



## Council Meeting Minutes

- Date: May 9, 2022
- Location: Videoconference – Microsoft (MS) TEAMS
- Present: K. Westfall-Connor, RMT, President  
S. Adderley, RMT  
L. Hargreaves, RMT  
S. Mall, Public Member  
C. Mandalentsis, RMT  
J. Mathers, Public Member  
D. Oehring, RMT  
J. Patel, Public Member  
R. Van Vliet, RMT  
C. Watt, Public Member  
L. White, Public Member
- Regrets: S. Biber, RMT  
A. Cantalini, RMT  
I. Vining, RMT
- Administration: M. Boon, Registrar & CEO  
A. Brennand, Director, Policy and Communications\*  
V. Browne, Director, Registration Services\*  
N. Garnette, Director, Professional Conduct\*  
G. Njuguna, Director, Corporate Services\*  
V. McCoy, Director, Professional Practice\*  
C. Ralph-Edwards, Controller\*  
L. Webber, Senior Executive Assistant\*
- Guests: B. MacKenzie, Hilborn, LLP\*  
U. Paracha, Hilborn, LLP\*
- 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> <p>She acknowledged the Vice President appointment of J. Mathers, Public Member.</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 May 9, 2022</u></p> <p><b>2022 May 9 – MOTION 1: D. Oehring /J. Patel</b></p> <p>THAT the Agenda of May 9, 2022, be adopted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Subsequent to the approval of the agenda, agenda Item 5.0 “In-Camera Session” from the May 10 Council agenda, was added to the agenda.</p>	
4.	<p><u>Items for Decision</u></p> <p><u>4.1 Presentation of the Draft 2021 Audited Financial Statements</u></p> <p>K. Westfall-Connor introduced B. MacKenzie of Hilborn, LLP, the College auditor, who presented the 2021 Draft Audited Financial Statements. B. MacKenzie stated that CMTO’s financial statements present fairly, in all material aspects, the position of the College as at December 31, 2021, in accordance with Canadian accounting standards for not-for-profit organizations.</p> <p>The Statements include a transfer (reduction) of \$335,999, from the Unrestricted net assets to the Internally restricted for national initiatives. Effective January 1, 2022, the College entered into a funding agreement with CMTCA to provide annual fees, in the amount of \$336,480, to CMTCA until December 31, 2022. The funds will be used by CMTCA to</p>	

	<p>develop and deliver an accreditation process to provide a mechanism for quality assurance and continuous improvement of entry-level massage therapy education programs.</p> <p>Centennial College’s Applied Research, Innovation and Entrepreneurship Services (ARIES) ended on December 31, 2021. In the current year, subject to the direction of the Council upon the recommendation of the Executive Committee, a transfer of \$250,000 was approved from Internally Restricted for Massage Therapy Research to Unrestricted net assets.</p> <p><b>2022 May 9 – MOTION 2: S. Mall/R. Van Vliet</b></p> <p>THAT Council approves the transfer of \$335,999 from the Unrestricted net assets to the Internally restricted for national initiatives.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>2022 May 9 – MOTION 3: J. Mathers/D. Oehring</b></p> <p>THAT Council approves the transfer of \$250,000 from the Internally restricted for massage therapy research to Unrestricted net assets.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>2022 May 9 – MOTION 4: S. Mall/R. Van Vliet</b></p> <p>THAT Council approves the draft Audited Financial Statements for the fiscal year ended December 31, 2021.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>4.2 Appointment of the Auditor for 2022</u></p> <p><b>2022 May 9 – MOTION 5: J. Mathers/C. Watt</b></p> <p>THAT Council appoint Hilborn, LLP as CMTO’s auditor for 2022.</p> <p style="text-align: right;"><b>CARRIED</b></p>	
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<p>5.</p>	<p><u>Council Evaluations</u></p> <p><u>5.1 2021 Annual Council Performance Evaluation</u></p> <p>There were no issues raised respecting the 2021 Annual Council Performance Evaluation.</p> <p><u>5.2 Council Meeting Evaluation of February 8, 2022</u></p> <p>There were no issues raised respecting the February 8, 2022 Council meeting.</p>	
<p>6.</p>	<p><u>Consent Agenda</u></p> <p><b>2022 May 9 – MOTION 6: R. Van Vliet/C. Mandalentis</b></p> <p>THAT the consent agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>	
<p>7.</p>	<p><u>Items for Decision</u></p> <p><u>7.1 2023 Annual Fee Review</u></p> <p>To support the Executive Committee’s recommendation that Council approve increases to the 2023 Fees, M. Boon provided Council with an overview of the current significant pressures on CMTO finances that include the forecasted 2022 deficit, inflation and growth.</p> <p>In order to accomplish the goals of deficit reduction, inflation planning and modest staff growth, Council reviewed several proposals and after a lengthy discussion, approved increases to the Application Fee, Inactive Fee and General Certificate Fee as follows:</p> <ol style="list-style-type: none"> <li>1. Increase to application fee from 100 to \$225</li> <li>2. Increase to inactive fee from \$200 to 50% of the General Certificate (GC) fee</li> <li>3. Increase to GC fee by \$100 in 2023, \$75 in 2024 and \$75 in 2025.</li> </ol> <p>Cost reduction proposals included external investigation expenses, IT development costs and space costs.</p> <p>Given that the proposed fee increases are more than inflation, circulation of the by-law will be required between May and</p>	

