



Council Meeting Minutes

Videoconference

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Date: September 18, 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

Regrets: R. Van Vliet, RMT
L. White, Public Member

Guests: E. Richler, SML Law
S. Goodwin, Goodwin Consulting
D. Breau, Registrar and CEO, OCSWSSW
C. Vulpe, Executive Director, CMTCA

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
S. Harris, Manager, Policy & Communications
C. Eakins, Data Analyst
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

45 *The Council Meeting was Livestreamed.*

46

47 1. Call to Order

48

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

51

52 J. Patel provided the Land Acknowledgement as a demonstration of recognition and respect for
53 Indigenous peoples.

54

55 2. Declaration of Conflict of Interest

56

57 No conflicts of interest were declared.

58

59 3. Approval of the Agenda of September 18, 2023

60

61 **2023 September 18 - MOTION 1: S. Adderley/A. Van Zelst**

62

63 THAT the September 18, 2023 agenda be adopted and approved by Council.

64

CARRIED

65

66 4. Approval of the Consent Agenda of May 8, 2023

67

68 **2023 September 18 – MOTION 2: D. Oehring/J. Patel**

69

70 THAT the Consent Agenda of September 18, 2023, be adopted by Council as
71 presented.

72

CARRIED

73 5. Governance Modernization: By-law Revisions

74

75 M. Boon presented an overview of the proposed revisions for By-laws 1 to 13. The proposed
76 revisions will modernize CMTO's governance practices to align with best practices and further
77 support CMTO's ability to make decisions in the public interest.

78

79 Council moved in-camera to receive legal advice.

80

81 **2023 September 18 – MOTION 3: S. Biber/H. Shears**

82

83 THAT Council moves in-camera, at 9:12 am, in accordance with the RHPA, Schedule 2,
84 Section 7(2)(e) to discuss the opinions received from the solicitors for the college.

85

CARRIED

86

87 **2023 September 18 – MOTION 4: S. Biber/H. Shears**

88

89 THAT Council moves out of the in-camera session at 9:20 am, in accordance with the
90 RHPA, Schedule 2, Section 7(2)(e).

91

CARRIED

92 *Council reconvened in open session at 9:21 AM.*

93
94 Council continued with the discussions on Governance Modernization: By-law Revisions.

95
96 M. Boon presented the proposed revisions for each By-law.

97
98 **2023 September 18 – MOTION 5: J. Patel/S. Biber**

99
100 THAT Council approves the proposed revisions to By-law 1, Conduct of the Business and
101 Administration of the Affairs of the College, as presented.

CARRIED

102
103
104 **2023 September 18 – MOTION 6: J. McGill/S. Biber**

105
106 THAT Council approves the proposed revisions to By-law 2, Election of Members to the
107 College, as presented.

CARRIED

108
109
110 **2023 September 18 – MOTION 7: S. Biber/C. Mandalentis**

111
112 THAT Council approves the proposed revisions to By-law 3, Election of Officers to the
113 College, as presented.

CARRIED

114
115
116 **2023 September 18 – MOTION 8: A. Van Zelst/S. Biber**

117
118 THAT Council approves the proposed revisions to By-law 4, Council of the College, as
119 presented.

CARRIED

120
121
122 **2023 September 18 – MOTION 9: D. Oehring/A. Van Zelst**

123
124 THAT Council approves the proposed revisions to By-law 5, Committees of the College, as
125 presented.

CARRIED

126
127
128 **2023 September 18 – MOTION 10: J. McGill/J. Patel**

129
130 THAT Council approves the proposed revisions to By-law 5, Schedule A: Composition of
131 Statutory Committees, as presented.

CARRIED

132
133
134 **2023 September 18 – MOTION 11: J. McGill/C. Watt**

135
136 THAT Council approves the proposed revisions to By-law 6, non-Council Members, as
137 presented.

CARRIED

139 There were no substantial proposed changes to the following By-laws:

- 140 • By-law 7 - Fees
- 141 • By-law 8 - The Register and Registrant Information
- 142 • By-law 9 - The Registrar
- 143 • By-law 10 - Professional Liability Insurance
- 144 • By-law 11 - Code of Ethics
- 145 • By-law 12 - Professional Corporations

146
147 **2023 September 18 – MOTION 12: C. Mandalentis /J. McGill**

148
149 THAT Council approves By-laws 7, 8, 9, 10, 11 and 12, as presented.

