

Board Meeting Minutes

November 27, 2023

Videoconference – Microsoft (MS) TEAMS

- Present:
- J. Mathers, Public Member, Board Chair
 - S. Adderley, RMT
 - S. Biber, RMT
 - B. Highgate, Public Member
 - 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
- Guests:
- E. Richler, SML
 - K. McCarthy, Chair, Inaugural Governance Committee
- Regrets:
- R. Van Vliet, RMT
 - 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. Peco, Tribunal Counsel and Manager
 - C. Ralph-Edwards, Controller
 - 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

The Board Meeting was Livestreamed.

44 1. Call to Order

45

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

48

49 The Board Chair provided the Land Acknowledgement as a demonstration of recognition and
50 respect for Indigenous peoples.

51

52 The following announcements were provided by the Board Chair:

- 53 • Brian Highgate, Public Member, was appointed for a 3-year term effective September
- 54 22, 2023.
- 55 • The following RMTs were elected to serve on the Board beginning January 1, 2024:
- 56 ○ Dawn Oehring, District 2, for a 3-year term
- 57 ○ Robyn Libby, District 4, for a 1-year term
- 58 ○ Tammy Contois, District 5, for a 3-year term
- 59 ○ Ravara Van Vliet, District 7, for a 3-year term

60

61 The Board extended a warm welcome to the new members.

62

63 2. Declaration of Conflict of Interest

64

65 No conflicts of interest were declared.

66

67 3. Approval of the Agenda of November 27, 2023

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69 **2023 November 27 - MOTION 1: S. Biber/D. Oehring**

70

71 THAT the November 27, 2023 agenda be adopted and approved by the Board.

72

CARRIED

73

74 4. Approval of the Consent Agenda of November 27, 2023

75

76 **2023 November 27 – MOTION 2: C. Watt/C. Mandalentis**

77

78 THAT the Consent Agenda of November 27, 2023, be adopted by the Board as
79 presented.

80

CARRIED

81 5. Election of the 2024 Board Chair and Vice Chair

82

83 The Board Chair provided a brief reflection on CMTO’s governance modernization in which
84 the Board agreed in principle to several significant changes. This included by-law changes
85 that created a separate Inaugural Governance Committee, eliminating the committee chair
86 and executive officer elections, and changing the approach to selecting the Board Chair and
87 Vice Chair. The timeline was tight to ensure the changes could be implemented for the start
88 of 2024.

89

90 K. McCarthy, Chair, Inaugural Governance Committee presented the nominees for the 2024
91 Board Chair and Vice Chair positions. He noted that the Inaugural Governance Committee
92 met with the Board Chair, Vice Chair and Executive Officer applicants.
93

94 The following candidates were nominated for the 2024 Board Chair and Vice Chair positions:
95

- 96 1. Jay Mathers, Public Member, for Board Chair
 - 97 2. Sean Adderley, RMT, for Vice Chair
- 98

99 **2023 November 27 – MOTION 3: S. Biber/H. Shears**

100 THAT Jay Mathers be elected as Board Chair for 2024.

CARRIED

101
102
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104 **2023 November 27 – MOTION 4: S. Biber/J. Patel**

105 THAT Sean Adderley be elected as Vice Chair for 2024.

CARRIED

106
107
108 6. 2024 Committee Slate

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110 K. McCarthy, Chair, Inaugural Governance Committee presented the proposed 2024
111 Committee Slate. He noted that there was a strong interest in non-Board positions and that
112 there is a potential to engage non-Board applicants who were not placed as focus groups on
113 key CMTO issues.
114

115 **2023 November 27 – MOTION 5: S. Biber/J. McGill**

116 THAT the Board approves the proposed 2024 Committee Slate as presented.

CARRIED

117
118
119
120 The Board Chair thanked the members of the Inaugural Governance Committee for their
121 work in moving this process forward for the CMTO.
122

123
124 *E. Richler and K. McCarthy left the meeting at 9:20 a.m.*
125

126
127 7. 2023 Q3 Year-to-Date Financial Report

128
129 C. Ralph-Edwards, Controller, presented the 2023 Q3 Year-to-Date Financial Report to the
130 Board. He spoke to those items that exceeded the established variance thresholds of
131 greater than \$50,000 and 10%.
132

133 The Board discussed the 2023 Q3 Financial Report. No concerns were raised.
134
135

136 **2023 November 27 – MOTION 6: H. Shears/S. Biber**

137
138 THAT the Board approves the unaudited 2023 Q3 Statement of Operations and
139 Statement of Financial Position as presented.

