

## Notice of Special Board Meeting

A special meeting of the Board of Directors of the College of Massage Therapists of Ontario (CMTO) will take place virtually on **Wednesday, April 17, 2024, at 9 am** to consider approving an Equity, Diversity and Inclusion (EDI) Committee.

The meeting will be [livestreamed](#) on CMTO's YouTube channel. Those who wish to observe the meeting are welcome to watch the livestream.

Meeting materials will be available on the [Board Meetings webpage](#) one week before the meeting.

Maureen Boon  
Registrar & CEO  
April 4, 2024

## College of Massage Therapists of Ontario Special Board Meeting

### AGENDA

**Date/Time: Wednesday, April 17, 2024 - 9:00 AM – 10:00 AM**

**Location: Videoconference – Microsoft Teams**

Time	Item and Objectives	Purpose	Item Lead	Attachment
9:00 AM (5 mins)	<b>1. Call to Order and Welcome</b> 1.1 Participate in Roll Call 1.2 Land Acknowledgement	Information	J. Mathers	
	<b>2. Declaration of Conflicts of Interest</b>	Information	J. Mathers	
	<b>3. Approval of April 17, 2024 Agenda</b>	Decision	J. Mathers	
9:05 AM (25 mins)	<b>4. <a href="#">Proposed Equity, Diversity and Inclusion (EDI) Committee Slate</a></b> <ul style="list-style-type: none"> <li>The Board is asked to approve the recommended slate for the EDI Committee</li> </ul>	Decision	K. McCarthy	x
9:30 AM (10 mins)	<b>5. <a href="#">Committee Appointments</a></b> 5.1 The Board is asked to approve the recommended Vice Chair of the Fitness to Practise Committee 5.2 The Board is asked to approve the recommended interim public Board members for the Client Relations and Registration Committees	Decision	K. McCarthy	x  x
9:40 AM	<b>6. New Business</b>		J. Mathers	
	<b>7. Items for Information</b> <ul style="list-style-type: none"> <li>The next Board meeting is scheduled on May 27 &amp; 28, 2024</li> </ul>	Information	J. Mathers	
	<b>8. In-Camera Session</b> <ul style="list-style-type: none"> <li>The public meeting will end as the Board moves in-camera in accordance with RHPA Schedule 2, s.7(2)(d) to discuss personnel matters.</li> </ul>	Information	J. Mathers	
	<b>9. Adjournment</b>	Decision	J. Mathers	

## BOARD BRIEFING NOTE

Date: March 15, 2024

From: Kevin McCarthy, Chair, Inaugural Governance Committee (IGC)

Re: Proposed Equity, Diversity and Inclusion (EDI) Committee Slate

---

### Issue:

The Board is asked to approve the proposed Equity, Diversity and Inclusion Committee Slate.

### Public Interest:

Creation of a standing EDI Committee demonstrates CMTO's commitment to Equity, Diversity and Inclusion and further supports CMTO's ability to make decisions in the public interest.

### Background:

In May 2023, the Board approved the creation of a standing EDI Committee to support a key component of CMTO's strategic plan.

In February 2024, the Board approved the EDI Terms of Reference, including its composition (1 professional board member, 1 public board member and 3 non-board public members). The mandate of the EDI committee is to promote and uphold the principles of equity, diversity, and inclusion in CMTO's practices, policies and programs.

The IGC, which comprises Kevin McCarthy, Anne Resnick, Kim Westfall-Connor, Marlene Kesler and David Janveau, was tasked with identifying members of the EDI Committee.

The call for EDI Committee Members went out on February 5, 2024 and closed on February 20, 2024. Prospective applicants were required to:

1. Complete CMTO's Orientation Program
2. Fill out an EDI Committee Questionnaire
3. Submit an Application Form
4. Provide a cover letter outlining their interest in serving on the EDI committee, lived experiences and any other relevant information
5. Submit a current resume
6. Complete a self-assessment of required competencies<sup>1</sup>

---

<sup>1</sup> Judgement, Listening/Understanding, Decision Making, Integrity/Ethics/Values, Awareness, Conflict Management, Inclusiveness/Respectful of Diversity

The College received a total of 25 applications, 3 from Board members and 22 from non-Board public applicants. Each application was screened by CMTO’s Human Resources Department to ensure compliance with eligibility requirements as set out in By-law 6, s.3(A).