CARRIED

150
151
152 **2023 September 18 – MOTION 13: C. Mandalentis /J. McGill**

153
154 THAT Council approves the rescinding of By-law 13, Authorizing the Making of Grants.

CARRIED

155
156
157 **6. Governance Modernization: Inaugural Governance Committee**

158
159 The President advised that in June 2023, Council agreed in principle to the creation of a
160 Governance Committee as one of its governance modernization goals. The process for
161 creating an Inaugural Governance Committee was accelerated to ensure the College could
162 meet its governance-related deadlines. The Executive Committee had the opportunity to
163 meet with the Inaugural Governance Committee members.

164
165 M. Boon presented an overview of the Inaugural Governance Committee. The By-laws were
166 revised to create the Governance Committee and incorporated its functions into the work of
167 the College.

168
169 The President commended staff and the solicitors for all their work on the By-law revisions and
170 the creation of the Inaugural Governance Committee.

171
172 **2023 September 18 – MOTION 14: S. Biber/H. Shears**

173
174 THAT Council approves the creation of the Inaugural Governance Committee and the
175 supporting materials, as presented.

CARRIED

176
177
178 *There was a 15-minute break at 10:15 AM. Council reconvened at 10:30 AM.*

179
180 **7. 2023 – Q2 Year-to-Date Financial Report**

181
182 C. Ralph-Edwards, Controller, presented the 2023 Q2 Year-to-date Financial Report. He spoke
183 to those items that exceeded the established variance thresholds of greater than \$50,000 and
184 10%.

186 Council discussed the 2023 Q2 Financial Report. No concerns were raised.

187
188 **2023 September 18 – MOTION 15: S. Biber/J. Patel**

189
190 THAT Council approves the unaudited 2023 Q2 Statement of Operations and Statement
191 of Financial Position, as presented.

192 **CARRIED**

193
194 8. Registrar’s Report

195
196 M. Boon reported that the Registrar’s Report was consolidated to align with the Strategic
197 Plan, and included updates on the Workplan and KPIs, and the Organizational Risk Register.
198 The KPI dashboard is a mix of activity-based measures and the goal is to provide information
199 on trends, targets, and outcomes. Projects remain on track and on budget. Going forward,
200 the Board will be informed if a project is at risk of being delayed or over budget. Equity
201 Diversity and Inclusion will be added to the KPIs in 2024.

202
203 *C. Mandalentsis left the Council Meeting at 10:42 am.*

204
205 **2023 September 18 – MOTION 16: C. Watt/H. Shears**

206
207 THAT Council approves the Registrar’s Report, the Organizational Risk Register, the
208 Workplan and KPIs, and the Strategic Goals Dashboard, as presented.

209 **CARRIED**

210
211 9. MCQ and OSCE Content Outline

212
213 V. Browne, Director, Registration Services, presented the Multiple-Choice Question (MCQ)
214 and Objectively Structured and Clinical Evaluation (OSCE) Content Outline. The MCQ and
215 OSCE certification examinations are developed and administered by Prometric on behalf of
216 the College. The certification examination content outlines are reviewed on an annual basis
217 by Prometric’s subject matter experts.

218
219 **2023 September 18 – MOTION 17: S. Biber/J. Patel**

220
221 THAT Council approves the 2024 Certification Examination Content Outlines effective
222 January 1, 2024, as presented.

223 **CARRIED**

224
225 10. Ontario College of Social Workers & Social Service Workers Presentation

226
227 The President introduced Denitha Breau, Registrar and CEO of the Ontario College of Social
228 Workers and Social Service Workers (OCSWSSW).

229
230 D. Breau spoke about the OCSWSSW Governance Review and Diversity Equity and Inclusion
231 Initiatives.

233 The President thanked D. Breau for her presentation.

234

235 *D. Breau left the Council Meeting at 1:47 pm.*

236

237 11. In-Camera Session

238

239 **2023 September 18 – MOTION 18: S. Biber/J. Patel**

240

241 THAT Council moves in-camera, at 1:48 pm, in accordance with the RHPA, Schedule 2,
242 Section 7(2)(e), to discuss the opinions received from the solicitors for the college.

243

CARRIED

244

245 **2023 September 18 – MOTION 19: S. Biber/H. Shears**

246

247 THAT Council moves out of the in-camera session at 1:59 pm in accordance with the
248 RHPA, Schedule 2, Section 7(2)(e).

