J, N2K, N2L, N2M, N2N, N2P, N2R, N2T, N2V, N2Z, N3A, N3B, N3C, N3E, N3H, N4K, N4L, N4N and N4W;

Electoral district 4, composed of the portions of greater Toronto area communities served by the postal codes: L0J, L4C, L4H, L4K, L4L, L6A, M3J, M3L, M3M, M3N, M6H, M6J, M6K, M6L, M6M, M6N, M6P, M6R, M6S, M8V, M8W, M8X, M8Y, M8Z, M9A, M9B, M9C, M9L, M9M, M9N, M9P, M9R, M9V and M9W;

Electoral district 5, composed of the portions of greater Toronto area communities served by the postal codes: L3T, L4J, M2M, M2N, M2P, M2R, M3H, M3K, M4N, M4R, M4T, M4V, M4W, M4X, M4Y, M5A, M5B, M5C, M5E, M5G, M5H, M5J, M5K, M5L, M5M, M5N, M5P, M5R, M5S, M5T, M5V, M5W, M5X, M6A, M6B, M6C, M6E and M6G;

Electoral district 6, composed of the portions of greater Toronto area served by the postal codes: L3P, L3R, L3S, L4B, L6B, L6C, L6E, L6G, M1B, M1C, M1E, M1G, M1H, M1J, M1K, M1L, M1M, M1N, M1P, M1R, M1S, M1T, M1V, M1W, M1X, M2H, M2J, M2K, M2L, M3A, M3B, M3C, M4A, M4B, M4C, M4E, M4G, M4H, M4J, M4K, M4L, M4M, M4P and M4S;

Electoral district 7, composed of the eastern Ontario communities served by the postal codes: K0A, K0B, K0C, K0E, K0G, K0H, K0J, K0K, K0L, K0M, K1B, K1C, K1E, K1G, K1H, K1J, K1K, K1L, K1M, K1N, K1P, K1R, K1S, K1T, K1V, K1W, K1X, K1Y, K1Z, K2A, K2B, K2C, K2E, K2G, K2H, K2J, K2K, K2L, K2M, K2P, K2R, K2S, K2T, K2V, K2W, K4A, K4B, K4C, K4K, K4M, K4P, K4R, K6A, K6H, K6J, K6K, K6T, K6V, K7A, K7C, K7G, K7H, K7K, K7L, K7M, K7N, K7P, K7R, K7S, K7V, K8A, K8B, K8H, K8N, K8P, K8R, K8V, K9A, K9H, K9J, K9K, K9L, K9V, L0A, L0B, L0C, L0H, L1A, L1B, L1C, L1E, L1G, L1H, L1J, L1K, L1L, L1M, L1N, L1P, L1R, L1S, L1T, L1V, L1W, L1X, L1Y, L1Z, L9L and L9P; and

Electoral district 8, composed of the central and northern Ontario communities served by the postal codes: L0E, L0G, L0K, L0L, L0M, L3V, L3X, L3Y, L3Z, L4A, L4E, L4G, L4M, L4N, L4P, L4R, L4S, L7B, L9J, L9M, L9N, L9R, L9S, L9X, L9Y, L9Z, N4P, P0A, P0B, P0C, P0E, P0G, P0H, P0J, P0K, P0L, P0M, P0N, P0P, P0R, P0S, P0T, P0V, P0W, P0X, P0Y, P1A, P1B, P1C, P1H, P1L, P1P, P2A, P2B, P2N, P3A, P3B, P3C, P3E, P3G, P3L, P3N, P3P, P3Y, P4N, P4P, P4R, P5A, P5E, P5N, P6A, P6B, P6C, P7A, P7B, P7C, P7E, P7G, P7J, P7K, P7L, P8N, P8T, P9A and P9N.

10.03 Number of ~~Members~~Registrants per Electoral District

One ~~Member~~Registrant shall be elected to the ~~Council~~Board of Directors for each electoral district.

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10.04 When Elections are Held

There shall be a regular election:

- (i) for electoral districts 1 and 2, in 2013 and every third year after;
- (ii) for electoral districts 3, 4 and 5, in 2011 and every third year after; and
- (iii) for electoral districts 6, 7 and 8, in 2012 and every third year after.

10.05 Election Dates

Except as otherwise provided in this By-Law, a regular election shall be held on the first Wednesday in June but, if the first Wednesday in June is a holiday, the election shall be held on the first day afterwards that is not a holiday.

10.06 Interruptions of Mail Service

If there is an interruption in mail service during the nomination or election process, the Registrar may extend the holding of nominations and the election for such period of time as the Registrar considers necessary to compensate for the interruption.

11. TERM OF OFFICE

11.01 Term of Office

The term of office of a MemberRegistrant elected at a regular election is approximately three (3) years, commencing with the first regular meeting of the CouncilBoard of Directors after the election and expiring, subject to article 11.02, at the first regular meeting of the CouncilBoard of Directors after the regular election three (3) years later.

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11.02 Expiry of Term of Office

The term of office of a MemberRegistrant elected at a regular election held after the date required by article 10.05 expires as if he or she had been elected on the required date.

11.03 Expiry of Term of Office due to Disqualification

The term of office of a MemberRegistrant whose office becomes vacant by reason of the Member'sRegistrant's disqualification expires upon the declaration of the vacancy and the term of office of a MemberRegistrant elected in a by-election or appointed to replace a MemberRegistrant whose office is vacant expires when his or her predecessor's office would have expired under article 11.01.

12. ELIGIBILITY TO VOTE

12.01 Eligibility to Vote

A MemberRegistrant is entitled to vote in an election if,

- (i) on election day, the MemberRegistrant is a registered Member ofwith the College;
- (ii) on the one hundred and twentieth day immediately preceding the election,
 - (a) the MemberRegistrant practices or resides in Ontario, and
 - (b) the Member'sRegistrant's registered address is in the electoral district for which the election is being held; and
- (iii) no fees are owing by the MemberRegistrant to the College on the day that the ballots (or equivalent if voting is done electronically) are distributed.

12.02 Disputes

Disputes as to whether a MemberRegistrant is entitled to vote in an election shall be determined by the Registrar.

13. NOMINATIONS

13.01 Eligibility to Run for Election

A MemberRegistrant is eligible to run for election to the CouncilBoard of Directors for an electoral district if,

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- (i) the MemberRegistrant is entitled to vote in the election;
- (ii) at all times between the one hundred and twentieth day immediately preceding the election and the election;
 - (a) the Member'sRegistrant's registered address continues to be in the electoral district, for which the election is being held,
 - (b) the MemberRegistrant is not in default of any obligation to the College under a regulation or the by-Laws, the Act, RHPA, regulations, By-Laws, or any order made by a College Committee

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- (c) the ~~MemberRegistrant~~ is not the subject of proceedings for incompetence, professional misconduct or incapacity,
- (d) the ~~Member'sRegistrant's~~ certificate of registration is not subject to a term, condition or limitation other than one prescribed by regulation,
- (e) the ~~MemberRegistrant~~ is not bankrupt or a subject of a consumer proposal, and has not declared bankruptcy or made a consumer proposal over the past five (5) years,
- (f) the ~~MemberRegistrant~~ is not, and has not for a period of at least one (1) year been, a director, officer or employee of any Professional Association relating to denturism,
- (g) where the ~~MemberRegistrant~~ has not been disqualified from sitting on the council under article 21.01 during the previous six (6) years;
- (iii) the ~~Member'sRegistrant's~~ certificate of registration has not been revoked or suspended at any time in the six (6) years immediately preceding the election; and
- (iv) if the ~~MemberRegistrant~~ has previously served as an elected ~~Council memberDirector~~ for nine (9) consecutive years, at least three (3) years have passed.

13.02 Disputes

Disputes as to whether a ~~MemberRegistrant~~ is eligible to run for election shall be determined by the Elections Committee. If an Elections Committee has not been appointed, the Registrar shall determine disputes.

13.03 Notice of Election and Nominations

At least ninety (90) days before the date of an election, the Registrar shall notify every ~~MemberRegistrant~~ of the date of the election and of the nomination procedure, including the deadline for submitting nominations to the College.

13.04 Nomination Deadline

The nomination of a candidate for election as a ~~member of CouncilDirector~~ shall be in writing and shall be received by the Registrar at least forty-five (45) days before the date of the election.

13.05 Signed Nominations

The nomination shall be signed by at least three (3) ~~MembersRegistrants~~ who are entitled to vote in the election and who support the nomination, and shall also be signed by the nominee as a signal of his or her consent to the nomination.

13.06 Candidate Must Advise if Becomes Ineligible to Run for Election

A candidate for election to the ~~CouncilBoard of Directors~~ shall advise the Registrar immediately in the event that he or she becomes ineligible to run for election.

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13.07 Completing Declaration

The Registrar shall request every nominee to complete and return a declaration form which, among other things, sets out that the nominee:

- (a) understands the public protection mandate of the College,
- (b) is not aware of any potential conflict of interest, and
- (c) agrees to campaign only in accordance with the public interest objects of the College as set out in the Code.

Any nominee who fails to complete and return the declaration by the deadline set by the Registrar and in a form acceptable to the Elections Committee shall not be eligible for election.

13.08 Personal Statement

The Registrar shall invite every nominee to provide a biography and personal statement by the deadline established by the Registrar, and any biography and personal statement that is not submitted by the deadline set by the Registrar and in the form acceptable to the Elections Committee, shall not be included with the materials sent to ~~Members~~Registrants under article 16.01.

13.09 Withdrawal of Candidacy

A candidate in an election may withdraw his or her candidacy by notifying the Registrar of the withdrawal in writing. If the notice in writing is received at least thirty-five (35) days before the date of the election, the candidate's name shall not be placed on the ballot (or equivalent if voting is done electronically). In all other cases, the Registrar shall make reasonable efforts to notify ~~Members~~Registrants eligible to vote that the candidate has withdrawn from the election.

13.10 Conduct

Each candidate shall conduct themselves during the election with honour and dignity. No candidate shall engage in conduct during the electoral process that would tend to bring the profession into disrepute or would tend to taint the electoral process. No candidate shall make verbal or written election statements that are inappropriate or unprofessional.

13.11 Consequences for Inappropriate Conduct

If it appears to the Elections Committee, after appropriate investigation, that a candidate is not conducting himself or herself appropriately during the election, the Elections Committee may take action that it deems appropriate to ensure that the election is as fair as possible, including warning the candidate about his or her conduct and notifying ~~Members~~Registrants entitled to vote about apparently incorrect or inappropriate statements that may have been made. However, the Elections Committee is not required to take corrective measures.

14. ACCLAMATION

14.01 Declaration of Acclamation

If there is only one candidate for an electoral district who is eligible for election, the Registrar shall inform the ~~President~~Board Chair in writing and the Registrar shall declare the candidate elected to the ~~Council~~Board of Directors by acclamation for that electoral district.

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14.02 Where There Are No Candidates

If there are no candidates for an electoral district who are eligible for election, the Registrar shall, as soon as possible call a by-election for that electoral district.

15. ADMINISTRATION

15.01 Chief Returning Officer

The Registrar shall be the chief returning officer for the election.

