



**Executive Committee Meeting Minutes
(On behalf of Council)**

Date: September 20, 2022

Location: Videoconference – Microsoft (MS) TEAMS

Present: K. Westfall-Connor, RMT, President (*Executive Committee Member*)
 S. Adderley, RMT
 S. Biber, RMT
 A. Cantalini, RMT
 L. Hargreaves, RMT
 C. Mandalentis, RMT (*Executive Committee Member*)
 J. Mathers, Public Member (*Executive Committee Member*)
 J. Patel, Public Member
 R. Van Vliet, RMT
 I. Vining, RMT
 C. Watt, Public Member (*Executive Committee Member*)
 L. White, Public Member

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
 A. Prabakaran, Manager, IT Applications
 C. Simpson, Governance Administrator

Guest: Kathrina Loeffler, Executive Director*
 Canadian Massage Therapy Council for Accreditation

Recorder: C. Simpson, Governance Administrator

* K. Loeffler joined the meeting at 9:15 AM.

1.	<p><u>Call to Order</u></p> <p>K. Westfall-Connor, President called to order at 9:03 AM. The meeting was hybrid and livestreamed.</p> <p>The President noted that the meeting was an Executive Committee meeting as Council was unconstituted due to a lack of public members. She added that being unconstituted has implications for other College work and thanked the four public members for their work during this time.</p> <p>The Executive Committee acted on behalf of Council, pursuant to By-law No. 4, Section 4. Only members of the Executive Committee could vote and request Council members' input before each vote occurred.</p> <p>S. Adderley provided the land acknowledgement as a demonstration of recognition and respect for Indigenous peoples.</p>
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2.	<p><u>Declaration of Conflicts of Interest</u></p> <p>No conflicts of interest were declared.</p>
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3.	<p><u>Approval of the Consent Agenda of September 20, 2022</u></p> <p>2022 September 20 – MOTION 1: C. Watt/J. Mathers</p> <p style="text-align: center;">THAT the Agenda of September 20, 2022, be adopted by the Executive Committee, on behalf of Council, as presented.</p> <p style="text-align: right;">CARRIED</p>
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4.	<p><u>Council Meeting Evaluation of May 9-10, 2022</u></p> <p>There were no issues raised respecting the May 9-10 Council Meeting Evaluation.</p>
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5.	<p><u>Approval of the Consent Agenda of September 20, 2022</u></p> <p>2022 September 20 – MOTION 2: J. Mathers/C. Mandalentsis</p> <p style="text-align: center;">THAT the Consent Agenda of September 20, 2022, be adopted by the Executive Committee, on behalf of Council, as presented.</p> <p style="text-align: right;">CARRIED</p>
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6.	<p><u>Items for Decision</u></p> <p>6.1 Canadian Massage Therapy Council for Accreditation (CMTCA) Presentation</p> <p>K. Westfall-Connor introduced K. Loeffler, Executive Director of the Canadian Massage Therapy Council for Accreditation, who provided an update on the 2022 Accreditation Review Process.</p> <p>K. Loeffler stated that the standards development process includes, draft standards, national consultation, pilot standards with six schools, final revision, and finalization of the standards. Each standard includes review and feedback.</p> <p>There are five steps to Accreditation – Self-Assessment, CMTCA Evaluation, Preliminary Accreditation, Site Visits, and Accreditation Decision. The evaluation is an in-depth and fair process conducted by an independent third party. Based on the evaluation, CMTCA grants accreditation for 1 year, 3 years, and 5 years. Programs that do not meet expectations will have an opportunity to re-submit a full submission at least three months between the first and second submissions. The annual fee is approx. \$22 per student and the cost for site visits is approx. \$100 per student. Resources are available for students, including live webinars.</p> <p>The President thanked K. Loeffler for her presentation.</p> <p><i>K. Loeffler left the meeting at 9:52 AM</i></p>
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	<p>6.2 BN – Canadian Massage Therapy Council for Accreditation Agreement</p> <p>2022 September 20 – MOTION 3: J. Mathers/C. Watt</p> <p style="text-align: center;">THAT the Executive Committee, on behalf of Council, approves CMTO’s commitment to a one-year contract with CMTCA as presented.</p> <p style="text-align: right;">CARRIED</p>
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	<p>6.3 Ontario Physicians and Surgeons Discipline Tribunal (OPSDT) Proposal</p> <p>2022 September 20 – MOTION 4: J. Mathers/C. Mandalentsis</p> <p>THAT the Executive Committee, on behalf of Council, approves staff continuing discussions with the OPSDT with the goal of developing a comprehensive strategy, pilot, and project plan as presented.</p> <p style="text-align: right;">CARRIED</p>
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There was a 15-min break at 10:25 AM. The meeting reconvened at 10:40 AM

