



Council Meeting Minutes

Date: February 8, 2022

Location: Videoconference – Microsoft (MS) TEAMS

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

Regrets: S. Mall, Public Member

Administration: M. Boon, Registrar|CEO
A. Brennand, Director, Policy and Communications
V. Browne, Director, Registration Services
N. Garnette, Director, Professional Conduct
V. McCoy, Director, Professional Practice
C. Ralph-Edwards, Controller*
L. Webber, Senior Executive Assistant

Recorder: L. Webber, Senior Executive Assistant

*attended a portion of the meeting only

1.	<p><u>Call to Order</u></p> <p>The meeting was called to order at 9:00 AM.</p> <p>K. Westfall-Connor, President, provided the land acknowledgement as a demonstration of recognition and respect for Indigenous peoples.</p>	
2.	<p><u>Declaration of Conflicts of Interest</u></p> <p>No conflicts of interest were declared.</p>	
3.	<p><u>Approval of the Agenda of February 8, 2022</u></p> <p>2022 February 8 – MOTION 1: L. White/J. Mathers</p> <p>THAT the Agenda of February 8, 2022, be adopted as presented.</p> <p style="text-align: right;">CARRIED</p>	
4.	<p><u>Council Meeting Evaluation of November 29, 2021</u></p> <p>There were no issues raised respecting the November 29, 2021 Council meeting.</p> <p>Staff will continue to work with Council in providing the appropriate level of information to inform decision-making at the governance level.</p>	
5.	<p><u>Election of the 2022 Executive Committee</u></p> <p>K. Westfall-Connor turned over the Chairing of this portion of the meeting to the Registrar & CEO, M. Boon.</p> <p>M. Boon advised Council that “Survey Monkey” will be used to conduct the 2022 elections.</p> <p><u>Nominations and Election of President</u></p> <p>M. Boon advised Council that a nomination had been received from K. Westfall-Connor and that her Statement of Intent was previously circulated to Council.</p> <p>M. Boon called for nominations from the floor for the position of President. No additional nominations were received.</p>	

	<p>2022 February 8 – MOTION 2: L. Hargreaves/S. Biber</p> <p>THAT the nominations for the position of President be closed.</p> <p style="text-align: right;">CARRIED</p> <p>K. Westfall-Connor was acclaimed President.</p> <p><u>Nominations and Election of Vice President</u></p> <p>M. Boon 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"> M. Kesler, Public Member R. Van Vliet, RMT L. White, Public Member <p>M. Boon called for nominations from the floor for the position of Vice President. No additional nominations were received.</p> <p>2022 February 8 – MOTION 3: A. Cantalini/S. Adderley</p> <p>THAT the nominations for the position of Vice President be closed.</p> <p style="text-align: right;">CARRIED</p> <p>The nominees were provided with an opportunity to address Council.</p> <p>Following Council’s vote by a secret ballot, M. Kesler, with the majority of votes received, was declared Vice President.</p> <p><u>Nominations and Election of First Executive Officer</u></p> <p>M. Boon reminded members that in accordance with the by-laws, there must be at least two public members on the Executive Committee.</p> <p>M. Boon 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"> L. Hargreaves, RMT D. Oehring, RMT R. Van Vliet, RMT C. Watt, Public Member 	
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M. Boon called for nominations from the floor for the position of First Executive Officer. The following nominations were made:

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
L. White	J. Mathers	I. Vining
J. Mathers	K. Westfall-Connor	S. Biber

2022 February 8 – MOTION 4: S. Biber/K. Westfall-Connor

THAT the nominations for the position of First Executive Officer be closed.

CARRIED

The nominees were provided with an opportunity to address Council.

Following Council's vote by a secret ballot, a tie vote was declared amongst two of the candidates with the majority of votes received.

C. Watt and J. Mathers were provided with a further opportunity to address Council.

Following Council's second vote by a secret ballot, a tie vote was declared. M. Boon resolved the deadlock by lot and C. Watt was declared first Executive Officer.

Nominations and Election for the Position of Second Executive Officer

M. Boon called for nominations from the floor for the position of Second Executive Officer. No additional nominations were received.

The nominees were provided with an additional opportunity to address Council.

Following Council's vote by a secret ballot, J. Mathers, Public Member, with the majority of votes received, was declared second Executive Officer.

The ballots from the 2022 Executive Committee election were destroyed.

M. Boon turned the meeting over to the newly elected President, K. Westfall-Connor, to chair the remainder of the meeting.