15.02 Duties of Registrar

The Registrar shall supervise and administer the election of candidates and, without limiting the generality of the above, the Registrar may, subject to these by-laws,

- (i) appoint returning officers and scrutineers;
- (ii) establish procedures and any necessary deadlines including procedures and deadlines relating to the receipt of nominations, biographies and personal statements and ballots (or equivalent if voting is done electronically);
- (iii) retain third party service providers to assist with administering the election;
- (iv) ensure electronic communications and voting processes are reliable and secure;

- (v) establish procedures for the opening and counting of ballots (or equivalent if voting is done electronically);
- (vi) provide for the notification of the results of the election to all candidates and members;
- (vii) provide for the destruction of ballots (or equivalent if voting is done electronically) following an election; and
- (viii) do anything else that the Registrar deems necessary and appropriate to ensure that the election is fair and effective.

16. VOTING

16.01 Ballots

No later than thirty (30) days before the date of an election, the Registrar shall send every ~~Member~~Registrant eligible to vote in the election a list of the eligible candidates, the biography and/or personal statement of every eligible candidate who has submitted one by the deadline established by the Registrar, a ballot (or equivalent if voting is done electronically) and an explanation of the voting process.

16.02 Contents of Ballots

Each ballot (or equivalent if voting is done electronically) shall contain, in alphabetical order of surname, the name of each candidate, and any other information entered in the register that the Registrar directs be included to identify the candidates.

16.03 Voting Secret

Voting shall be secret and conducted so that no person knows for whom any ~~Member~~Registrant voted.

16.04 Proxy Voting

A ~~Member~~Registrant cannot vote in an election by means of a proxy.

16.05 Number of Votes Cast

A ~~Member~~Registrant may cast as many votes on a ballot (or equivalent if voting is done electronically) in an election of ~~Members~~Registrants to ~~Council~~the Board of Directors as there are ~~Members~~Registrants to be elected from that electoral district, but shall not cast more than one (1) vote for any candidate.

16.06 Ballot Verification

Ballots (or equivalent if voting is done electronically) must be received in the manner specified at or before the date and time specified for the election in order to be counted in the vote.

17. COUNTING VOTES

17.01 Ties

If two (2) or more candidates receive the same number of votes in an election, the Registrar shall select one of the candidates by lot who shall be deemed to have received the greatest number of votes in the election.

17.02 Decisions by Registrar

All questions arising in the counting of ballots (or equivalent if voting is done electronically), the recording of results or the determination of the result shall be decided by the Registrar who shall record the reason for any decision made with respect to those questions.

17.03 Candidate Entitled to be Present

A candidate is entitled, in person or by an agent appointed for the purpose by the candidate in writing, to be present and see the Registrar discharge his or her duties on election day.

18. DOCUMENTATION

18.01 Election Results

As soon as practicable after the ballots (or equivalent if voting is done electronically) have been counted, the Registrar shall advise ~~Council~~the Board of Directors and the ~~membership Registrants of the College~~ of the results of the election, and shall advise each eligible candidate of the results of the election, the number of votes he or she received and the candidate's right to request a recount in accordance with article 19.

18.02 Registrar's Declarations

The Registrar shall make all declarations in respect of an election in writing, keep them in the records of the College and include a copy of each declaration in the next package of materials sent to the ~~Council~~Board of Directors after making it.

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18.03 Destruction of Ballots

Unless a candidate has requested a recount or otherwise challenged an election or its results, the Registrar shall, thirty-one (31) days after the return of an election destroy all ballots (or equivalent if voting is done electronically) and other material from the election.

19. RECOUNTS

19.01 Requesting Recount within Thirty (30) Days

Upon written direction to the Registrar received within thirty (30) days after the date of the return and payment to the College as prescribed by these by-laws, a candidate may require a recount.

19.02 Recount Process

The Registrar shall hold a recount no more than fifteen (15) days after receiving a written request and the recount shall be conducted in as transparent a manner as the voting system reasonably permits.

19.03 Results of Recount

If the result of the recount is that the candidate who required the recount is declared elected to the ~~Council~~Board of Directors for the electoral district, the candidate is entitled to repayment without interest of the required recount fee described in article 19.01.

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19.04 Registrar's Report to ~~Council~~the Board of Directors

The Registrar shall report to the ~~Council~~Board of Directors at its first meeting following any recount the procedures and results of the recount.

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20. INQUIRY

20.01 Referral of Disputes to Elections Committee

If the ~~Council~~Board of Directors is of the opinion that there is a reasonable ground for doubt or dispute as to the validity of the election of any member of the ~~Council~~Board of Directors, it shall direct the Elections Committee to initiate an inquiry.

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20.02 Report and Recommendations of Elections Committee

Where the Elections Committee initiates an inquiry under article 20.01, it shall hold an inquiry into the validity of the election of the ~~member of Council~~Director in question and, following the inquiry,

shall make a report and recommendation to ~~Council~~the Board of Directors.

20.03 Options Available to ~~Council~~the Board of Directors

~~Council~~The Board of Directors may, after reviewing the report and recommendation of the Elections Committee and subject to article 19.02, do one of the following:

- (i) declare the election result in question to be valid; or
- (ii) declare the election result in question to be invalid; and either
 - (a) declare another candidate to have been elected; or
 - (b) direct that another election be held.

20.04 Minor Irregularities Not Fatal

~~Council~~The Board of Directors shall not declare an election result to be invalid solely on the basis of a minor irregularity regarding the requirements of these by-laws or a procedure established by the Registrar or the Elections Committee.

21. VACANCIES

21.01 Disqualification of Elected ~~Members~~Registrants~~Directors~~

~~Council~~The Board of Directors shall disqualify an ~~Elected member of Council~~registrant of the Board of Directors, if the ~~member~~registrant~~Elected Director~~,

- (i) resigns from ~~Council~~the Board of Directors or otherwise ceases to hold a certificate of registration;
- (ii) ceases to have a registered address in the electoral district for which the ~~Elected~~Director member~~registrant~~ was elected and there is more than one (1) year left in the person's term;
- (iii) is in default of payment of any fee prescribed by College by-law for a period of more than sixty (60) days;
- (iv) is found to have committed professional misconduct or to be incompetent by a panel of the Discipline Committee;
- (v) is found to be incapacitated by a panel of the Fitness to Practice Committee;
- (vi) retains or obtains a responsible position such as director, owner, board member or officer or retains employment or becomes an employee of any Professional Association relating to denturism;
- (vii) becomes a member of a council of any other college regulated under the RHPA;
- (viii) fails, without reasonable cause, to attend three (3) meetings of ~~Council~~the Board of Directors in a calendar year, three (3) meetings of any Committee on which he or she serves in a calendar year or one (1) hearing or a review by a panel to which he or she has been appointed;
- (ix) is convicted of a criminal offence which, in the opinion of ~~Council~~the Board of Directors, is of a nature that warrants disqualification;
- (x) acts in a manner inconsistent with a provision of this by-law applicable to ~~Council~~the Board of Directors or Committee members;
- (xi) advocates or makes a public statement (other than at a ~~Council~~Board of Directors meeting) against a position taken by the ~~Council~~Board of Directors;
- (xii) initiates or joins a legal proceeding against the College or any Committee or representative of the College; or
- (xiii) fails, in the opinion of ~~Council~~the Board of Directors, to discharge properly or honestly any office to which he or she has been elected or appointed.

21.02 Registrar's Receipt of Information

If the Registrar receives information which suggests that an ~~Elected~~ ~~member of Council~~ ~~Director~~ meets one or more of the criteria for disqualification set out in article 21.01, the Registrar shall follow the procedure set out in article 26.02. Where the Registrar has reasonable and probable grounds to believe that an ~~Elected~~ ~~member of Council~~ ~~Director~~ meets the criteria for disqualification and no one else has made a complaint, the Registrar shall make a complaint in writing.

21.03 Effect of Disqualification

An ~~Elected~~ ~~Council member~~ ~~Director~~ who is disqualified by ~~Council~~ ~~the Board of Directors~~ ceases to be a ~~member of Council~~ ~~Director~~ in accordance with article 11.03 and ceases to be a member of any Committee or working group of which he or she is a member.

21.04 Eligibility following Disqualification

Where an ~~Elected~~ ~~Member Registrant of the Council~~ ~~Board of Directors~~ has been disqualified from sitting on the ~~Council~~ ~~Board of Directors~~ under article 21.01, the ~~Member Registrant~~ ~~Elected Registrant~~ shall not be eligible to run for election for six (6) years.

21.05 Filling Vacancies

If the seat of an ~~Elected~~ ~~Council member~~ ~~Director~~ becomes vacant less than twelve (12) months before the expiry of the ~~member's~~ ~~director's~~ term of office, ~~Council~~ ~~the Board of Directors~~ may,

- (i) leave the seat vacant;
- (ii) appoint as an ~~Elected~~ ~~Council member~~ ~~Director~~ a ~~Member Registrant~~ who meets the criteria for eligibility for election set out in article 13.01; or
- (iii) direct the Registrar to hold a by-election in accordance with this by-law.

21.06 By-Election

If the seat of an ~~Elected~~ ~~Council member~~ ~~Director~~ becomes vacant more than twelve (12) months before the expiry of the ~~member's~~ ~~registrant's~~ term of office, ~~Council~~ ~~the Board of Directors~~ shall direct the Registrar to hold a by-election in accordance with this by-law.

21.07 Manner of Holding By-Elections

A by-election ordered by ~~Council~~ ~~the Board of Directors~~ shall be held in the same manner and shall be subject to the same criteria and processes as a regular election, subject to any necessary modifications.

22. ~~COUNCIL~~ ~~BOARD OF DIRECTORS'~~ MEETINGS

22.01 Location and Frequency of Meetings

~~A Council~~ ~~A Board of Directors~~ meeting shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for ~~Council~~ ~~the Board of Directors~~ to conduct its business but shall, in any event, occur at least three (3) times per year.

22.02 Notice of Meetings

The Registrar shall notify ~~Council members~~ ~~Directors~~ of the meeting, setting out the date, time and place of the meeting and the general nature of the business to be transacted at least ten (10) days before the date of the meeting.

22.03 Waiver of Notice

A ~~Council member~~ ~~Director~~ may, at any time, waive the requirement for notice of a meeting to that ~~Council member~~ ~~Director~~.

22.04 Business at Meetings

~~Council~~ ~~The Board of Directors~~ may only consider or transact at a regular meeting,

- (i) matters on the agenda;
- (ii) matters brought by the Executive Committee or the Registrar;
- (iii) reports from the Registrar and the ~~President~~Board Chair;
- (iv) recommendations and reports by Committees;
- (v) matters for which notice was given by a ~~member of Council~~Director at the preceding meeting or where written notice has been given at least thirty (30) days in advance of the meeting; and
- (vi) such other matters, not included on the agenda, as the majority of members in attendance agree to be of an urgent nature that cannot wait a reasonable time for background information to be prepared.

22.05 Secretary

The Registrar serves as the Secretary of ~~Council~~the Board of Directors or appoints someone to act as the Secretary of ~~Council~~the Board of Directors.

22.06 Chair

The ~~President~~Board Chair acts as Chair of ~~Council~~the Board of Directors unless the ~~Council~~Board of Directors has designated an alternate Chair, including a person not on ~~Council~~the Board of Directors who would act as a non-voting Chair, for all or any portion of the meeting. In the event that the ~~President~~Board Chair is absent and has not designated an alternate Chair, the ~~Board Vice-President~~Chair acts as the Chair of ~~Council~~the Board of Directors, failing which ~~Council~~the Board of Directors shall elect, from amongst their number, a ~~Council member~~Director to serve as Chair at that meeting.