September Council, in order to confirm the fee prior to the 2023 annual renewal process.

**2022 May 9 – MOTION 7: S. Mall/S. Adderley**

THAT the following proposed amendment to Section 7 of By-Law No. 7 “Fees” be circulated to stakeholders for comment:

The fee for an application for the issuance of a certificate of registration of any class is \$100225 in 2023 and in subsequent years, this amount will be subject to an increase of not more than the annual inflation rate rounded to the nearest dollar.

**CARRIED**

**2022 May 9 – MOTION 8: R. Van Vliet/J. Mathers**

THAT the following proposed amendment to Section 8 (A) of By-Law No. 7 “Fees” be circulated to stakeholders for comment:

The initial fee to issue a general certificate of registration shall be:

(A) ~~\$785~~\$897 for 201923 and in subsequent years, Council shall annually review the fees and where Council deems it appropriate, in any one or more years, this amount may be subject to an increase of not more than ~~the annual inflation rate rounded to the nearest dollar~~ \$75 each year; or

**CARRIED**

**2022 May 9 – MOTION 9: C. Mandalentsis/R. Van Vliet**

THAT the following proposed amendment to Section 9 of By-Law No. 7 “Fees” be circulated to stakeholders for comment:

The initial fee to issue an inactive certificate to a registrant and the annual fee for an inactive certificate of registration shall be 50% of the fee for a general certificate of registration. ~~\$200 for 2019 and in subsequent years, Council shall annually review the fees and where Council deems it appropriate, in any one or more years, this~~

~~amount may be subject to an increase of not more than the annual inflation rate rounded to the nearest dollar.~~

**CARRIED**

7.2 BN – Proposed Amendment to By-law Amendment: Deputy Registrar

M. Boon advised Council that operational needs are currently being evaluated and it is not anticipated that a Deputy Registrar will be hired this year. Council reviewed proposed revisions to By-Law No. 9 “The Registrar”, s3. Deputy Registrar. The proposed changes enable the Registrar to appoint anyone as Deputy Registrar for any period of time and distinguishes the roles of deputy Registrar and Acting Registrar.

**2022 May 9 – MOTION 10: S. Adderley/C. Watt**

THAT the proposed amendments to “By-Law No. 9 “The Registrar”, be approved by Council.

**CARRIED**

7.3 BN – Strategic Planning

M. Boon presented to Council a proposed approach to developing a new strategic plan, including key project deliverables, the budget and options for consideration related to oversight of the process.

Council approved creation of an ad hoc committee to provide oversight.

**2022 May 9 – MOTION 11: R. Van Vliet/C. Mandalentis**

THAT Council establish a Strategic Planning Ad Hoc Committee consisting of S. Adderley, J. Mathers, C. Watt, R. Van Vliet, K. Westfall-Connor and L. White.

**CARRIED**

**2022 May 9 – MOTION 12: R. Van Vliet/C. Watt**

THAT Council appointment J. Mathers as Chair of the Strategic Planning Ad Hoc Committee.