6.	<p><u>Consent Agenda</u></p> <p>A question was raised regarding the 2021 – Q4 Discipline Committee Report and the historical busy 4th quarter periods. Staff will review year-over-year 4th quarter results and update Council at the next meeting.</p> <p>2022 February 8 - MOTION 5: J. Mathers/C. Watt</p> <p>THAT the consent agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p>Action: Review historical 4th quarter periods and provide Council with an update.</p>	Staff
7.	<p><u>Quarterly Reporting</u></p> <p><u>7.1 2021 – Q4 Financial Report – Preliminary Year End</u></p> <p>C. Ralph-Edwards, Controller, presented the 2021 – Q4 Financial and Preliminary Year End Report to Council. He spoke to those items that exceeded the established variance thresholds of greater than \$50,000 and 10%. No questions were raised regarding the 2021 – Q4 Preliminary Year End Report. The audited financial statements will be presented to Council at the May meeting.</p> <p>2022 February 8 - MOTION 6: R. Van Vliet/S. Biber</p> <p>THAT Council approve the unaudited 2021 – Q4 Preliminary Year-End Financial Report as presented.</p> <p style="text-align: right;">CARRIED</p> <p><u>7.2 2021 – Q4 Workplan Report</u></p> <p>M. Boon provided Council with the status of the projects in the 2021– Q4 Workplan Report. No questions were raised.</p> <p>2022 February 8 – MOTION 7: S. Adderley/S. Biber</p> <p>THAT Council accept the 2021 – Q4 Workplan Report as presented.</p> <p style="text-align: right;">CARRIED</p>	

	<p><u>7.3 2021 – Q4 Key Performance Indicators Report (KPIs)</u></p> <p>A. Brennand, Director, Policy & Communications, presented the 2021 – Q4 Key Performance Indicators (KPIs) Report to Council.</p> <p>As requested by Council in November 2021, directional arrows were added to the report where applicable to flag performance over time.</p> <p>Staff will continue to evaluate the report and give some thought to additional ways data can be presented to Council.</p> <p>M. Boon advised Council that the STRiVE completion rate is currently 98.7%.</p> <p>2022 February 8 – MOTION 8: S. Biber/S. Adderley</p> <p>THAT Council accept the 2021 – Q4 Key Performance Indicators (KPIs) Report as presented.</p> <p style="text-align: right;">CARRIED</p> <p><u>7.4 2021 – Q4 Quality Assurance Committee Report</u></p> <p>D. Oehring, Chair of the Quality Assurance Committee presented the 2021 – Q4 Committee Report to Council.</p> <p>2022 February 8 – MOTION 9: L. Hargreaves/J. Mathers</p> <p>THAT Council approve the 2021 -Q4 Quality Assurance Committee Report as presented.</p> <p style="text-align: right;">CARRIED</p>	
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8.	<p><u>Items for Decision</u></p> <p><u>8.1 Amendment to Policy “Exam Candidates Returning after Three Previous Failures”</u></p> <p>R. Van Vliet, Committee Member, advised Council that the Registration Committee reviewed this policy and is recommending an update to clarify the requirement for candidates who have failed a Certification Examination three times. The proposed amendments also reference and link to the College’s Canadian Massage Therapy Council for Accreditation and Education Program Equivalence (for programs outside Ontario) Policy.</p>	
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	<p>2022 February 8 – MOTION 10: S. Biber/A. Cantalini</p> <p>THAT Council approve the updated Examination Candidates Returning after Three Previous Failures policy as shown in Appendix B.</p> <p style="text-align: right;">CARRIED</p> <p><u>8.2 Amendment to By-Law No. “11 Code of Ethics – Schedule 1”</u></p> <p>Council reviewed the proposed changes to By-Law No. 11 “Code of Ethics” Schedule 1 that reflect the new Standards of Practice as presented by B. Sumpton, Research Manager, Professional Practice.</p> <p>2022 February 8 – MOTION 11: S. Biber/J. Patel</p> <p>THAT Council approve the revisions to By-Law No. 11, Schedule 1 (Code of Ethics).</p> <p style="text-align: right;">CARRIED</p>	
9.	<p><u>Items for Information</u></p> <p><u>9.1 2021 – Q4 Organizational Risk Register</u></p> <p>M. Boon presented the 2021 – Q4 Organizational Risk Register to Council. She advised Council that the Executive Committee has reviewed the Risk Register and has identified the top eight risks. Council agreed the list of risks is complete, including those identified as the highest risk and supported action, if required, given the likelihood of potential impact.</p>	
10.	<p><u>New Business</u></p> <p>There was no new business.</p>	

11.	<p><u>Adjournment</u></p> <p>2022 February 8 – MOTION 12: S. Adderley/S. Biber</p> <p>THAT the February 8, 2022 Council meeting be adjourned.</p> <p style="text-align: right;">CARRIED</p> <p>The meeting was adjourned at 11:35 AM.</p> <p>K. WESTFALL-CONNOR M. BOON</p> <p>_____ K. Westfall-Connor, RMT President</p> <p>_____ M. Boon Registrar & CEO</p>	
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