



## Council Meeting Minutes

Date: February 9, 2021

Location: Videoconference – Microsoft (MS) TEAMS

Present: K. Westfall-Connor, RMT, President  
 L. White, Public Member, Vice President  
 S. Adderley, RMT  
 S. Biber, RMT  
 A. Cantalini, RMT  
 C. Gross, Public Member  
 L. Hargreaves, RMT  
 M. Kesler, Public Member  
 J. Mathers, Public Member  
 D. Oehring, RMT  
 L. Tucker, RMT  
 I. Vining, RMT  
 R. Van Vliet  
 C. Watt, Public Member

Regrets: S. Mall, Public Member

Administration: C. Flitton, Registrar & CEO  
 E. Waters, Deputy Registrar  
 A. Brennand, Director, Policy and Communications  
 V. Browne, Director, Registration Services \*  
 N. Garnette, Director, Professional Conduct  
 V. McCoy, Director, Professional Practice  
 K. Molnar, Director, Corporate Services  
 L. Webber, Senior Executive Assistant

Guests: D. Parker-Taillon, Consultant\*  
 D. Burnett, Consultant\*

Recorder: L. Webber, Senior Executive Assistant

\*attended a portion of the meeting only

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| 1. | <u>Call to Order</u><br><br>The meeting was called to order at 9:03 AM.   |  |
| 2. | <u>Declaration of Conflicts of Interest</u><br><br>No conflicts of interest were declared.  |  |
| 3. | <u>Approval of the Agenda of February 9, 2021</u><br><br><b>2021 February 9 – MOTION 1: S. Biber/C. Watt</b><br><br><p style="text-align: center;">THAT the Agenda of February 9, 2021, be adopted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |  |
| 4. | <u>Council Meeting Evaluation</u><br><br><u>4.1 Meeting Evaluation of November 24, 2020</u><br><br>There were no issues raised respecting the November 24, 2020 meeting.  |  |
| 5. | <u>Election of the 2021 Executive Committee</u><br><br>K. Westfall-Connor turned over the Chairing of this portion of the meeting to the Registrar & CEO, C. Flitton.<br><br>C. Flitton advised Council that “Survey Monkey” will be used to conduct the 2021 elections.<br><br><u>Nominations and Election of President</u><br><br>C. Flitton advised Council that a nomination had been received from K. Westfall-Connor and that her Statement of Intent was previously circulated to Council.<br><br>C. Flitton called for nominations from the floor for the position of President. The following nomination was made: |  |

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|  | <p style="text-align: center;"><u>Nominee</u>                      <u>Moved</u><br/>A. Cantalini                      S. Biber</p> <p>A. Cantalini respectfully declined the nomination.</p> <p><b>2021 February 9 – MOTION 2: J. Mathers/L. Hargreaves</b></p> <p style="padding-left: 40px;">THAT the nominations for the position of President be closed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>K. Westfall-Connor was acclaimed President.</p> <p><u>Nominations and Election of Vice President</u></p> <p>C. Flitton advised Council that a nomination had been received from L. White and that his Statement of Intent was previously circulated to Council.</p> <p>C. Flitton called for nominations from the floor for the position of Vice President. No additional nominations were received.</p> <p><b>2021 February 9 – MOTION 3: A. Cantalini/M. Kesler</b></p> <p style="padding-left: 40px;">THAT the nominations for the position of Vice President be closed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>L. White was acclaimed Vice President.</p> <p><u>Nominations and Election of First Executive Officer</u></p> <p>C. Flitton advised Council that nominations had been received and Statements of Intent were previously circulated to Council for the following members:</p> <ul style="list-style-type: none"> <li>A. Cantalini, RMT</li> <li>M. Kesler, Public Member</li> <li>C. Watt, Public Member</li> </ul> <p>C. Flitton reminded members that in accordance with the by-laws, there must be at least two public members on the Executive Committee.</p> |  |
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|                | <p>C. Flitton called for nominations from the floor for the position of First Executive Officer. No additional nominations were received.</p> <p><b>2021 February 9 – MOTION 4: S. Biber/L. Hargreaves</b></p> <p>THAT the nominations for the position of First Executive Officer be closed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The nominees were provided with an opportunity to address Council.</p> <p>Following Council’s vote by a secret ballot, a tie vote was declared amongst two of the candidates. The council member with the lowest number of votes was removed from the second vote.</p> <p>Following Council’s second vote by a secret ballot, A. Cantalini was declared First Executive Officer.</p> <p><u>Nominations and Election for the Position of Second Executive Officer</u></p> <p>C. Flitton called for nominations from the floor for the position of Second Executive Officer. The following nomination was received:</p> <table data-bbox="418 1283 824 1352" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Nominee</u></td> <td style="text-align: center;"><u>Moved</u></td> </tr> <tr> <td style="text-align: center;">J. Mathers</td> <td style="text-align: center;">S. Biber</td> </tr> </table> <p>J. Mathers respectfully declined the nomination.</p> <p><b>2021 February 9 – MOTION 5: J. Mathers/S. Adderley</b></p> <p>THAT the nominations for the position of Second Executive Officer be closed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The nominees were provided with an additional opportunity to address Council.</p> <p>Following Council’s vote by a secret ballot, C. Watt was</p> | <u>Nominee</u> | <u>Moved</u> | J. Mathers | S. Biber |  |
| <u>Nominee</u> | <u>Moved</u>   |                |              |            |          |  |
| J. Mathers     | S. Biber   |                |              |            |          |  |