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22.07 Manner of Meeting

Any meeting of ~~Council~~the Board of Directors, other than a hearing that must be held in person, may be conducted by means of teleconference or any other means that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously (including audio or video conferencing), and persons participating in the meeting by such means are deemed to be present at the meeting.

22.08 Quorum

Unless specifically provided for otherwise under the Act, the RHPA or the by-laws, a simple majority of ~~Council members~~Directors shall constitute a quorum for the purpose of a meeting.

22.09 Simple Majority

Unless specifically provided for otherwise under the Act, the RHPA or the by-laws, every motion which properly comes before ~~Council~~the Board of Directors shall be decided by a simple majority of the votes cast at the meeting by the ~~Council members~~Directors present.

22.10 Chair Votes

If the Chair is a ~~member of Council~~Director, he or she may participate in the discussion of a matter before ~~Council~~the Board of Directors but shall not vote unless there is a tie vote and the Chair's vote would break the tie, unless the Chair wishes to vote against a motion and the Chair's vote would create a tie that would defeat the motion, or unless there is a roll call vote (e.g., to enact a regulation).

22.11 Tie Votes

In the event of a tie vote, the motion is defeated.

22.12 Unanimous By-laws

A resolution approving a new or amended by-law, signed by all ~~members of Council~~Directors, including a resolution where all or some of the members have signed by facsimile or email, is valid

and effective as if passed at a meeting of ~~Council~~the Board of Directors held for the purpose.

22.13 Rules

Except where inconsistent with the RHPA, the Act or the by-laws, the rules of order for meetings of ~~Council~~the Board of Directors are set out in Schedule 2.

22.14 Minutes

The Registrar shall ensure that accurate minutes of all ~~Council~~Board of Directors meetings are recorded, approved and maintained at the College office.

22.15 Adjournments

Whether or not a quorum is present, the presiding Chair may, from time to time, with the consent of the majority of ~~Council members~~Directors present and voting, adjourn any properly called meeting to a fixed time and place, and any matter brought before the original meeting may be considered and transacted at a reconvened meeting provided that a quorum is present.

22.16 Calling Special Meetings

The ~~President~~Board Chair may call and convene a special meeting of ~~Council~~the Board of Directors,

- (i) where the ~~President~~Board Chair and the Registrar agree there is a need to consider a matter that cannot await the next scheduled ~~Council~~Board of Directors meeting;
- (ii) upon receipt of the written request of any six (6) ~~members of Council~~Directors; or
- (iii) if a request is received from the Executive Committee under article 26.02.

22.17 Notice of Special Meetings

Subject to article 22.18, the Registrar shall notify ~~Council members~~Directors of the special meeting, setting out the date, time and place of the meeting and the general nature of the business to be transacted, at least five (5) days prior to the date of the meeting. ~~Council~~The Board of Directors may only consider or transact at a special meeting those items of business contained in the notice.

22.18 Special Meetings Without Notice

A special meeting may also be held without notice at any date, time and place provided that all ~~members of Council~~Directors are present in person or in a manner that allows them to participate in discussion simultaneously and instantaneously, including audio or video conferencing, or if all the absent ~~Council members~~Directors have consented, in writing or electronically, to the holding of such a special meeting.

23. COMMITTEES – GENERAL

23.01 Duties and Responsibilities

The duties and responsibilities of each Committee shall be those set out in the RHPA, the Act, the by-laws and the terms of reference for that Committee, as approved by ~~Council~~the Board of Directors, where applicable.

23.02 Non-Statutory Committees

In addition to the statutory Committees required by the Code, ~~the Council~~the Board of Directors may establish and maintain any additional Committee or working groups deemed necessary for the efficient functioning of the College including an Elections Committee and a Nominating Committee. Unless ~~Council~~the Board of Directors directs otherwise, the Nominating Committee will consist of the Past ~~President~~Board Chair, the ~~Board~~Vice-President~~Chair~~ and a Public ~~Member~~Director.

23.03 Composition of Committees

Unless stated otherwise in the Code or the by-laws, every Committee of the College shall be composed of at least three (3) persons and shall include at least one (1) ~~member of Council~~Elected Director ~~who is also a Member~~Registrar and at least one (1) Public ~~Member~~Director.

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23.04 Vacancies

Despite anything in these by-laws, a Committee is properly constituted despite any vacancy so long as the composition complies with the RHPA and the Act and there are sufficient members ~~MembersRegistrants~~ to form a quorum of the Committee or a panel of the Committee.

23.05 Quorum

The quorum of any Committee is three (3) members unless otherwise provided in the RHPA or the Act or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee shall be two (2) members.

23.06 Panels

A committee may meet in panels selected by the Chair of the Committee.

24. SPECIFIC COMPOSITION AND SELECTION OF COMMITTEES

24.01 Executive Committee

The Executive Committee shall be composed of the ~~President~~Board Chair, the ~~Board Vice-President~~Chair and at least three (3) other ~~members of Council~~Directors. At least three (3) members of the Executive Committee shall be ~~MembersRegistrants~~ Elected Directors and at least two (2) members of the Executive Committee shall be ~~Public Members~~Directors. However, where a supervisor is appointed under section 5.0.1 of the RHPA, the supervisor shall perform the functions of the Executive Committee unless the appointment of the supervisor or a direction of the supervisor provides otherwise.

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24.02 Registration Committee

The Registration Committee shall be composed of,

- (i) at least two (2) ~~MembersRegistrants who are members of Council~~DirectorsElected Directors;
- (ii) at least one (1) Public ~~Member~~Director who is a member of Councilthe Board of Directors; and
- (iii) one (1) or more ~~MembersRegistrants~~, or persons, who are not ~~members of Council~~Directors where ~~Councilthe Board of Directors~~ so wishes.

24.03 Inquiries, Complaints and Reports Committee

The Inquiries, Complaints and Reports Committee shall be composed of,

- (i) at least two (2) ~~MembersElected DirectorsRegistrants who are members of Council~~Directors;
- (ii) at least two (2) ~~Public Directors Public MembersDirectors who are members of Councilthe Board of Directors~~; and
- (iii) one (1) or more ~~MembersRegistrants~~, or persons, who are not ~~members of Council~~Directors where ~~Councilthe Board of Directors~~ so wishes.

24.04 Discipline Committee

The Discipline Committee shall be composed of every ~~member of Council~~Director and one (1) or more ~~Members Registrants~~ who are not ~~members of Council~~Directors where ~~Councilthe Board of Directors~~ so wishes.

24.05 Fitness to Practise Committee

The Fitness to Practise Committee shall be comprised of every ~~member of Council~~Director and one (1) or more ~~MembersRegistrants~~ who are not ~~members of Council~~Directors where ~~Councilthe Board of~~

Directors so wishes.

24.06 Quality Assurance Committee

The Quality Assurance Committee shall be composed of,

- (i) at least two (2) ~~Members~~Elected Directors~~Registrants who are members of Council~~Directors;
- (ii) at least one (1) Public ~~Member~~Director ~~who is a member of Council~~the Board of Directors;
- (iii) at least two (2) or more ~~Members~~Registrants who are not ~~members of Council~~Directors; and
- (iv) one (1) or more persons, who are not ~~members of Council~~Directors where ~~Council~~the Board of Directors so wishes.

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24.07 Patient Relations Committee

The Patient Relations Committee shall be composed of,

- (i) at least two (2) ~~Members~~Elected Directors~~Registrants who are members of Council~~Directors;
- (ii) at least two (2) Public ~~Members~~Directors ~~who are members of Council~~the Board of Directors; and
- (iii) one (1) or more ~~Members~~Registrants, or persons, who are not ~~members of Council~~Directors where ~~Council~~the Board of Directors so wishes.

24.08 Appointment of Committee Members and Members of Working Groups

Unless otherwise stated in the by-laws or the Code, the Nominating Committee shall put forward to ~~Council~~the Board of Directors for approval a proposed slate of every Committee member and every member of a working group, including persons and ~~Members~~Registrants who are not ~~members of Council~~Directors with the exception of the Executive Committee, whose members shall be elected to office.

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24.09 Appointment of Non-Council Members~~Directors~~

Subject to any specific composition requirements in these by-laws or the Code, the Executive Committee may, where vacancies arise during the ~~Council~~Board of Directors year, appoint ~~members~~Members~~Registrants~~, including ~~members of Council~~Directors, and persons, to any Committee or working group and report such appointment(s) to ~~Council~~the Board of Directors.

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24.10 Terms of Office of Committee Members

The term of office of a Committee member shall commence immediately after the appointment and shall continue for approximately two (2) years.

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24.11 Chairs

Unless stated otherwise in these by-laws, the Chair or Chairs of each Statutory and Non-Statutory Committee shall be appointed by the ~~Council~~Board of Directors.

24.12 Decisions Regarding Appointments

In making an appointment under article 24.08 or 24.09, ~~Council~~the Board of Directors and the Executive Committee shall take into consideration the location of practice, if applicable, as well as the experience, expertise, availability and other qualifications and characteristics of the ~~Member~~Registrant or other person, in order to complement the attributes of the other Committee members or members of the working group.

24.13 Eligibility for Appointment

A ~~Member~~Registrant is eligible for appointment to a Committee or a working group if, on the date of the appointment,

- (i) the ~~Member~~Registrant holds a certificate of registration;
- (ii) the ~~Member~~Registrant is not in default of payment of any fees prescribed by College

- by- law;
- (iii) the ~~Member~~Registrant is not the subject of any disciplinary or incapacity proceeding;
 - (iv) the ~~Member~~Registrant has not been the subject of any professional misconduct, incompetence or incapacity finding in the preceding three (3) years;
 - (v) the ~~Member's~~Registrant's certificate of registration has not been revoked or suspended in the preceding six (6) years for any reason other than non-payment of fees;
 - (vi) the ~~Member's~~Registrant's certificate of registration is not subject to a term, condition, or limitation imposed by either the Discipline Committee or the Fitness to Practise Committee;
 - (vii) the ~~Member~~Registrant is not holding, and has not for a period of at least one (1) year held, a responsible position, such as director, owner, board member, officer or employee, with any Professional Association relating to denturism;
 - (viii) the ~~Member~~Registrant has not been disqualified from ~~Council~~the Board of Directors or a Committee within the preceding six (6) years;
 - (ix) the ~~Member~~Registrant is not a member of a council of any other college regulated under the RHPA;
 - (x) the ~~Member~~Registrant is not an employee of the College; and
 - (xi) the ~~Member~~Registrant is not in any default of returning any required form or information to the College.

25. COMMITTEE MEETINGS

25.01 Location and Frequency of Meetings

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

25.02 Manner of Meeting

Any meeting of a Committee, other than a hearing that must be held in person, may be conducted by means of teleconference or any other means that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously (including audio or video conferencing), and persons participating in the meeting by such means are deemed to be present at the meeting.

25.03 Chair

In the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Committee members shall select, from amongst their number, a Committee member to serve as Chair for the purposes of that meeting, which event shall be recorded in the minutes.

25.04 Minutes

The Chair of each Committee shall ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.

25.05 Simple Majority

Unless specifically provided for otherwise under the Code or the by-laws, every motion which properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

25.06 Chair Votes

The Chair of the Committee may participate in discussion of a matter before the Committee but

shall not vote unless there is a tie vote and the Chair's vote would break the tie, the Chair wishes to vote against a motion and the Chair's vote would create a tie that would defeat the motion, the Committee is conducting a hearing, or there is a roll call vote.