**CARRIED**

	<p><b>2022 May 9 – MOTION 13: S. Adderley/J. Patel</b></p> <p>THAT Council approve the draft Terms of Reference of the Strategic Planning Ad Hoc Committee as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>7.4 BN – Diversity, Equity &amp; Inclusion</u></p> <p>Diversity, Equity and Inclusion is included as a workplan item in 2022 however Council has indicated that it would like to prioritize this initiative. M. Boon provided the Council with an overview of current DEI initiatives and options to consider that could align with the Strategic Planning process underway.</p> <p>Council approved creation of an ad hoc committee to provide oversight.</p> <p><b>2022 May 9 – MOTION 14: L. Hargreaves/R. Van Vliet</b></p> <p>THAT Council establish a Diversity, Equity &amp; Inclusion Ad Hoc Committee consisting of S. Adderley, Jalpa Patel, Lesley Hargreaves, C. Mandalentis and K. Westfall-Connor.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>2022 May 9 – MOTION 15: C. Watt/S. Adderley</b></p> <p>THAT Council appointment Jalpa Patel as Chair of the Diversity, Equity &amp; Inclusion Ad Hoc Committee.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>2022 May 9 – MOTION 16: L. Hargreaves/C. Mandalentis</b></p> <p>THAT Council approve the draft Terms of Reference of the Diversity, Equity &amp; Inclusion Ad Hoc Committee as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>	
8.	<p><u>8.1 2022 – Q1 Financial Report</u></p> <p>C. Ralph-Edwards, Controller, presented the 2022 – Q1 Financial Report to Council. He spoke to those items that exceeded the established variance thresholds of greater than \$50,000 and</p>	

	<p>10%. No questions were raised regarding the 2022 – Q1 Report.</p> <p><b>2022 May 9 - MOTION 17: C. Watt/J. Patel</b></p> <p>THAT Council approve the unaudited 2022 – Q1 Statement of Operations and Statement of Financial Position.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>8.2 2022 – Q1 Workplan Report</u></p> <p>M. Boon provided Council with the status of the projects in the 2022– Q1 Workplan Report. No questions were raised.</p> <p><b>2022 May 9 – MOTION 18: R. Van Vliet/L. Hargreaves</b></p> <p>THAT Council accept the 2022 – Q1 Workplan Report as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>8.3 2022 – Q1 Key Performance Indicators Report (KPIs)</u></p> <p>A. Brennand, Director, Policy &amp; Communications, presented the 2022 – Q1 Key Performance Indicators (KPIs) Report to Council.</p> <p><b>2022 May 9 – MOTION 19: R. Van Vliet/C. Mandalentsis</b></p> <p>THAT Council accept the 2022 – Q1 Key Performance Indicators (KPIs) Report as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u>8.4 2022 – Q1 Discipline Committee Report</u></p> <p>L. Hargreaves, Chair of the Discipline Committee presented the 2022 – Q1 Committee Report to Council.</p> <p>Staff to add T. Parusis name to the list of Committee members.</p> <p><b>2022 May 9 – MOTION 20: S. Adderley/R. Van Vliet</b></p> <p>THAT Council approve the 2022 - Q1 Discipline Committee Report as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>	
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9.	<p><u>New Business</u></p> <p>There was no new business.</p>	
10.	<p><u>Items for Information</u></p> <p><u>10.1 2022 Sexual Abuse Prevention Plan</u></p> <p>L. White, Chair of the Client Relations Committee presented the 2022 Sexual Abuse Prevention Plan to Council for information.</p> <p><u>10.2 2022 – Q1 Organizational Risk Register</u></p> <p>M. Boon presented the 2022 – Q1 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>	
11.	<p><u>In-Camera Session</u></p> <p><b>2022 May 9 – MOTION 21: J. Mathers/C. Watt</b></p> <p>THAT Council move to an in-camera session at 1:00 PM in accordance with the RHPA Schedule 2, Section 7 (2)(d) to discuss personnel matters.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>2022 May 9 – MOTION 22: R. Van Vliet/L. Hargreaves</b></p> <p>THAT Council move out of the in-camera session at 1:36 in accordance with the RHPA, Schedule 2, Section 7(2)(d).</p> <p style="text-align: right;"><b>CARRIED</b></p>	

<p>12.</p>	<p><u>Adjournment</u></p> <p><b>2022 May 9 – MOTION 23: C. Watt/C. Mandalentis</b></p> <p>THAT the May 9, 2022 Council meeting be adjourned.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting was adjourned at 1:37 PM.</p> <p>_____</p> <p>K. Westfall-Connor, RMT President</p> <p style="margin-left: 200px;">_____</p> <p style="margin-left: 200px;">M. Boon Registrar   CEO</p>	
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