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|    | <p>declared Second Executive Officer.</p> <p><b>2021 February 9 – MOTION 6: L. White/R. Van Vliet</b></p> <p>THAT the ballots from the 2021 Executive Committee elections be destroyed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>C. Flitton turned the meeting over to the newly elected President, K. Westfall-Connor, to chair the remainder of the meeting.</p>  |       |
| 6. | <p><u>Consent Agenda</u></p> <p>A question was raised about whether it was necessary to record the name of a Council member opposing a motion. Council agreed that, unless the vote is a recorded vote, names of those opposing motions will not be captured in motions.</p> <p><b>2021 February 9 - MOTION 7: S. Biber/L. White</b></p> <p>THAT the consent agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Action:</b> Address this issue in the 2021 Review of the Governance Handbook</p>  | Staff |
| 7. | <p><u>Quarterly Reporting</u></p> <p><u>7.1 2020 – Q4 Financial Report – Preliminary Year End</u></p> <p>K. Molnar, Director, Corporate Services, presented the 2020 – Q4 Financial and Preliminary Year End Report to Council. She explained that the overall surplus may increase from the balance presented in the 2020 - Q4 preliminary financials, following the completion of remaining year-end close procedures. She specifically spoke to those items that exceeded the established variance thresholds of greater than \$50,000 and 10%.</p> <p><b>2021 February 9 - MOTION 8: C. Gross/S. Biber</b></p> |       |

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|    | <p>THAT Council approve the unaudited 2020 – Q4 Preliminary Year-End Financial Report as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>7.2 2020 – Q4 Workplan Report</u></p> <p>E. Waters, Deputy Registrar, provided Council with the status of the projects in the 2020 – Q4 Workplan Report. She informed Council that most of the projects are either completed or on track.</p> <p>C. Flitton advised that this report substantially concludes the items in the two year 2019-2020 Workplan.</p> <p><b>2021 February 9 – MOTION 9: S. Biber/C. Watt</b></p> <p style="padding-left: 40px;">THAT Council approve the 2020 – Q4 Workplan Report as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>7.3 2020 – Q4 Fitness to Practise Committee Report</u></p> <p>A. Cantalini, Chair, Fitness to Practise Committee, presented the 2020 – Q4 report to Council. She advised there were no hearings or motions heard in the 4<sup>th</sup> quarter and there was one case conference completed in the quarter with a hearing pending in 2021.</p> <p><b>2021 February 9 – MOTION 10: S. Adderley/L. White</b></p> <p style="padding-left: 40px;">THAT Council approve the 2020 – Q4 Fitness to Practise Committee Report as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> |  |
| 8. | <p><u>Items for Decision</u></p> <p><u>8.1 Standards of Practice</u></p> <p>V. McCoy, Director, Professional Practice, introduced D. Parker-Taillon and D. Burnett, the consultants for the</p>   |  |