25.07 Tie Votes

In the event of a tie vote, the motion is defeated.

26. DUTIES OF ~~COUNCIL~~DIRECTORS AND COMMITTEE MEMBERS

26.01 Expectations and Duties

Every ~~member of Council~~Director and every Committee member shall, in the performance of his or her duties:

- (i) familiarize himself or herself with the Act, the RHPA, the by-laws and any policies of the College;
- (ii) familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- (iii) comply with the provisions of the Act, the RHPA, the by-laws, any policies of the College and rules that are adopted by ~~Council~~the Board of Directors, from time to time;
- (iv) regularly attend meetings on time and participate constructively in discussions;
- (v) ensure that confidential matters coming to his or her attention as a ~~member of Council~~Director or as a member of a Committee or working group are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the RHPA;
- (vi) conduct himself or herself in an appropriate manner with College staff, other ~~members of Council~~Directors or members of the Committees, ~~Members~~Registrants and members of the public;
- (vii) comply with the College's Code of Conduct, as set out in the College's governance policies established by ~~Council~~the Board of Directors;
- (viii) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the by-law;
- (ix) step down from his or her position as ~~Council~~Director and / or Committee member and /
or working group member in the event that allegations regarding his or her conduct, competence or capacity are referred to the Discipline Committee or Fitness to Practise Committee until such time as the matter has been finally disposed of; and
- (x) perform the duties associated with his or her position conscientiously and with integrity and diligence in a manner that serves and protects the public interest.

26.02 Removal of ~~Council~~Director or Committee Member

The following procedure shall be followed in the event that a ~~Council~~Director or Committee member is alleged to have contravened the duties of a ~~Council~~Director or Committee member or meets the criteria for disqualification set out in article 21.01:

- (i) a written complaint shall be filed with the Registrar. A complaint can be made by a member of the public, a ~~Member~~Registrant of the College, a ~~Council or Director~~, a Committee member or the Registrar. If a ~~member of Council~~Director or a Committee receives such a complaint, he or she shall immediately file it with the Registrar;
- (ii) the Registrar shall report the complaint to the Executive Committee if he or she believes that the complaint may warrant formal action;

- (iii) if the Executive Committee, after any investigation it deems appropriate, believes that the complaint warrants formal action, it shall request a meeting of the ~~Council~~
~~Council~~Board of Directors. ~~The Board of Directors~~ shall determine whether there has been a breach of duties or whether the criteria for disqualification have been met and, if so, impose the appropriate sanction. The appropriate sanction can include one or more of the following:
 - (a) censure of the member verbally or in writing,
 - (b) removal of the member from any Committee and / or working group on which he or she serves, or
 - (c) disqualification of an ~~Elected member of Council~~Director from the ~~Council~~Board of Directors, or a report to the Public Appointments Secretariat requesting removal of the ~~Public Director~~member concerned from the Council~~Board of Directors to the Public Appointments Secretariat~~;
- (iv) a decision finding that there has been a breach of duties or that a ~~Council~~Director or Committee member meets the criteria for disqualification set out in article 21.01, and a decision to impose a particular sanction must be approved by a majority affirmative vote of the ~~Council members~~Directors present and voting; and
- (v) the ~~Council~~Director or Committee member whose conduct is the subject of concern shall not take part in the deliberation or vote, however, he or she will be given a reasonable opportunity to respond to the allegation prior to deliberation or vote.

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27. CONFLICTS OF INTEREST

27.01 Duty to Avoid Conflicts of Interest

All ~~Council~~Directors and Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All ~~Council~~Directors and Committee members have a duty to uphold and further the intent of the Act to regulate the practice and profession of denturism in Ontario, and not to represent the views of advocacy or special interest groups.

27.02 Recognition of Conflict

~~Council~~Directors and Committee members recognize that a conflict of interest or an appearance of a conflict of interest by a ~~member of Council~~Director or its Committees,

- (i) could bring discredit to the College;
- (ii) could amount to a breach of the fiduciary obligation of the person to the College; and
- (iii) could create liability for either the College and / or the person involved.

27.03 Conflicts Relating to Involvement with a Professional Association

A ~~member of Council~~Director or a Committee member shall be perceived to have conflict of interest in a matter and should not serve on ~~Council~~the Board of Directors or its Committees at all if he or she holds a responsible position such as director, owner, board member or officer in or is an employee of any Professional Association relating to denturism.

27.04 Conflicts Relating to Position in Other Organizations

A ~~member of Council~~Director or a Committee member would be perceived to have a conflict of interest in a matter and should refrain from participating in any discussion or voting if he or she holds a responsible position such as director, owner, board member or officer in, or is an employee of, another organization where his or her duties may be seen by a reasonable person as influencing his or her judgment in the matter under consideration by the ~~Council~~Board of Directors or its

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Committees. For example, an educator in a school should not participate in any decisions relating to the status of that school, its program(s) or the acceptability for registration of graduates from that school.

27.05 Declaration Forms

Upon appointment or election, and annually thereafter if requested, every ~~Council~~Director and Committee member and every member of a working group shall fully complete and deliver to the Registrar a form, available from the Registrar, declaring his or her current and recent affiliations with Professional Associations and other organizations to facilitate compliance with the above provisions.

27.06 Litigation Against College

A ~~Council~~Director or Committee member shall resign from all positions with the College before initiating or joining a legal proceeding against the College or any Committee or representative of the College.

27.07 Interests of Related Persons

For the purposes of this by-law, the direct or indirect personal or financial interests of a parent, spouse, child or sibling of a ~~Council~~Director or Committee member are interpreted to be the interests of the ~~Council~~Director or Committee member. Here, the term "spouse" includes a common-law spouse and a same-sex partner of the person.

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27.08 Where a Conflict May Exist

Where a ~~Council~~Director or Committee member believes that he or she may have a conflict of interest in any matter which is the subject of deliberation or action by the ~~Council~~Board of Directors or its Committees, he or she shall,

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- (i) consult, as needed, with the ~~President~~Board Chair, the Chair of the Committee, the Registrar and / or legal counsel;
- (ii) if there is any doubt about whether he or she may have or be perceived to have a conflict, prior to any consideration of the matter, declare the potential conflict to the ~~Council~~Board of Directors or the Committee and accept the ~~President's~~Board Chair's or Chair of the Committee's ruling as to whether there is an appearance of a conflict, subject to any appeal or reconsideration by the ~~Council~~Board of Directors or the Committee itself;
- (iii) where there appears to be a conflict of interest, not take part in the discussion of, or vote on, any question in respect of the matter;
- (iv) where there appears to be a conflict of interest, leave the room for the portion of any meeting relating to the matter;
- (v) where there appears to be a conflict of interest, not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter; and
- (vi) upon returning to the room, be informed of the outcome of the vote but no further details of the discussion or the details of the vote.

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27.09 Conflicts Recorded in Minutes

Every declaration of a conflict of interest shall be recorded in the minutes of the meeting together with a description of the nature of the conflict.

27.10 Use of College Information or Property

A ~~member of Council~~Director or a Committee member shall not use College property or information of any kind to advance his or her own interests, direct or indirect.

27.11 Staff or Other Positions

A ~~member of Council~~Director or a Committee member may not hold any other employment or appointment with the College while serving as a ~~member of Council~~Director or its Committees. This includes, but is not limited to, positions as peer assessor, investigator, inspector, examiner or staff. Where a ~~member of Council~~Director or a Committee wishes to be considered for any such position or appointment, he or she must first resign their position and agree to an undertaking not to seek election to ~~Council~~the Board of Directors or appointment to a Committee for a period of one (1) year after they cease to be employed or appointed by the College or one (1) year from the date they are informed in the event that they are unsuccessful in their application for employment or appointment by the College. Despite this provision, a member of a Committee who is not on the ~~Council~~Board of Directors or who is not the Chair of a Committee may serve as an examiner so long as the person does not serve on a Committee that is involved in the examination or registration process.

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28. CONFIDENTIALITY

28.01 Duty of Confidentiality

~~Members of the Council~~Directors and ~~Committees~~Committee members, staff and persons retained or appointed by the College are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by the ~~Council~~Board of Directors or is otherwise permitted under subsection 36(1) of the RHPA.

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28.02 Subsection 36(1) of the RHPA

Subsection 36(1) of the RHPA states, in part, as follows,

36. (1) Every person employed, retained or appointed for the purposes of the administration of this Act, a health profession Act or the *Drug and Pharmacies Regulation Act* and every ~~Member~~member of a ~~Council~~or committee of a College shall keep confidential all information that comes to his or her knowledge in the course of his or her duties and shall not communicate any information to any other person

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28.03 Disclosure Under the RHPA

Subsection 36(1) of the RHPA permits disclosure in a number of specific circumstances. ~~Members of the Council~~Directors and ~~Committees~~Committee members, staff and persons retained or appointed by the College are expected to understand when those exceptions apply and seek advice if they are in doubt.

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28.04 Confidentiality Agreement

~~Council~~Directors and Committee members, staff and persons retained or appointed by the College are required to sign, annually, the confidentiality or fiduciary agreement approved by ~~Council~~the Board of Directors.

29. COMMUNICATIONS

29.01 Media Contacts

All media contact shall be channelled and coordinated through the Registrar's office. Any ~~Council~~Director or Committee member or any member of a working group being asked by media representatives to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar's office.

29.02 College Communications

The Registrar, the ~~President~~Board Chair or, in the absence of the ~~President~~Board Chair, the ~~Board Vice-President~~Chair,

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- (i) are the authorized spokespersons of the College but either of them may request a ~~member of Council~~Director or staff to perform this function, as appropriate, under the circumstances; and
- (ii) may communicate with the media to provide interviews, respond to inquiries or comment on issues concerning regulation of the profession or the operation of the College. A ~~member of Council~~Director or a Committee member shall not perform such Communications unless authorized by the Registrar, the ~~President~~Board Chair or, in the absence of the ~~President~~Board Chair, the Board Vice-President~~Chair~~.

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29.03 Consistent Messaging

All messages to the media and to the public must be consistent with the approved policies and positions of the College. Any ~~member of Council~~Director or Committee member shall resign all positions with the ~~Council~~Board of Directors and its Committees prior to expressing public disagreement with a decision, policy or position of the College or its Committees and even then, shall only do so in a manner consistent with his or her ongoing fiduciary duties towards the College.

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29.04 Invitations for Speaking Engagements

All requests inviting the ~~President~~Board Chair, the Registrar or ~~members of Council~~Directors, Committees or working groups to speak in his or her capacity as a representative of the College must be submitted, in writing, to the Registrar's office with details of the date, time and place of the speaking engagement as well as the topic and anticipated length of the presentation.

29.05 Acceptance of Invitations for Speaking Engagements

The Registrar, in consultation with the ~~President~~Board Chair, where possible, will review all requests inviting ~~Council~~the Board of Directors, Committee or working group members to speak and shall determine whether to accept the invitation and the appropriate representative to address the topic. Other than as described above, no ~~member of Council~~Director, a Committee or working group shall accept any request to make representations or speak on behalf of the College or in his or her capacity as a representative of the College.

29.06 Presentation Content

The content of every presentation must be consistent with the approved policies and positions of the College and shall be submitted at least five (5) days before the date of the presentation to the Registrar or a person designated by the Registrar for approval.