Several factors were considered when reviewing applications: the reason for their interest in serving on the committee, along with the diversity of their lived experiences, personal attributes, and previous engagement in equity, diversity, and inclusion initiatives.

**Committee Selection Process/Criteria:**

The Inaugural Governance Committee interviewed 13 applicants in March 2024.

Applicants were asked about

- The importance of EDI in a healthcare profession
- Key areas that CMTO should focus on
- What contributes to the success of EDI initiatives
- How their lived experience affects their thinking and approach to EDI issues and the work of the EDI Committee

The IGC considered the applicants’ competencies, professional and lived experience and diversity in making its recommendations.

**Recommendations for the EDI Committee:**

After careful consideration, the IGC recommends the following five (5) applicants for the EDI committee. A brief bio is attached for reference:

- **Elected Professional Member**
  1. Ashley Van Zelst
  
- **Appointed Public Member**
  1. Jalpa Patel
  
- **Non-Board Public Members**
  1. Simisola Johnson
  2. Supriya Latchman
  3. Tiffany Fearon

The IGC would like to recommend Tiffany Fearon as Chair of the EDI Committee.

The IGC is confident that the selected members collectively bring a diverse range of skills, backgrounds, and expertise that will contribute significantly to the achievement of the College’s strategic goals.

**MOTION:**

THAT the Board approves the proposed EDI Committee Slate as presented by the Inaugural Governance Committee.

**Next Steps:**

Upon the Board’s approval, the EDI Committee will begin its work in May 2024. Committee members will be appointed for an 8-month term, and reappointments will be considered for 2025 along with the rest of the committee slates.

**Attachment:**

Bios – EDI Committee

## **BIOS - EDI Committee**

### **Tiffany Fearon (she/her)**

Tiffany Fearon is a Policy & Research Manager for a provincial non-profit organization dedicated to improving the quality-of-life of Long-Term Care residents. Her work leading the organization's Equity, Diversity, and Inclusion (EDI) portfolio has resulted in impactful policy development, creation of educational resources, large scale outreach projects, and the formation of an engaged EDI advisory committee. She also leads a conflict navigation portfolio aimed at providing service users with promising practices and tools for effective communication and collaboration.

Tiffany holds an Honours B.A. from the University of Toronto in Gender Studies, Sociology and Criminology, a Post Graduate Honours Certificate in Alternative Dispute Resolution from Humber College, and a Public Policy and Administration certificate from the University of Guelph. She is passionate about amplifying the voices and needs of equity deserving groups and actively participates on several EDI committees and communities of practice.

### **Simisola Johnson**

With a background in championing organizational equity, diversity, and inclusion (EDI) efforts at Doctors Without Borders, Simisola Johnson joins the College of Massage Therapists of Ontario (CMTO) as a committed member of the EDI Committee. As the daughter of immigrant frontline workers, Simisola's firsthand experience fuels her passion for addressing health inequities, social determinants of health, and intersectionality. Her expertise in this area is evident in her previously published works in journals such as the University of Toronto Medical Journal, Yale Journal of Biology and Medicine, the Harvard Public Health Review, and more.

Armed with an HBSc in Psychology and Neuroscience and certificate in narrative-based medicine from the University of Toronto, Simisola's academic background enables her to approach EDI work with a holistic understanding of individual experiences, societal structures, and the intersections that exist between them. This allows her to contribute effectively to the EDI committee by advocating for inclusive policies, promoting cultural competence, and driving positive change within the organization and broader community.