249

CARRIED

250

251 *Council reconvened in open session at 2:00 PM.*

252

253 11.1 CMTO Guidance on Collecting Health Information from Clients

254

255 M. Boon presented the Guidance on Collecting Health Information from Clients and the
256 messaging to be sent to the profession. Obtaining accurate and relevant health history
257 information is important to providing safe, effective, and client-centred
258 treatment. Adhering to the *Personal Health Information Protection Act, 2004* (PHIPA) and
259 ensuring clients do not face discrimination are legal requirements in Ontario and important
260 to client-centred care. The College will work with educators and other health system
261 partners to ensure that new guidance is thoroughly understood by the profession and
262 implemented in Massage Therapy practice.

263

264 Council agreed with the College's proposed approach to the release of the document,
265 engagement with the profession, generation of new guidance, and the proposed messaging
266 to be sent to the profession.

267

268 *There was a 5-minute break at 2:20 PM. Council reconvened in open session at 2:25 PM.*

269

270 12. Canadian Massage Therapy Council for Accreditation

271

272 The President introduced Christian Vulpe, Executive Director of the Canadian Massage
273 Therapy Council for Accreditation (CMTCA), who provided an update on the 2023
274 Accreditation Review Process.

275

276 The CMTCA standards include Curriculum Content, Faculty and Learning, Student Support,
277 Leadership and Administration, Human Resources, Resources and Infrastructure, and
278 Quality Improvement. Based on the evaluation, CMTCA grants accreditation for 1 year, 3
279 years, and 5 years. New standards are expected to be released in early 2024.

280 12.1 CMTCA Contract Renewal

281

282 **2023 September 18 – MOTION 20: D. Oehring/A. Van Zelst**

283

284 THAT Council commits to a one-year contract with CMTCA.

285

CARRIED

286

287 13. Opening and Closing Emergency Class Registration Policy

288

289 V. Browne, Director, Registration Services, presented the Opening and Closing Emergency
290 Class Registration Policy. The Ministry of Health (MOH) asked every health profession regulator
291 to make amendments to their Registration Regulation with provisions to enable an emergency
292 class of registration. The amendments give both the MOH and CMTO’s Council the authority to
293 open and close Emergency Class registration.

294

295 **2023 September 18 – MOTION 21: A. Van Zelst/S. Biber**

296

297 THAT Council approves the Opening and Closing Emergency Class Registration Policy to
298 take effect immediately.

299

CARRIED

300

301 14. Registration Committee Q2 Report

302

303 S. Adderley, Chair, Registration Committee, presented the Registration Committee 2023 Q2
304 Report.

305

306 **2023 September 18 – MOTION 22: C. Watt/S. Biber**

307

308 THAT Council accepts the Q2-2023 Registration Committee Report as presented.

309

CARRIED

310

311 15. 2023 Council & Executive Committee Meeting Schedule

312

313 M. Boon presented the 2024 Council and Executive Committee Meeting Schedule and
314 Calendar.

315

316 **2023 September 18 – MOTION 23: D. Oehring/A. Van Zelst**

317

318 THAT Council accepts the 2024 Council and Executive Committee Meeting Schedule and
319 Calendar as presented.

320

CARRIED

321

322 16. Annual Council Education/Training Plan

323

324 M. Boon presented the 2024 Council and Executive Committee Meeting Schedule and
325 Calendar.

326

327 **2023 September 18 – MOTION 24: S. Biber/J. McGill**

328

329 THAT Council approves the proposed 2024 Education and Training Plan as presented.

330

CARRIED

331

332 17. New Business

333

334 There was no new business before Council.

335

336 18. Items of Information

337

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

340

- 341 • 2022 Council Annual Evaluation Final Report
- 342 • Council Meeting Evaluation – May 8, 2023
- 343 • Council Financial Workshop Feedback – May 9, 2023
- 344 • Council Professional Day Feedback – June 12, 2023
- 345 • Council Education Day Agenda – September 19, 2023

346

347 19. Adjournment

348

349 **2023 September 18 – MOTION 25: S. Biber/C. Watt**

350

351 THAT the September 18, 2023 Council Meeting be adjourned.

352

CARRIED

353

354

355 The Council Meeting adjourned at 2:51 PM.

356

357

358

359

360 _____
361 J. Mathers, Public Member
President

M. Boon
Registrar | CEO