29.07 No Compensation

No person speaking in his or her capacity as a representative of the College shall receive any payment or benefit related to the presentation or, if the payment or gift cannot in the circumstances be gracefully declined, it shall immediately be turned over to the Registrar. However, mementoes of nominal value (\$50.00 or less) may be accepted and retained.

30. HONORARIA

30.01 Application

This section applies to ~~members~~Registrants of the College who are ~~Councillors~~Directors or Committee members and persons appointed to committees. It does not apply to Public Councillors~~Directors or Committee members appointed by the Lieutenant Governor in Council.~~

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30.02 Purpose of Honoraria

The honoraria set out in this article are not intended as re-imbursement of the professional income that could be earned. Members of ~~Council~~the Board of Directors, Committees and working groups are essentially volunteers.

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30.03 Honoraria Amounts

The honorarium and payable expenses for attending a CouncilBoard of Directors or Committee meeting are set out in Schedule 5 and Schedule 6 to these by-Laws.

30.04 Payment of Honoraria

The following principles apply to the payment of honoraria:

- (i) except as set out below, only actual attendance time may be claimed for an honorarium for attendance at a meeting;
- (ii) a maximum of one (1) Full Day honorarium may be claimed for a calendar day despite the number or length of meetings held that day;
- (iii) honoraria may be claimed for an in-person meeting where the meeting is cancelled with less than two (2) business days' notice;
- (iv) where a meeting does not take the scheduled time, the member may claim the honoraria for the scheduled length of the meeting so long as the member arrived on time and did not leave early;
- (v) all claims must be recorded on the forms established by the College and must be submitted within sixty (60) days of the meeting date or the claim will be forfeited; and
- (vi) any disputes about a claim for an honorarium and any request for special consideration shall be determined by the Registrar in consultation with the PresidentBoard Chair.

31. FEES

31.01 Registration Year

The registration year for MembersRegistrants shall be from April 1st to March 31st of the following year.

31.02 Renewal Process

The annual registration is due on or before April 14th of each year. At least forty-five (45) days before the annual fees are due, the Registrar shall send to each MemberRegistrant a notice stating that the annual fees are due, setting out the amount of the annual fee for each category of registration and a request for information required under the regulations and the by-laws of the College. The obligation to pay the annual fee continues even if the Registrar fails to provide the notice or the MemberRegistrant fails to receive such notice.

31.03 Fee Amounts

Schedule 7, as the same may be amended from time to time, sets out the applicable fees and penalties that a MemberRegistrant or person shall pay to the College. Where no fee has been set out in the Schedule, a MemberRegistrant or person shall pay to the College the fee set by the Registrar for anything that the Registrar is required or authorized to do.

31.04 Payment of Fees set by Registrar

The late payment fee for the late renewal of a certificate of registration becomes payable at 12:01 a.m. on the day after the renewal fee is due to be paid to the College.

31.05 Fee Increases

Each year each fee described in Schedule 7 shall be increased by the percentage increase in the Consumer Price Index for goods and services in Canada as published by Statistics Canada or any successor organization unless Councilthe Board of Directors decides to waive a fee increase for that year.

32. PROFESSIONAL LIABILITY INSURANCE

32.01 Mandatory Insurance Coverage

- 1) A ~~member~~Registrant, other than an Inactive ~~member~~Registrant, who has purchased any run-off coverage (sometimes called enduring or tail coverage) contemplated by these by-laws, must carry professional liability insurance with the following characteristics:
 - (i) a minimum of no less than \$1,000,000 per occurrence;
 - (ii) annual aggregate coverage of no less than \$5,000,000;
 - (iii) a deductible of no more than \$1,000 per occurrence;
 - (iv) run-off coverage (sometimes called enduring or tail coverage) for a minimum of three (3) years; and
 - (v) provided by an insurer licensed with the Financial Services Commission of Ontario, the office of the Superintendent of Financial Institutions Canada or a body outside of Ontario that the Registrar considers substantially equivalent to the Financial Services Commission of Ontario.
- 2) An Inactive ~~Member~~Registrant who has practised in Ontario within the previous two years must carry professional liability run off coverage (sometimes called enduring or tail coverage) for a minimum of three (3) years since the ~~Member~~Registrant last practised in Ontario provided by an insurer licensed with the Financial Services Commission of Ontario, the office of the Superintendent of Financial Institutions Canada or a body outside of Ontario that the Registrar considers substantially equivalent to the Financial Services Commission of Ontario.

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32.02 Proof of Insurance

A practising ~~Member~~Registrant must, upon request, provide to the College proof of professional liability insurance in a form acceptable to the Registrar which must include the following information:

- (i) policy number;
- (ii) name of the insured that matches the name of the ~~Member~~Registrant;
- (iii) address of the insured;
- (iv) policy period; and
- (v) coverage details.

32.03 Declaration of Eligibility of Insurance

An applicant for registration must provide a declaration that he or she is eligible for professional liability insurance coverage and that he or she shall submit proof of insurance to the Registrar no less than 30 days after his or her registration is approved. The Registrar shall not issue the certificate of registration until actual proof of coverage is received.

32.04 Relying on Employer's Insurance Coverage

A ~~member~~Registrant may rely on the insurance coverage provided by his or her employer so long as the insurance coverage complies with the requirements of these by-laws including the ability to provide proof of coverage of the ~~Member~~Registrant by the ~~Member's~~Registrant's name.

33. THE REGISTER

33.01 Name in Register

Subject to article 33.02 a ~~Member's~~Registrant's name in the register shall be the full name indicated on the document used to support the ~~Member's~~Registrant's initial registration with the College.

33.02 Change of Name

The Registrar may enter a name other than the name referred to in article 33.01 in the register if the Registrar,

- (i) has received a written request from the MemberRegistrant;
- (ii) is satisfied that the MemberRegistrant has legally changed his or her name; and
- (iii) is satisfied that the name change is not for any improper purpose.

33.03 Business Address

A Member'sRegistrant's primary business address in the register shall be,

- (i) the address of the location in Ontario where the MemberRegistrant is employed or self-employed as a Denturist;
- (ii) in the event that the MemberRegistrant is employed or self-employed as a Denturist in more than one location in Ontario, the location where the MemberRegistrant generally works, or anticipates to work, the most hours; and
- (iii) in the event that the MemberRegistrant is not employed or self-employed in Ontario as a Denturist, the location designated by the MemberRegistrant or any other address approved by the Registrar.

33.04 Business Telephone Number

A Member'sRegistrant's business telephone number shall be,

- (i) the telephone number of the location in Ontario where the MemberRegistrant is employed or self-employed as a Denturist;
- (ii) in the event that the MemberRegistrant is employed or self-employed as a Denturist in more than one location in Ontario, the telephone number of the Member'sRegistrant's primary business address; and
- (iii) in the event that the MemberRegistrant is not employed or self-employed in Ontario as a Denturist, the telephone number designated by the MemberRegistrant or any other telephone number approved by the Registrar.

33.05 Duty of Registrar

The Registrar shall maintain a register in accordance with section 23 of the Code.

33.06 Additional Information

In addition to the information set out in subsection 23(2) of the Code, the register shall contain the following information, which is designated as public information, with respect to each

MemberRegistrant:

- (i) names other than the proper legal name of the MemberRegistrant including any nicknames or abbreviations that the MemberRegistrant uses in any place of practice;
- (ii) the name, address and telephone number of every employer for whom the MemberRegistrant is employed as a Denturist and, if the MemberRegistrant is self-employed as a Denturist the address and telephone number of the locations where the MemberRegistrant practises other than addresses of individual clients; In the event that the MemberRegistrant has not indicated a business address, the Registrar shall enter as the Member'sRegistrant's business address any other location for the MemberRegistrant known by the College which could include the Member'sRegistrant's home address. MembersRegistrants who have a current certificate of registration for Inactive class will not require an address for the register;
- (iii) if there have been any changes to the Member'sRegistrant's name since the date of the member'sregistrant's initial application for registration, the former names of the MemberRegistrant;
- (iv) the Member'sRegistrant's registration number;

- (v) if the ~~MemberRegistrant~~ ceased to be a ~~MemberRegistrant~~, a notation specifying the reason for the termination of membership and the date upon which the ~~MemberRegistrant~~ ceased to be a ~~MemberRegistrant~~;
- (vi) where, on or after September 23, 2016, a panel of the Inquiries, Complaints and Reports Committee requires a ~~MemberRegistrant~~ to appear before a panel of the Committee to be cautioned,
 - (a) a notation of that fact;
 - (b) a summary of the caution;
 - (c) the date of the panel's decision; and
 - (d) if applicable, a notation that the panel's decision is subject to a review and therefore not yet final, which notation shall be removed and the review and any reconsideration by the Committee is finally disposed of.
- (vii) where, on or after September 23, 2016, a panel of the Inquiries, Complaints and Reports Committee requires a ~~MemberRegistrant~~ to complete a specified continuing education or remediation program (SCERP),
 - (a) a notation of that fact;
 - (b) a summary of the specified continuing education or remediation program;
 - (c) the date of the panel's decision; and
 - (d) if applicable, a notation that the panel's decision is subject to a review and therefore not yet final, which notation shall be removed and the review and any reconsideration by the Committee is finally disposed of.
- (viii) notwithstanding paragraphs (vii and viii), where after a review, the Inquiries, Complaints and Reports Committee has been required to remove or vary the appearance for a caution or a specified continuing education or remediation program, may be removed once the Committee makes its new decision. Where the original requirement to appear for a caution or to complete a specified continuing education or remediation program has been varied, the Registrar may enter a summary of the process leading up to and the results of the variation.
- (ix) where a decision of the Discipline Committee has been published by the College with the ~~Member'sRegistrant's~~ name or former name included:
 - (a) a notation of that fact; and
 - (b) identification of the specific publication of the College which contains the information;
- (x) where the ~~Member'sRegistrant's~~ certificate of registration is subject to an interim order:
 - (a) notation of that fact;
 - (b) the nature of the order; and
 - (c) the date that the order took effect;
- (xi) where the ~~Member'sRegistrant's~~ certificate of registration is subject to a suspension for failure to pay a fee, the reason for the suspension and the date of the suspension in addition to the fact of that suspension;
- (xii) for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 of the Code and has not been finally resolved, until the matter has been resolved:
 - (a) a notation of that fact, including the date of the referral;
 - (b) a summary of each specified allegation;

