



Council Meeting Minutes

Videoconference

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- Date: May 8, 2023
- Location: Videoconference – Microsoft (MS) TEAMS
- Present: J. Mathers, Public Member, President
S. Adderley, RMT
S. Biber, RMT
C. Mandalentis, RMT
J. McGill, RMT
D. Oehring, RMT
J. Patel, Public Member
H. Shears, Public Member
C. Watt, Public Member
A. Van Zelst, RMT
R. Van Vliet, RMT
K. Westfall-Connor, RMT
L. White, Public Member
- Guests: B. MacKenzie, Hilborn LLP
U. Paracha, Hilborn LLP
- 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
G. Njuguna, Director, Corporate Services
C. Ralph-Edwards, Controller
A. Prabakaran, Manager, IT Applications
W. Mughal, IT Applications Support Specialist
F. Ng, Coordinator, Corporate Services
C. Simpson, Governance Administrator
- Recorder: C. Simpson, Governance Administrator

**Attended a portion of the meeting only.*

The Council Meeting was Livestreamed.

1. Call to Order

46 J. Mathers, President, called the Council Meeting to order at 9:00 AM and welcomed observers
47 on the Livestream.

48
49 Sean Adderley provided the Land Acknowledgement as a demonstration of recognition and respect
50 for Indigenous peoples.

51
52 The President announced the resignation of Ian Vining, RMT, from Council. The President, on
53 behalf of Council, thanked Mr. Vining for his service for the past four years and wished him the
54 best in his future endeavours. A by-election to fill the vacancy will be held later in the year.

55
56 2. Declaration of Conflict of Interest

57
58 No conflicts of interest were declared.

59
60 3. Approval of the Agenda of May 8, 2023

61
62
63 **2023 May 8 - MOTION 1: L. White/R. Van Vliet**

64
65 THAT the proposed changes to the order of the May 8, 2023 agenda be adopted and
66 approved by Council.

67 **CARRIED**

68
69 4. Approval of the Consent Agenda of May 8, 2023

70
71 **2023 May 8 – MOTION 2: S. Biber/ R. Van Vliet**

72
73 THAT the Consent Agenda of May 8, 2023, be adopted by Council as presented.

74 **CARRIED**

75
76 5. Presentation of the Draft 2022 Audited Financial Statements

77
78 Blair MacKenzie and Usman Paracha of Hilborn LLP, provided an overview of the audit process,
79 framework, and the Auditor’s findings of CMTO’s 2022 Draft Audited Financial Statements for
80 the year ended December 31, 2022. The Auditors stated that CMTO’s financial statements
81 presented fairly the financial position of CMTO, in all material aspects, in accordance with the
82 Canadian accounting standards for not-for-profit organizations.

83
84 Council discussed the Draft 2022 Audited Financial Statements. No concerns were raised.

85
86 **2023 May 8 – MOTION 3: S. Biber/S. Adderley**

87
88 THAT Council approves the Draft 2022 Audited Financial Statements as presented.

89 **CARRIED**

90 *Blair MacKenzie and Usman Paracha left the meeting at 9:24 AM.*

91 The President noted that the Executive Committee, which functions as the Finance Committee,
92 met in camera with the Auditors to discuss the audit and that there were no concerns raised at
93 that meeting.

94
95 5.1 Appointment of the Auditor for 2023
96

97 **2023 May 8 – MOTION 4: L. White/S. Biber**
98

99 THAT Council appoints Hilborn LLP as CMTO’s Auditor for 2023.

100 **CARRIED**
101

102 6. Items for Decision
103

104 6.1 2023 – Q 1 Financial Report
105

106 C. Ralph-Edwards, Controller, presented the 2023 – Q1 Financial Report. He spoke to those items
107 that exceeded the established variance thresholds of greater than \$50,000 and 10%.

108
109 Council discussed the 2023 Q1 Financial Report. No concerns were raised.
110

111 **2023 May 8 – MOTION 5: L. White/J. Patel**
112

113 THAT Council approves the unaudited 2022 Q1 Statement of Operations and Statement of
114 Financial Position as presented.