140 **CARRIED**

141 8. Proposed 2024 Operating Budget

142
143 M. Boon presented the proposed 2024 Budget, highlighting that the projected surplus was
144 higher than expected due to a pause-plan approach to IT development. The strategy is to
145 implement recommendations from 2023 projects as well as to explore new system
146 functionality. She noted that CMTO’s finances were stabilized and had achieved its
147 unrestricted net income goal sooner than anticipated. The Executive Committee
148 recommended the proposed budget and changes to the finance policy for the Board’s
149 approval.

150
151 The Board discussed the proposed 2024 Budget and the F18 Surplus Retention Finance
152 Policy.

153
154 **2023 November 27 – MOTION 7: S. Biber/C. Mandalentsis**

155
156 THAT the Board approves the proposed 2024 Operating Budget as presented.

157 **CARRIED**

158
159 **2023 November 27 – MOTION 8: S. Biber/J. Patel**

160
161 THAT the Board approves the Executive Committee’s recommendation to update
162 Finance Policy: F18 Surplus Retention to allow 3 to 12 months of unrestricted
163 reserves.

164 **CARRIED**

165
166 The Board Chair acknowledged that C. Mandalentsis would be stepping down from the
167 Executive Committee and expressed thanks for her valuable contributions during her tenure
168 on the Committee.

169
170 *C. Mandalentsis left the meeting at 10:15 a.m.*

171
172 *There was a 15-minute break at 10:15 AM. The Board reconvened at 10:30 AM and the*
173 *livestream resumed.*

174
175 9. Registrar’s Report

176
177 M. Boon presented the Registrar’s Report which included the workplan, key performance
178 indicators and organizational risk register.

179
180 There were no concerns with the report.

182 **2023 November 27 – MOTION 9: C. Watt/S. Biber**

183
184 THAT the Board approves the Q3 Registrar’s report, the Organizational Risk Register
185 and the Workplan/KPIs and Strategic Goals dashboard as presented.

186 **CARRIED**

187
188 10. Executive Committee Report

189 The Board Chair presented the 2023 Q3 Executive Committee Report.

190
191 There were no concerns with the report.

192
193 **2023 November 27 – MOTION 10: H. Shears/S. Biber**

194
195 THAT The Board approves the Q3 Registrar’s report, the Organizational Risk Register
196 and the Workplan/KPIs and Strategic Goals dashboard as presented.

197 **CARRIED**

198
199 11. CLEAR Conference Report

200 Sean Adderley and Dawn Oehring attended the CLEAR Conference September 27-30, 2023
201 and provided a brief verbal report to the Board.

202
203 12. CNAR Conference Report

204 Ashley Van Zelst, Jalpa Patel, Ravara Van Vliet, Suja Biber and Jay Mathers attended the
205 CNAR Conference October 16-18, 2023 and provided a brief verbal report to the Board.

206
207 13. Health Professions Discipline Tribunals Pilot (HPDTP) Extension Proposal

208 M. Boon presented the HPDTP Extension Proposal. The OPSDT proposed an extension to the
209 pilot agreement for all Pilot participants until the end of 2024. The extension would include
210 an increase in the base fee which would be charged monthly. An evaluation report would be
211 conducted by the CPSO by September 1, 2024, which would include input from all the Pilot
212 Colleges.

213
214 The Board discussed the Extension Proposal.

215
216 **2023 November 27 – MOTION 11: J. Patel/S. Biber**

217
218 THAT The Board approves the HPDTP Extension Proposal as presented.

219 **CARRIED**

220
221 14. Preventing Sexual Abuse Symposium (PSAS) Report

222
223 A. Brennand, Director Policy and Communications presented the PSAS Report.

228 15. New Business

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230 There was no new business before the Board.

231

232 16. Items of Information

233

234 The following items were included in the meeting package for the Board's information.

- 235 • Ontario Healthcare Legislation
- 236 • The Board Meeting Evaluation – September 18, 2023

237

238 17. In-Camera

239

240 The Board moved in-camera for an education session and to discuss personnel matters in
241 accordance with the RHPA, Schedule 2, Section 7(2)(d).

242

243 **2023 November 27 – MOTION 12: S. Biber/C. Watt**

244

245 THAT the Board move in-camera at 1:00 PM for an education session and to discuss
246 personnel matters in accordance with the RHPA, Schedule 2, Section 7(2)(d).

247

CARRIED

248

249 **2023 November 27 – MOTION 13: C. Watt/J. Patel**

250

251 THAT the Board moved out of in-camera at 2:25 PM in accordance with the RHPA,
252 Schedule 2, Section 7(2)(d).

253

CARRIED

254

255 18. Adjournment

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257 **2023 November 27 – MOTION 14: H. Shears/S. Adderley**

258

259 THAT the November 27, 2023 Board Meeting be adjourned.

260

CARRIED

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263 The Board meeting was adjourned at 2:26 PM.

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268 _____
269 J. Mathers, Public Member
Board Chair

M. Boon
Registrar CEO