



College of
Massage
Therapists of
Ontario

College of Massage Therapists of Ontario

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CMTO Council Meetings - Guidelines for Observers

CMTO welcomes members of the public to attend Council meetings. The College's guidelines for observing Council meetings are:

- CMTO Council meetings are open to the public, with the exception of any “in-camera” portion dealing with personnel matters or other sensitive or confidential material;
- Council meetings are held either in the Council meeting room at the College of Massage Therapists of Ontario located at 1867 Yonge Street, Suite 810, Toronto, Ontario, M4S 1Y5, or virtually (by videoconference or teleconference);
- Members of the public are welcome to observe the Council meeting but cannot engage in Council discussions. Observers are asked to refrain from participating in the meeting or transmitting information to Council members during the meeting. Along with Council members, observers are asked to mute cell phones and other devices during the meeting; and
- The College of Massage Therapists of Ontario office is a scent free environment. Observers are asked to please refrain from using scented products when attending Council meetings in person.
- If you choose to observe remotely, the preferred mode of communication is by videoconference via Microsoft (MS) Teams.
 - If you choose to observe via MS Teams a meeting invitation that includes the meeting link will be sent to you the morning of the meeting. Please do not forward or share the meeting invitation or link.
 - We recommend that you familiarize yourself with the MS Teams application ahead of the meeting as there is no technical assistance available.
 - Please connect to the meeting 5-10 minutes prior to the scheduled meeting start time. You will be admitted to the meeting from the lobby. Once the meeting is called to order and if you have not connected, you will only be admitted when Council breaks.
 - As an observer, the mute function should be used to avoid background noise.

If you have any questions prior to or after the meeting, contact:

Lori Anne Webber

Senior Executive Assistant | Office of the Registrar

Local: 416-489-2626 ext. 4122

Toll-free (Ontario): 1-800- 465-1933, ext. 4122

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