115 **CARRIED**
116

117 *There was a 25-minute break at 9:35 AM. Council reconvened at 10:00 AM.*
118

119 6.2 2024 – Annual Fee Review
120

121 G. Njuguna, Director Corporate Services, presented the 2024 Annual Fee Review. She
122 highlighted the process for setting the fees. The goal of the process is to set a fee that meets the
123 financial policies and CPMF requirements, and achieve steady, predictable fee increases over
124 time.

125
126 The following proposed 2024 fee increases were approved by the Executive Committee and
127 recommended to Council for final approval.
128

- 129 1. General Certificate Fee increase of \$18 (from \$897 to \$915).
 - 130 2. Inactive Fee of \$9 (from \$448.50 to \$457.50). The Inactive Fee is set at 50% of the
131 General Certificate Fee.
- 132

133 Council discussed the proposed 2024 fee increases.
134

135 **2023 May 8 – MOTION 6: R. Van Vliet/K. Westfall-Connor**

136 THAT Council approves the 2024 Annual Fee Increases as presented.

137

138 The Motion passed with 12 votes in favour and 1 opposed.

139

CARRIED

140

141 6.3 2023 Workplan Update and Preliminary KPIs

142

143 A. Brennand, Director, Policy and Communications, presented the 2023 Workplan Update and
144 Preliminary KPIs.

145

146 **2023 May 8 – MOTION 7: C. Watt/A. Van Zelst**

147

148 THAT Council approves the 2023 Workplan Update and Preliminary KPIs as presented.

149

CARRIED

150

151 6.4 STRiVE Proposed Changes

152

153 V. McCoy, Director Professional Practice, presented the STRiVE Proposed Changes to improve
154 integration with risk-based assessments and in response to feedback from the profession.

155

156 **2023 May 8 – MOTION 8: C. Watt/A. Van Zelst**

157

158 THAT Council approves the STRiVE Proposed Changes as presented.

159

CARRIED

160

161 6.5 2023 – Q1 Fitness to Practise Committee Report

162

163 J. Patel, Chair of the Fitness to Practise Committee, presented the 2023 Q1 Fitness to Practise
164 Committee Report.

165

166 No concerns were raised regarding the report.

167

168 *There was a break for lunch. Council reconvened at 1:00 PM.*

169

170 *M. Boon, Registrar & CEO attended the meeting at 1:00 pm.*

171

172 6.6 2023 – Q1 Registrar's Report

173

174 M. Boon, Registrar and CEO, presented the 2023 Q1 Registrar's Report.

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176 **2023 May 8 – MOTION 9: L. White/J. McGill**

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178 THAT Council approves the 2023 Q1 Registrar's Report as presented.

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CARRIED

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6.7 Organizational Risk Register

M. Boon, Registrar and CEO, presented the Organizational Risk Register.

2023 May 8 – MOTION 10: S. Biber/R. Van Vliet

THAT Council approves the Organizational Risk Register as presented.

CARRIED

6.8 Creation of a Standing EDI Committee

M. Boon, Registrar and CEO, presented the Creation of a Standing EDI Committee.

2023 May 8 – MOTION 11: H. Shears/S. Biber

THAT Council approves the creation of a Standing EDI Committee as presented.

CARRIED

7. New Business

There was no new business before Council.

8. Items of Information

The following items were included in the meeting package for Council’s information.
No concerns were raised.

- Council Training Plan and Education Day Agenda
- Council Meeting Evaluation February 7, 2023
- UK Department of Health and Social Care Consultation Outcome

9. In-Camera Session

The livestream ended as Council moved to an in-camera session.

2023 May 8 – MOTION 12: C. Mandalentsis/K. Westfall-Connor

THAT Council moves to an in-camera session at 1:25 PM, in accordance with the RHPA Schedule 2, Section 7 (2)(d), to discuss personnel matters.

CARRIED

226 **2023 May 8 – MOTION 13: R. Van Vliet/L. White**

227

228 THAT Council moves out of the in-camera session at 2:15 PM, in accordance with the
229 RHPA, Schedule 2, Section 7(2)(d).

230

CARRIED

231

232 10. Adjournment

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234 **2023 May 8 – MOTION 14: R. Van Vliet/K. Westfall-Connor**

235

236 THAT the May 8, 2023 Council Meeting be adjourned.

237

CARRIED

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239

240 The Council meeting was adjourned at 2:16 PM.

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246 _____
J. Mathers, Public Member
247 President

M. Boon
Registrar CEO