- (c) a copy of the notice of hearing;
- (d) any hearing dates, including dates for the continuation of the hearing; and
- (e) if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the panel of the Discipline Committee, a statement of that fact;
- (xiii) a notation, including the date of the referral, for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Fitness to Practise Committee under section 61 of the Code and has not been finally resolved, until the matter has been resolved;
- (xiv) any information jointly agreed to be placed on the register by the College and the ~~Member~~Registrant;
- (xv) in addition to the name of every health profession corporation of which the ~~Member~~Registrant is a shareholder, the business address, business telephone number, business e-mail address, if there is one, and any operating names of the health profession corporation(s);
- (xvi) where the College is aware that a ~~member~~Registrant is or was registered or licensed to practise a profession inside or outside of Ontario, a notation of that fact;
- (xvii) the date of the ~~Member's~~Registrant's initial registration with the College;
- (xviii) where the College is aware that a finding of professional misconduct or incompetence or similar finding has been made against the ~~Member~~Registrant by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal and the Registrar believes that it is relevant to the ~~Member's~~Registrant's suitability to practise:
 - (a) a notation of that fact;
 - (b) the name of the governing body that made the finding;
 - (c) the date the finding was made, if available;
 - (d) a brief summary of the facts on which the finding was made, if available; and
 - (e) information regarding any appeals of the finding or order, if available;
- (xix) where the College is aware that a finding of incapacity or similar finding has been made against a ~~Member~~Registrant registered or licensed to practise a profession inside or outside of Ontario, and that finding has not been reversed on appeal and the Registrar believes it is relevant to the ~~Member's~~Registrant's suitability to practise,
 - (a) a notation of the finding;
 - (b) the name of the governing body that made the finding;
 - (c) the date the finding was made if available;
 - (d) a summary of any order made if available; and
 - (e) information regarding any appeals of the finding or order if available;
- (xx) where the College is aware that a pending allegation of professional misconduct or incompetence or a similar allegation has been referred to a discipline type of hearing against a ~~Member~~Registrant registered or licensed to practise a profession inside or outside of Ontario and the Registrar believes that it is relevant to the ~~Member's~~Registrant's suitability to practise,
 - (a) a notation of that fact;
 - (b) the name of the governing body that made the referral;

- (c) the date of the referral if available;
 - (d) a brief summary of each allegation if available; and
 - (e) the notice of hearing if available.
- (xxi) a summary (including date, place, fact and content) of any currently existing charges against a ~~MemberRegistrant~~, of which the College is aware, in respect of a federal, provincial or other offence, which the Registrar believes is relevant to the ~~Member'sRegistrant's~~ suitability to practice unless the charge is pursuant to the Criminal Code of Canada or the Controlled Drug and Substance Act in which case it shall be posted.
- The information placed on the register as a result of section 33.06 (xxi) shall be removed once the charges are no longer outstanding;
- (xxii) a summary of any currently existing conditions, terms, orders, directions or agreements relating to the custody or release of the member in respect of provincial or federal offence processes of which the College is aware and that the Registrar believes is relevant to the ~~member'sRegistrant's~~ suitability to ~~practiceunless the existing conditions et al are pursuant to the Criminal Code of Canada or the Controlled Drug and Substance Act in which case it shall be posted;~~
- (xxiii) a summary of any findings of guilt of which the College is aware if made by a court or other lawful authority, in respect of a federal or provincial offence and the person against whom the finding was made was a ~~member-Registrant~~ at the time of the finding that the Registrar believes is relevant to the ~~Member'sRegistrant's~~ suitability to practise, unless the charge is pursuant to the Criminal Code of Canada or the Controlled Drug and Substance Act in which case it shall be posted, including,
- (a) the date of and a summary of the finding;
 - (b) the date of and the sentence imposed, if any; and
 - (c) where a finding is under appeal, a notation to that effect;
- (xxiv) for every application to the Discipline Committee or the Fitness to Practice Committee for reinstatement that has not been finally resolved, until that matter has been resolved,
- (a) a notation of that fact, including the date of the application;
 - (b) a copy of the notice of hearing notice;
 - (c) the anticipated date of the, if the hearing date has been set or the next scheduled dated for the continuation of the hearing if the hearing has commenced;
 - (d) if the hearing has been adjourned and no future date has been set, the fact of that adjournment, and;
 - (e) if the decision is under reserve, that fact; and
- (xxv) if an application for reinstatement has been decided by a panel of the Discipline Committee, or the Fitness to Practice Committee, the outcome of the hearing including the date of the decision and any order made.

33.07 Information Requests from College

If requested, a ~~MemberRegistrant~~ shall immediately provide the College with the following information, in the form requested by the College:

- (i) information required to be maintained in the register in accordance with subsection 23(2) of the Code and article 33.06 of these by-laws;
- (ii) information for the purpose of compiling statistical data;
- (iii) information establishing the ~~Member'sRegistrant's~~ electoral district, for the purposes

- of elections to the ~~Council~~Board of Directors;
- (iv) the ~~Member's Registrant's~~ areas of practice, including but not necessarily limited to the categories of clients seen;
- (v) the ~~Member's Registrant's~~ previous employers and previous practice locations;
- (vi) the ~~Member's Registrant's~~ email address;
- (vii) information pertaining to the ~~Member's Registrant's~~ professional liability insurance coverage;
- (viii) the ~~Member's Registrant's~~ date of birth and languages in which they provide services; and
- (ix) information pertaining to the ~~Member's Registrant's~~ compliance with the College's Quality Assurance program.

33.08 Automatic Notification of the College

The ~~Member Registrant~~ shall notify the College, in writing, of any changes to the following information within thirty (30) days of the effective date of the change,

- (i) the ~~Member's Registrant's~~ name;
- (ii) any nicknames or abbreviations that the ~~Member Registrant~~ uses in any place of practice;
- (iii) the address and telephone number of the ~~Member's Registrant's~~ primary residence in Ontario and, if the ~~Member Registrant~~ does not reside in Ontario, the address and telephone number of the ~~Member's Registrant's~~ primary residence;
- (iv) the ~~Member's Registrant's~~ email addresses;
- (v) the ~~Member's Registrant's~~ electoral district, for the purposes of elections to the ~~Council~~Board of Directors;
- (vi) information regarding the ~~Member's Registrant's~~ employment, including:
 - (a) the ~~Member's Registrant's~~ title and position;
 - (b) a description of the ~~Member's Registrant's~~ role, duties and responsibilities; and
 - (c) the ~~Member's Registrant's~~ employment category and status;
- (vii) information about the ~~Member's Registrant's~~ registration with any other body that governs a profession, whether inside or outside of Ontario, including the name of the governing body, the ~~Member's Registrant's~~ registration or licence number and the date the ~~Member Registrant~~ first became registered;
- (viii) the ~~Member's Registrant's~~ business address or business telephone number;
- (ix) the name, address or telephone number of any employer for whom the ~~Member Registrant~~ is employed as a Denturist and, if the ~~Member Registrant~~ is self-employed as a Denturist, any changes to the address or telephone number of the location where the ~~Member Registrant~~ practises other than addresses of individual clients;
- (x) the name of the educational institution where the ~~Member Registrant~~ obtained any certificates, diplomas or degrees in denturism, the type of certificates, diplomas or degrees obtained and the date each was issued; and
- (xi) the names of any graduates of denturist training that the ~~Member Registrant~~ supervises as part of his or her practice.

33.08.01 Immediate Notification of the College

Notwithstanding Article 33.08, a ~~Member Registrant~~ shall immediately provide the particulars of any information required under sections 33.06(xix) and (xx).

- (i) information about any finding of professional misconduct or incompetence or similar finding that has been made against the ~~Member Registrant~~ by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - (a) the finding;
 - (b) the name of the governing body that made the finding;
 - (c) a brief summary of the facts on which the finding was based;

- (d) the penalty and any other orders made relative to the finding;
- (e) the date the finding was made; and
- (f) information regarding any appeals of the finding;
- (ii) information about any finding of incapacity or similar finding that has been made against the MemberRegistrant by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - (a) the finding;
 - (b) the name of the governing body that made the finding;
 - (c) the date the finding was made;
 - (d) a summary of any order made; and
 - (e) information regarding any appeals of the finding;

33.09 Safety Concerns

All of the information in the register is information designated to be withheld from the public pursuant to subsection 23(6) of the Code such that the Registrar may refuse to disclose to an individual or post on the College's website any or all of that information if the Registrar has reasonable grounds to believe that disclosure of that information may jeopardize the safety of an individual.

34. PROFESSIONAL CORPORATIONS

34.01 Duty to Provide Information

Every MemberRegistrant shall, for every professional corporation of which the MemberRegistrant is a shareholder, provide in writing the following information on the application and annual renewal forms for a Certificate of Authorization, upon the written request of the Registrar, within thirty (30) days and upon any change in the information within thirty (30) days of the change:

- (i) the name of the professional corporation as registered with the Ministry of Government Services;
- (ii) any business names used by the professional corporation;
- (iii) the name, as set out in the register, business address and business telephone number and registration number of each shareholder of the professional corporation;
- (iv) the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;
- (v) the principal practice address, telephone number, facsimile number and email address of the professional corporation;
- (vi) the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and
- (vii) a brief description of the professional activities carried out by the professional corporation.

35. FUNDING FOR THERAPY AND COUNSELLING FOR SEXUAL ABUSE

35.01 Therapist/Counsellor Confirmation

The College shall require a therapist or counsellor who is providing therapy or counselling that is funded through the Patient Relations Program under section 85.7 of the Code to provide a written statement signed by him/her containing details of his/her training and experience and confirming that the therapy or counselling is being provided and that the funds received are being devoted only to that purpose.

35.02 Patient Acknowledgment

The College shall require a person who is receiving therapy or counselling that is funded through

the Patient Relations Program under section 85.7 of the Code to provide a written statement signed by him/her acknowledging that he/she is aware of the details of the training and experience of the therapist or counsellor and confirming that the therapy or counselling is being provided and that the funds received are being devoted only to that purpose.

36. CODE OF ETHICS

The mission of the College of Denturists of Ontario is to regulate and govern the profession of denturism in the public interest.

36.01 Preamble

Denturists are self-regulated professionals. This status obliges them to act competently and ethically in the practice of their profession. They shall maintain recognized standards of care while observing professional values.

Denturists are valuable members of the oral-health team who uphold high standards of ethical behaviours when working with team members, colleagues and members of the public. Denturists value self-governance and recognize the importance of maintaining public trust and respect through engagement in ethical practice.

36.02 Core Values

Core values are principles that form the foundation for ethical practice. They guide denturists' decision-making and conduct and are characteristics that define the profession.

The profession's core values are: accountability, beneficence, transparency, dignity, integrity, professionalism, and respect. Each principle is defined below.

(i) Accountability

Taking responsibility for own actions and services and intervening when patient safety and competent and/or ethical care is at risk. Maintaining professional obligations by adhering to legislation, regulations and standards of practice; and meeting registration and quality assurance program requirements.

(ii) Beneficence

Maximizing benefits and minimizing harm for the welfare of the patient.

(iii) Transparency

Sharing current and accurate information, professional opinions, professional title, limitations, risks, benefits, and scope of practice in a way that is meaningful and enables informed decision-making.

(iv) Dignity

Acting with compassion, empathy, respect and understanding for the patient's quality of life, wishes and right to make an informed decision.

(v) Integrity

Demonstrating honesty and reliability in all professional relations, communications and business practices.

(vi) Professionalism

Maintaining a professional image in all interactions with the public, colleagues and peers.

(vii) Respect

Demonstrating respect for the patient's choice, time, financial resources, privacy

and right to confidentiality, as well as respect for colleagues and peers.

37. BY-LAWS AND AMENDMENT

37.01 Effective Date

These by-laws shall become effective as soon as they have been approved by ~~Council~~the Board of Directors.

37.02 Amendments

The by-laws of the College or any section thereof may be enacted, amended, or revoked by a two-thirds majority of the ~~Council members~~Directors present and voting at a meeting of ~~Council~~the Board of Directors called for that purpose.

38. RETIRED MEMBERS

38.01 Designation of Retired ~~Members~~Registrants

Upon receiving a request, the Registration Committee may designate a ~~Member~~Registrant a Retired ~~Member~~Registrant if,

- (i) at the time of making the request, the ~~Member~~Registrant is in good standing; and
- (ii) the ~~Member~~Registrant has retired from the practice of Denturism and agrees not to engage in the practice of Denturism.