	<p>6.4 BN – 2023 Examination Content Outlines</p> <p>2022 September 20 – MOTION 5: C. Watt/ C. Mandalentsis</p> <p>THAT the Executive Committee, on behalf of Council, approves the 2023 Certification Examination content outlines effective January 1, 2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
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	<p>6.5 BN – Updated Refresher Course</p> <p>2022 September 20 – MOTION 6: J. Mathers/C. Mandalentsis</p> <p>THAT the Executive Committee, on behalf of Council, approves the proposed updated Refresher Course Policy effective January 1, 2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
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	<p>6.6 BN – Acupuncture Education and Authorization Policy</p> <p>2022 September 20 – MOTION 7: C. Watt/C. Mandalentsis</p> <p>THAT the Executive Committee, on behalf of Council, approves the proposed Acupuncture Education and Authorization Policy as presented</p> <p style="text-align: right;">CARRIED</p>
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<p>7.</p>	<p><u>Quarterly Reporting</u></p> <p>7.1 2022 – Q2 Registrar’s Report</p> <p>2022 September 20 – MOTION 8: C. Watt/J. Mathers</p> <p>THAT the Executive Committee, on behalf of Council, accepts the Q2 Registrar’s Report as presented.</p> <p style="text-align: right;">CARRIED</p>
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	<p><u>Quarterly Reporting</u> 7.2 2022 – Q2 Workplan Report</p> <p>2022 September 20 – MOTION 8: C. Watt/C. Mandalentis</p> <p>THAT the Executive Committee, on behalf of Council, accepts the Q2 Workplan Report as presented.</p> <p style="text-align: right;">CARRIED</p>
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	<p><u>Quarterly Reporting</u> 7.3 2022 – Q2 Key Performance Indicators Report</p> <p>2022 September 20 – MOTION 8: J. Mathers/C. Mandalentis</p> <p>THAT the Executive Committee, on behalf of Council, accepts the Q2 Key Performance Indicators Report as presented.</p> <p style="text-align: right;">CARRIED</p>
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	<p><u>Quarterly Reporting</u> 7.4 2022 – Q2 Inquiries, Complaints and Reports Committee Report</p> <p>2022 September 20 – MOTION 8: C. Watt/J. Mathers</p> <p>THAT the Executive Committee, on behalf of Council, accepts the Q2 Inquiries, Complaints and Reports Committee Report as presented.</p> <p style="text-align: right;">CARRIED</p>
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8.	<p><u>Items for Discussion</u> 8.1 2022 – Q2 Organizational Risk Register</p> <p>The Executive Committee discussed the Q2 Organizational Risk Register and no concerns were raised.</p>
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9.	<p><u>New Business</u></p> <p>There was no new business.</p>
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10.	<p><u>Adjournment</u></p> <p>2022 September 20 – MOTION 6: C. Watt/C. Mandalentsis</p> <p>THAT the September 20, 2022 Executive Committee meeting, on behalf of Council, be adjourned.</p> <p style="text-align: right;">CARRIED</p> <p>The meeting was adjourned at 11:13 AM.</p> <p>_____ K. Westfall-Connor, RMT President</p> <p style="text-align: right;">_____ M. Boon Registrar & CEO</p>
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