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|  | <p>Standards of Practice Revision Project. They provided Council with an overview of key activities completed since Council approved the draft Standards for circulation on September 22, 2020.</p> <p>V. McCoy, Director, Professional Practice and A. Brennand, Director, Policy and Communications, presented highlights of the completed Standards and advised Council that next steps include development of a combined communication and education plan to introduce and facilitate understanding of the Standards over the next ten months with implementation of the new Standards of Practice on January 1, 2022.</p> <p><b>2021 February 9 – MOTION 11: L. White/J. Mathers</b></p> <p>THAT the revised Standards of Practice be approved for implementation January 1, 2022; and</p> <p>THAT all current Standards of Practice, including Techniques Standards, be rescinded effective January 1, 2022.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Subsequent to the approval of the Standards of Practice, C. Flitton reminded Council that this project was a key strategy and foundational piece of the new QA program and completing the new Standards marks a significant step toward achieving the Quality outcome of the Strategic Plan. In addition, approval of the draft Standards marks a step toward becoming a modern regulator by emphasizing an outcomes approach to the format of the Standards and prioritizing the outcomes for the public when treatment is provided in accordance with the new Standards.</p> <p><u>8.2 Proposal to Rescind the Policy “Inappropriate Touch of a Client by a Candidate during the Objectively Structured Clinical Evaluation (OSCE)”</u></p> <p>A. Cantalini, Chair of the Registration Committee, advised Council that the “Inappropriate Touch of a Client by a Candidate during the OSCE” policy is no longer required since Prometric took over the administration of the OSCE on January 1, 2021.</p> |  |
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|  | <p><b>2021 February 9 – MOTION 12: S. Biber/L. White</b></p> <p>THAT Council rescind CMTO’s policy “Inappropriate Touch of a Client by a Candidate during the OSCE”, effective immediately.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>8.3 2021 Workplan</u></p> <p>E. Waters presented the 2021 Workplan to Council. She advised that as the approved 2021 budget did not include the project relating to Evidence Informed Practice, this item has been removed from the workplan.</p> <p><b>2021 February 9 – MOTION 13: A. Cantalini/S. Biber</b></p> <p>THAT the revised 2021 Workplan be approved.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>8.4 Virtual/Operations and Indicators for Onsite Operations</u></p> <p>At the September 22, 2020 Council meeting, Council requested Management’s plan for Returning to the Office. Given that restoring onsite operations will require consideration of many factors, some of which are unknown at this time, Management provided Council with information on current virtual/remote operations and then sought to obtain alignment with Council as to the indicators that will be used to determine when CMTO will return to onsite operations (the office). After the discussion, led by Katherine Molnar, Director, Corporate Services, Council aligned with the following statements:</p> <ul style="list-style-type: none"> <li>• The Remote/Virtual Operations protocol will be adjusted whenever Toronto changes zones to continue to accommodate specific needs and time limited activities requiring access to the office.</li> <li>• While the Toronto Public Health Unit is in Yellow-Protect, which is one level above Green-Prevent, CMTO will maintain monitoring of local circumstances, including HPRO Colleges’ approaches, TTC/public transit conditions, neighbourhood/building COVID-19 case</li> </ul> |  |
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|     | <p>counts, PPE supply chain concerns and other relevant employer indicators such as staff readiness. This monitoring will provide CMTO with evidence informed options to ensure a flexible and optimized approach to returning to onsite operations, possibly while the Toronto area is in the Yellow-Protect Zone.</p> <ul style="list-style-type: none"> <li>• Once the Green-Prevent Zone is achieved, onsite operations will be re-started and incorporate measures that have been put into place by government(s) at that time. This plan will also include telecommuting measures which were under consideration prior to the COVID-19 outbreak to accommodate the increased staff headcount without acquiring more office space.</li> </ul> |  |
| 9.  | <p><u>Items for Discussion</u></p> <p><u>9.1 Communications Plan</u></p> <p>A. Brennand, Director, Policy and Communications, presented the 2020 Communications Report and performance outcomes from these initiatives. In alignment with CMTO's Strategic Plan, she also outlined the communications strategy and key deliverables for 2021, including launch of a new CMTO website and roll-out of the Standards of Practice.</p>  |  |
| 10. | <p><u>New Business</u></p> <p>There was no new business.</p>   |  |
| 11. | <p><u>Adjournment</u></p> <p><b>2021 February 9 – MOTION 14: S. Biber/L. White</b></p> <p>THAT the February 9, 2021 Council meeting be adjourned.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting was adjourned at 1:45 PM.</p>  |  |

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