38.02 Entitlements of Retired ~~Members~~Registrants

A Retired ~~Member~~Registrant is entitled to,

- (i) remain on the register of the College as a Retired ~~Member~~Registrant;
- (ii) use the title Denturist (Retired), Registered Denturist (Retired) or DD (Ret); and
- (iii) participate in the activities of the College; however, a Retired ~~Member~~Registrant is not entitled to vote in the election of the ~~Council~~Board of Directors or to hold elected office.

38.03 Termination of Retired ~~Membership~~Registrant Status

A Retired ~~Member~~Registrant status shall terminate if the Registrar has reasonable grounds to believe that the person,

- (i) has been found to be in default of any obligation to the College under the Act, RHPA, regulations or the by-laws;
- (ii) practises the profession or uses the protected title (other than what is permitted under 38.02(ii)) without first obtaining a certificate of registration from the College; or
- (iii) acts in a manner that is inconsistent with an ongoing association with the College.

SCHEDULE 1 TO THE BY-LAWS

Process for Election of Officers

The elections will be supervised by the Registrar. The Registrar may be assisted by scrutineers.

Every two years, before the first regular meeting of the newly elected ~~Council~~Board of Directors each year or any other ~~Council~~Board of Directors meeting designated for the purpose by ~~Council~~Board of Directors resolution, the Registrar shall send an invitation to all ~~Council members~~Directors requesting any person wishing to stand for election to the offices of the ~~President, Board Chair, Board Vice-President~~Chair (if applicable) and Executive Committee members at large to indicate so, in writing, to the Registrar.

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A ~~Member's~~Registrar'sDirector's written intent must be returned to the Registrar no later than 4:00 p.m. on the day before the meeting of ~~Council~~the Board of Directors when the election of officers shall take place. However, nominations can still be made from the floor even if the written intent has not been returned to the Registrar.

At the meeting of ~~Council~~the Board of Directors when the election of officers shall take place, the Registrar shall present the names of eligible candidates who have indicated their interest for the position of ~~President~~Board Chair.

Where there is only one nominee for a position, that person shall be elected by acclamation. In the event that there is more than one candidate for the office, the voting will be conducted by ballot, with the result being tabulated and then recorded and reported by the Registrar. Before the vote, candidates shall be given the opportunity to speak briefly (order to be determined alphabetically by last name). The election of a candidate shall be confirmed by a majority vote of those present and voting. Where no candidate receives a majority vote, the candidate receiving the fewest votes shall be disqualified and ~~Council~~the Board of Directors shall, by ballot, vote on the remaining candidates until one candidate receives a majority vote.

Where no candidate is nominated for a position or, in the case of Executive Committee members at large, where there are insufficient nominations for the number of positions available, nominations from the floor will be permitted.

In the event of a tie, a second ballot will take place. Candidates will have an opportunity to speak briefly before the vote. If the second ballot also results in a tie, the winning candidate will be determined by lot.

The results of each election will be tabulated by the scrutineers and reported by the Registrar, with the number of votes accorded to each candidate to remain confidential.

Each officer will be elected in the manner described above.

Once the election is completed, the Registrar shall call for a motion to destroy the ballots. The elected members of the Executive Committee may then speak briefly.

SCHEDULE 2 TO THE BY-LAWS

Rules of Order of the ~~Council~~Board of Directors

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~~1.~~ In this Schedule, "~~MemberRegistrant~~" means a ~~Member~~Director of the ~~Council~~Board of Directors.

~~2.1.~~ The presiding officer will ask for each agenda topic to be introduced briefly by the person or Committee Chair or other representative raising it. ~~MembersRegistrantsDirectors~~ may ask questions of clarification, ~~then the person~~A Director shall introducing the matter shall make a motion and another ~~MemberRegistrantDirector~~ must second the motion before it can be debated.

~~3.2.~~ When any ~~MemberRegistrantDirector~~ wishes to speak, he or she shall so indicate by raising his or her hand and, after being invited to do so by the presiding officer, shall address the presiding officer and confine himself or herself to the matter under discussion.

~~4.3.~~ Staff persons and consultants with expertise in a matter may be permitted by the presiding officer to answer specific questions about the matter.

~~5.4.~~ Observers at a ~~Council~~Board of Directors meeting are not allowed to speak to address ~~Council~~the Board of Directors unless such address has previously been approved.

~~6.5.~~ A ~~MemberRegistrantDirector~~ may not speak again on the debate of a matter until every other ~~MemberRegistrantDirector~~ who wishes to speak to it has been given an opportunity to do so. The only exception is that the person introducing the matter or a staff person may answer questions about the matter. ~~MembersRegistrantsDirector~~ will not speak to a matter more than twice without the permission of the presiding officer.

~~7.6.~~ No ~~MemberRegistrantDirector~~ may speak longer than five (5) minutes upon any motion except with the permission of ~~Council~~the Board of Directors.

~~8.7.~~ When a motion is under debate, no other motion can be made except to amend it, to postpone it, to put the motion to a vote, to adjourn the debate or the ~~Council~~Board of Directors meeting or to refer the motion to a Committee.

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~~9.8.~~ A motion to amend the motion then under debate shall be disposed of first. Only one motion to amend the motion under debate can be made at a time.

~~10.9.~~ When it appears to the presiding officer that the debate on a matter has concluded, when ~~Council~~the Board of Directors has passed a motion to vote on the motion or when the time allocated to the debate on the matter has concluded, the presiding officer shall put the motion to a vote.

~~11.10.~~ When a matter is being voted on, no ~~MemberRegistrantDirector~~ shall enter or leave the ~~Council~~Board of Directors room, and no further debate is permitted.

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~~12.11.~~ No ~~MemberRegistrantDirector~~ is entitled to vote upon any motion in which he or she has a conflict of interest, and the vote of any ~~MemberRegistrantDirector~~ so interested

will be disallowed.

~~13.~~12. Any motion decided by the ~~Council~~Board of Directors shall not be re-introduced during the same meeting except by a two-thirds vote of the ~~Members~~Registrants ~~Director~~ then present.

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~~14.~~13. Whenever the presiding officer is of the opinion that a motion offered to the ~~Council~~Board of Directors is contrary to these rules or the by-laws, he or she shall rule the motion out of order and give his or her reasons for doing so.

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~~15.~~14. The presiding officer shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the ~~Council~~Board of Directors without debate.

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~~16.~~15. The above rules may be relaxed by the presiding officer if it appears that greater informality is beneficial in the particular circumstances, unless the ~~Council~~Board of Directors requires strict adherence.

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~~17.~~16. ~~Members~~Registrants ~~Directors~~ are not permitted to discuss a matter with observers while it is being debated.

~~18.~~17. ~~Members~~Registrants ~~Directors~~ shall turn off electronic devices during ~~Council~~Board of Directors meetings and, except during a break in the meeting, shall not use any electronic device, including a laptop except to review materials related to the matter under debate (e.g., electronic copies of background documents) and to make personal notes of the debate.

~~19.~~18. ~~Members~~Registrants ~~Directors~~ are to be silent while others are speaking.

~~20.~~19. In all cases not provided for in these rules or by other rules of ~~Council~~the Board of Directors, the current edition of Robert's Rules of Order shall be followed so far as it may be applicable.

~~21.~~20. These Rules shall apply, with necessary modifications, to meetings conducted by teleconference or any other electronic means permitted by the by-laws, including audio or video conferencing.

SCHEDULE 3 TO THE BY-LAWS

Code of Ethics

The mission of the College of Denturists of Ontario is to regulate and govern the profession of denturism in the public interest.

Preamble

Denturists are self-regulated professionals. This status obliges them to act competently and ethically in the practice of their profession. They shall maintain recognized standards of care while observing professional values.

Denturists are valuable members of the oral-health team who uphold high standards of ethical behaviours when working with team members, colleagues and members of the public. Denturists value self-governance and recognize the importance of maintaining public trust and respect through engagement in ethical practice.

Core Values

Core values are principles that form the foundation for ethical practice. They guide denturists' decision-making and conduct and are characteristics that define the profession.

The profession's core values are: accountability, beneficence, transparency, dignity, integrity, professionalism, and respect. Each principle is defined below.

(i) Accountability

Taking responsibility for own actions and services and intervening when patient safety and competent and/or ethical care is at risk. Maintaining professional obligations by adhering to legislation, regulations and standards of practice; and meeting registration and quality assurance program requirements.

(ii) Beneficence

Maximizing benefits and minimizing harm for the welfare of the patient.

(iii) Transparency

Sharing current and accurate information, professional opinions, professional title, limitations, risks, benefits, and scope of practice in a way that is meaningful and enables informed decision-making.

(iv) Dignity

Acting with compassion, empathy, respect and understanding for the patient's quality of life, wishes and right to make an informed decision.

(v) Integrity

Demonstrating honesty and reliability in all professional relations, communications and business practices.

(vi) Professionalism

Maintaining a professional image in all interactions with the public, colleagues and peers.

(vii) Respect

Demonstrating respect for the patient's choice, time, financial resources, privacy and right to confidentiality, as well as respect for colleagues and peers.

SCHEDULE 4 TO THE BY-LAWS

Code of Conduct for the College and College Representatives

1. This Schedule applies to ~~members of Council~~Directors and members of all committees of the College.
2. ~~Council~~Directors and committee members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:
 - (i) be familiar and comply with the provisions of the Regulated Health Professions Act, 1991 and its regulations, the Health Professions Procedural Code, the Denturism Act, 1991 and its regulations, and the by-laws and policies of the College;
 - (ii) Be prepared to participate in ~~Council~~Board of Directors meetings and committee work, including reading background materials and briefing documents;
 - (iii) Diligently take part in committee work and actively serve on committees as appointed by the ~~Council~~Board of Directors;
 - (iv) Regularly attend meetings on time (including not missing three (3) or more consecutive meetings without reasonable cause) and participate constructively in discussions;
 - (v) Offer opinions and express views on matters before the College, ~~Council~~Board of Directors and committee, when appropriate;
 - (vi) Participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of ~~Council~~Directors and committee members;
 - (vii) uphold the decisions made by a majority of ~~Council~~the Board of Directors and committees, regardless of prior individual disagreement;
 - (viii) place the interests of the College, ~~Council~~Board of Directors and committee above all other interests;
 - (ix) avoid and, where that is not possible, declare any appearance of or actual conflicts of interest;

- (x) refrain from including or referencing ~~Council~~Board of Directors or committee titles or positions held at the College in any personal or business promotional materials, advertisements and business cards (although referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner);
- (xi) preserve confidentiality of all information before ~~Council~~the Board of Directors or committee unless disclosure has been authorized by ~~Council~~the Board of Directors or is otherwise exempted under s. 36(1) of the RHPA;
- (xii) refrain from attempting to influence a statutory decision unless one is a member of the panel or, where there is no panel, of the committee dealing with the matter;
- (xiii) respect the boundaries of staff whose role is not to report to or work for individual ~~Council~~Directors or committee members including not contacting staff members directly, except on matters where the staff member has been assigned to provide administrative support to that committee or the ~~Council~~Board of Directors or where otherwise appropriate; and
- (xiv) be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

SCHEDULE 5 TO THE BY-LAWS

Honoraria Paid by the College to ~~Professional Elected Members~~ Directors and persons appointed to committees, and ~~Public Members~~ Directors who are not appointed pursuant to s.6(1)(b) of the ~~Denturism Act, 1991~~, of Council the Board of Directors and Committees

ACTIVITY	AMOUNT
Meeting attendance: President <u>Board Chair</u>	\$200.00
Meeting attendance: Committee Chair & Executive meeting	\$150.00
Meeting attendance: Council <u>Director</u> or Committee member	\$150.00

Teleconference meetings \$1.00 per minute to a maximum of a full day honorarium

SCHEDULE 6 TO THE BY-LAWS

Common Valid Expenses

ACTIVITY	AMOUNT/CRITERIA
Air travel (requires prior College approval)	Best economy class fare for the most direct route.
Train or bus travel	Coach class (Via 1 included).
Automobile travel	55 cents per km ¹ Self-parking expenses included.
Accommodation	The amount available through the HPRO negotiated rate at the time or an amount up to a maximum rate of \$250.00 per night (excluding taxes and fees). \$60 per night for private accommodation* *Cannot be claimed if event is held within your city of residence
Breakfast expense	\$40 maximum up to daily maximum of \$90 for all meals.
Lunch expense	\$40 maximum up to daily maximum of \$90 for all meals.
Dinner expense	\$50 maximum up to daily maximum of \$90 for all meals.
Telephone calls	Actual cost of call related to College business (e.g., not proportional cost of monthly flat fee)
Other expenses	Actual cost if related directly to College business

All expenses must be supported by original receipts and must be reasonable in the circumstances. Alcohol cannot be claimed.