### **Supriya Latchman**

Supriya Latchman is a seasoned regulatory analyst with experience in research, policy, corporate reporting, and strategic planning activities relating to consumer protection matters across various regulated sectors, such as new home building, skilled trades, and immigration services. She has specialized knowledge of diversity-related topics and issues from experience studying the impacts of work, labour, immigration, and settlement policies on equity-seeking groups. In her current role as a Program Analyst at the Home Construction Regulatory Authority and an active participant on their internal DEI committee, she is working with staff and senior leadership to examine and recommend opportunities to embed DEI into organizational structures and processes. Supriya is passionate about fostering and promoting EDI to drive cultural change in the broader regulatory community.

**Jalpa Patel**

Jalpa Patel is a seasoned professional with a diverse background spanning finance, law, and community activism. Currently serving as a Mortgage Broker at Dominion Lending since 2019, Jalpa specializes in Commercial Financing, managing both commercial and residential financing and mortgages.

In addition to her role in finance, Jalpa holds a significant position as a Public Appointee at the College of Massage Therapists of Ontario (CMTO) since 2021. She plays a pivotal role as Chair of the Fitness To Practice committee and is a member of the Executive Committee, ICRC Committee, and Discipline Committee. Jalpa's expertise extends to the entertainment industry, where she served as an Assistant Producer at Lionheart Production House from 2015 to 2019. During her tenure, she excelled in film marketing, media relations, and event coordination.

Jalpa is deeply committed to community service. As a volunteer member of the South Asians for Human Rights Association (SAHRA) and the Ontario Multicultural Society of International Arts (OMSIA) since 2018, she facilitated discussions on human rights issues, organized events to promote awareness, and collaborated with government officials and community leaders on various initiatives. With her extensive experience and diverse skill set, Jalpa Patel continues to make significant contributions to both her professional field and her community.

**Ashley Van Zelst**

Ashley Van Zelst has been a practicing Massage Therapist in a multi-disciplinary setting since 2014. She started with the College of Massage Therapists of Ontario (CMTO) as a non-Board member in 2018, and served on the Inquiries, Complaints & Reports Committee, and then the Quality Assurance Committee. In 2023 Ashley was elected to the CMTO Board.

In addition, Ashley has been actively involved with the 2SLGBTQI+ group in the Chatham community to develop partnerships for local events. She also collaborated with Community Living Chatham-Kent to provide quality care for residents with diverse abilities.

Ashley has shown her dedication to continuous learning by pursuing education in Accessibility in Ontario, Cultural Competence in Health Care, and most recently completing the 2SLGBTQI+ foundations course with Rainbow Health Ontario.

With her experience and commitment to Equity, Diversity, and Inclusion (EDI) initiatives, Ashley looks forward to contributing as a member of EDI Committee at the College.



College of  
Massage  
Therapists of  
Ontario

## **BOARD BRIEFING NOTE**

Date: April 17, 2024

From: Kevin McCarthy, Chair, Inaugural Governance Committee

Re: Appointment of Fitness to Practise Committee Vice Chair

---

### **Issue**

To appoint a Vice Chair for the Fitness to Practise Committee.

### **Background**

In November 2023, the Board approved the 2024 Committee Slate. However, the appointment of the Fitness to Practise Committee Vice Chair was omitted from the Slate.

### **Motion:**

THAT the Board approves Bobbie Flint as the Vice Chair of the Fitness to Practise Committee.





College of  
Massage  
Therapists of  
Ontario

## **BOARD BRIEFING NOTE**

Date: April 17, 2024

From: Kevin McCarthy, Chair, Inaugural Governance Committee

Re: Appointment of Interim Public Board Members for Client Relations Committee and Registration Committee

---

### **Issue**

To address the current vacancies on both the Client Relations Committee and the Registration Committee.

### **Background**

The Inaugural Governance Committee has been tasked with replacing the positions held by Lloyd White on the CRC and Registration Committees, in order to ensure the continuity of the work of the committees.

### **Recommendation**

The Inaugural Governance Committee recommends the following appointed Public Board members on an interim basis, as follows:

1. Jay Mathers – Client Relations Committee
2. Brian Highgate – Registration Committee

The IGC also recommends Jay Mathers as Vice Chair of the Client relations Committee.

### **Motions:**

THAT the Board approves the appointed Public Board Members as presented.

THAT Jay Mathers be appointed Vice Chair of the Client Relations Committee.