Meal expenses cannot be claimed where the College provides the meal for those

participating in the meeting.

¹ Alternatively, the Registrar may approve reimbursement of expenses for a rental car and gas in situations where (1) the person claiming reimbursement requests it and (2) the overall cost to the College would be less than if the person claiming reimbursement had sought reimbursement on the basis of mileage.

SCHEDULE 7 TO THE BY-LAWS

Fee Schedule

Fee Item	Fee	H.S.T. 13% (Harmonized Sales Tax)	Total Fee
Fees Relating to Qualifying Examination			
Initial Application Fee	\$75.00	\$9.75	\$84.75
First Attempt at Qualifying Examination	\$4,000.00	\$520.00	\$4,520.00
Subsequent Additional Attempts:			
Part I- Multiple Choice Examination (MCQ)	\$800.00	\$104.00	\$904.00
Subsequent Additional Attempts:			
Part II - Clinical Examination (OSCE)	\$3,200.00	\$416.00	\$3,616.00
Administrative Fee (for late withdrawal of any attempt)	\$100.00	\$13.00	\$113.00
Fees Relating to Applications for Initial Registration for General Class			
Initial Application Fee	\$100.00	\$13.00	\$113.00
Initial Registration Fee (first year of registration pro-rated by quarter in which registered)			
April 1 – June 30	\$1700.00	\$221.00	\$1921.00
July 1 – September 30	\$1275.00	\$165.75	\$1440.75
October 1 – December 31	\$850.00	\$110.50	\$960.50
January 1 – March 31	\$425.00	\$55.25	\$480.25
Fees Relating to Renewal of a Certificate of Registration for General Class			
Annual Registration Fee	\$1700.00	\$221.00	\$1921.00
Late Payment Fee	\$150.00	Not applicable	\$150.00
Reinstatement Fee	\$500.00	\$65.00	\$565.00
Fees Relating to a Certificate of Registration for Inactive Class			
Certificate of Registration for Inactive Class (application fee and annual renewal fee)	\$595.00	\$77.35	\$672.35
Late Payment Fee	\$150.00	Not applicable	\$150.00
Reinstatement Fee	\$250.00	\$32.50	\$282.50
Pro-rated Fees of Transferring back to General Class before Renewal			
April 1 – June 30	\$1105.00	\$143.65	\$1248.65
July 1 – September 30	\$680.00	\$88.40	\$768.40
October 1 – December 31	\$255.00	\$33.15	\$288.15
January 1 – March 31	\$0.00	Not applicable	\$0.00
Fees Relating to Applications for Initial Registration for Emergency Class			
Initial Application Fee	\$100.00	\$13.00	\$113.00

Fee Item	Fee	H.S.T. 13% (Harmonized Sales Tax)	Total Fee
Initial Registration Fee	\$0.00	Not applicable	\$0.00
Fees Relating to Renewal of a Certificate of Registration for Emergency Class			
Annual Registration Fee	\$0.00	Not applicable	\$0.00
Late Payment Fee	\$150.00	Not applicable	\$150.00
Fees Relating to a Certificate of Registration for Temporary Class			
Initial Application Fee	\$100.00	\$13.00	\$113.00
Registration for a Certificate of Registration for Temporary Class	\$475.00	\$61.75	\$536.75
Fees Relating to a Certificate of Registration for Provisional Class			
Initial Application Fee	\$100.00	\$13.00	\$113.00
Initial Registration Fee (first year of registration pro-rated by quarter in which registered)			
April 1 – June 30	\$950.00	\$123.50	\$1,073.50
July 1 – September 30	\$712.50	\$92.63	\$805.13
October 1 – December 31	\$475.00	\$61.75	\$536.75
January 1 – March 31	\$237.50	\$30.88	\$268.38
Annual Renewal of a Certificate of Registration for Provisional Class	\$950.00	\$123.50	\$1,073.50
Late Payment Fee	\$75.00	Not applicable	\$75.00
Reinstatement Fee	\$250.00	\$32.50	\$282.50
Pro-rated Fees of applying to General Class before Renewal			
April 1 – June 30	\$1,187.50	\$154.38	\$1,341.88
July 1 – September 30	\$950.00	\$123.50	\$1,073.50
October 1 – December 31	\$712.50	\$92.63	\$805.13
January 1 – March 31	\$475.00	\$61.75	\$536.75
Fees Relating to Professional Corporations and Certificates of Authorization			
Initial Registration of a Certificate of Authorization	\$1,000.00	\$130.00	\$1,130.00
Annual Renewal of a Certificate of Authorization	\$350.00	\$45.50	\$395.50
Late Payment Fee	\$150.00	Not applicable	\$150.00
Other Fees			
Jurisprudence Program	\$100.00	\$13.00	\$113.00
Transfer to different Class Fee	\$100.00	\$13.00	\$113.00
QAC Ordered Assessment Fee	\$750.00	\$97.50	\$847.50
Election Recount Fee	\$500.00	\$65.00	\$565.00
Service Charge for declined payments	\$45.00	Not applicable	\$45.00
Duplicate Certificate	\$50.00	\$6.50	\$56.50

Fee Item	Fee	H.S.T. 13% (Harmonized Sales Tax)	Total Fee
Letter of Standing	\$44.25	\$5.75	\$50.00
Clinic Name Registration	\$25.00	\$3.25	\$28.25
Retired Status Application	\$50.00	\$6.50	\$56.50
Retired Status Renewal	\$50.00	\$6.50	\$56.50
Administration Fees for Notices – this fee shall be applied when a notice is sent to a member who has failed to comply with a request to which the member must comply (i.e. updating insurance and CPD credits by the deadline).			
Administration Fee for Notices (First Notice)	\$50.00	\$6.50	\$56.50
Administration Fee for Notices (Subsequent Notices)	\$100.00	\$13.00	\$113.00



TYPE	Administrative
NAME	COVID-19 Vaccination Policy
DATE APPROVED BY COUNCIL	June 17, 2022
DATE REVISED BY COUNCIL	

INTENT

The intent of this policy is to require that people who provide services to the College be fully vaccinated against COVID-19, subject to any required human rights-based exceptions.

BACKGROUND

Vaccination against COVID-19 has proven to be effective in preventing transmission and infection of the virus. As the College's in-person operations resume, the College wants to ensure that it maintains a healthy and safe workplace, consistent with its public interest mandate and special duty to promote public health.

THE POLICY

Definitions

"Worker" means a person who performs work or supplies services for monetary compensation from the College, and includes employees, Committee members, Council members, Peer Assessors, Exam Assessors, and contracted service providers. It also includes volunteers who are contracted to provide work to the College from time to time.

"Fully vaccinated" means 14 days have elapsed since the worker has received their second dose of a two-dose COVID-19 vaccine series authorized by Health Canada (e.g., Moderna, Pfizer-BioNTech, AstraZeneca) or their first dose of a one-dose COVID-19 vaccine series (i.e., Johnson and Johnson).

"Proof of full vaccination" means one of the following:

1. A vaccination attestation form provided by the College that is completed and signed by the worker. The attestation will include relevant details regarding the worker's vaccination schedule such as the date of administration of the second dose of COVID-19 vaccination or, in the case of a one-dose vaccine (i.e., Johnson and Johnson), the date of the administration of that dose.

2. A copy of the second dose (or single dose, in the case of a one-dose vaccine) administration receipt provided by the Ontario Ministry of Health or other government with oversight for the administration of the vaccine.
3. A copy of the Ontario Government vaccine certificate demonstrating the worker is fully vaccinated.

Mandatory Vaccination

The College has adopted a mandatory vaccination policy, where all College workers must be fully vaccinated with the COVID-19 vaccine in order to attend at the College office or any College-sponsored event or activity. Workers will be asked to provide proof of full vaccination to the Registrar and CEO.

Please note that the College will make any necessary accommodations to this policy as may be required under the *Human Rights Code*. Workers who are requesting a human rights-based exemption to the policy should make such request to the Registrar and CEO. Such requests will be evaluated on an individualized basis, and workers may be asked to provide further information to the College in order to evaluate the request. In evaluating requests, the College will consider the relevant principles under the *Human Rights Code*, the College's public protection mandate, and the College's responsibilities to its workers under the *Occupational Health and Safety Act* to maintain a healthy and safe workplace.

Any information about a worker's vaccination status or exemption request will be used to assess compliance with this policy and will be stored in a secure manner, accessible only to designated College personnel.

RELATED LEGISLATION AND DOCUMENTS

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Human Rights Code, R.S.O. 1990, c. H.19

Vaccination Attestation Form

REVISION CONTROL

Date	Revision	Effective



COLLEGE OF
DENTURISTS
OF ONTARIO

VACCINATION ATTESTATION FORM

I, _____, attest to the College of Denturists of Ontario that I am fully vaccinated against COVID-19, where fully vaccinated means that 14 days have elapsed since I have received my second dose of a two-dose COVID-19 vaccine series authorized by Health Canada (e.g., Moderna, Pfizer-BioNTech, AstraZeneca) or my first dose of a one-dose COVID-19 vaccine series (i.e., Johnson and Johnson).

The relevant information about my vaccination status is as follows:

Name of the COVID-19 vaccine(s) I received (e.g., Moderna, Pfizer-BioNTech, AstraZeneca, Johnson and Johnson):

Please list all vaccines if you received more than one type

The date of my second dose of a two-dose COVID-19 vaccine series (or the date of my first dose of a one-dose COVID-19 vaccine series, if applicable):

I understand that providing false information to the College may result in disciplinary action, up to and including termination of employment for cause (in the case of College employees).

I attest that the foregoing information is true. I have had an opportunity to ask any questions I have about this attestation to the College's Registrar and CEO. I further understand that the College may require that I provide further information about my vaccination status upon reviewing this attestation form.

Date

Signature