



**College of Massage Therapists of Ontario
Board Meeting Minutes**

Tuesday, February 13, 2024

The College Boardroom and Virtually via Microsoft Teams

Public Member Attendees:

J. Mathers, Board Chair
B. Highgate
C. Watt
J. Patel
H. Shears

Professional Member Attendees:

S. Adderley, Vice Chair
S. Biber
T. Contois
R. Libby
C. Mandalentis
J. McGill
A. Van Zelst

Regrets:

D. Oehring, RMT
R. Van Vliet, RMT
L. White, Public Member

Staff Attendees:

M. Boon, Registrar & CEO
A. Brennand, Director, Policy and Communications
N. Garnette, Director, Professional Conduct
G. Njuguna, Director, Corporate Services
B. Sumpton, Director, Professional Practice
C. Ralph-Edwards, Controller
A. Prabakaran, Manager, IT Applications
W. Mughal, IT Applications Support Specialist
F. Ng, Coordinator, Corporate Services

Recorder:

C. Simpson, Governance Administrator

Board members participated in an Annual Board Retreat session from 9:00 AM to 11:30 AM which was closed to the public.

The Board Meeting was Livestreamed.

44 1. Call to Order

45

46 J. Mathers, Board Chair, called the Board Meeting to order at 1:00 PM and welcomed
47 observers on the Livestream.

48

49 Howard Shears provided the Land Acknowledgement as a demonstration of recognition and
50 respect for Indigenous peoples.

51

52 The following announcements were made by the Board Chair:

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- Robyn Libby, RMT and Tammy Contois, RMT were welcomed to their first Board meeting.

54

- Howard Shears, Public Member, was reappointed for a 3-year term effective November 17, 2023.

55

- Jay Mathers, Public Member, was reappointed for a 3-year term effective March 5, 2024.

56

- Lloyd White, long-standing public member, will be leaving at the end of his term on February 20, 2024. Loyd has served with distinction on all CMTO committees as well as Vice President. He has provided wise counsel for the past 14 years impacting many transformational changes at the College.

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59 2. Declaration of Conflict of Interest

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61 Board members were asked to declare any conflicts of interest for any of the items to be
62 discussed during the meeting. No conflicts of interest were declared.

63

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

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66 **2024 February 13 - MOTION 1: S. Biber/H. Shears**

67

68 THAT the February 13, 2024 agenda be adopted and approved by the Board.

69

CARRIED

70

71 4. Approval of the Consent Agenda of February 13, 2024

72

73 **2024 February 13 - MOTION 2: C. Watt/C. Mandalentsis**

74

75 THAT the Consent Agenda of February 13, 2024, be adopted by the Board as
76 presented.

77

CARRIED

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79 5. Registrar’s Report

80

81 M. Boon, Registrar & CEO, presented the Registrar’s Report which included the workplan
82 and key performance indicators, the organizational risk register and performance criteria.

83

84 The Board discussed the Registrar’s report. There were no concerns with the report.

85

90 **2024 February 13 - MOTION 3: S. Biber/R. Libby**

91
92 THAT the Board approves the Q4 Registrar’s report, the Organizational Risk Register
93 and the Workplan/KPIs and Strategic Goals Dashboard as presented.

94 **CARRIED**

95
96 6. 2024 Workplan

97
98 A. Brennand, Director, Policy and Communications, presented the 2024 Workplan noting
99 that the proposed 2024 Workplan Projects align with the Strategic Plan. The 2024 KPIs and
100 Workplan updates will be presented at the May 2024 Board Meeting.

101
102 The Board discussed the 2024 Workplan. There were no concerns with the report.

103
104 **2024 February 13 - MOTION 4: S. Biber/A. Van Zelst**

105
106 THAT The Board approves the 2024 Workplan as presented.

107 **CARRIED**

108
109 7. 2023 Q4 Year-To-Date Financial Report

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111 C. Ralph-Edwards, Controller, presented the 2023 Q4 Financial Report. He noted a surplus of
112 \$2.6m and a positive variance of \$1.6m over the Q4 budgeted surplus. The variance is
113 expected to change slightly with final year-end adjustments. He spoke to those items that
114 exceeded the established variance thresholds of greater than \$50,000 and 10%.

115
116 The Board discussed the 2023 Q4 Year-To-Date Financial Report. There were no concerns
117 with the report.

118
119 **2024 February 13 - MOTION 5: H. Shears/S. Biber**

120
121 THAT The Board accepts the 2023 Q4 Statement of Operations and Statement of
122 Financial Position as presented.

123 **CARRIED**

124
125 8. Equity, Diversity and Inclusion Standing Committee Terms of Reference

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127 M. Boon, Registrar & CEO, presented the Equity, Diversity and Inclusion (EDI) Standing
128 Committee Terms of Reference, noting that the creation of the EDI Committee is one of
129 CMTO’s Strategic Goals.

130
131 The Board discussed the proposed EDI Committee Terms of Reference and suggested
132 including ‘Developing Performance Measures’ as part of the Committee’s responsibilities to
133 measure CMTO’s EDI initiatives and track achievements.

136 **2024 February 13 - MOTION 6: T. Contois/J. Patel**

137

138 THAT The Board accepts the proposed Equity, Diversity and Inclusion Terms of
139 Reference with the addition of Developing Performance Measures.

140

CARRIED

141

142 Action Item:

143 1. Staff to include Developing Performance Measures in the EDI Committee Terms of
144 Reference to measure CMTO's EDI initiatives and track achievements.

145

146 9. Quality Assurance Committee Report

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148 Christin Mandalentsis, Chair, Quality Assurance Committee, presented the Quality
149 Assurance Committee 2023 Q4 Report. There were no concerns with the report.

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151 **2024 February 13 - MOTION 7: R. Libby/T. Contois**

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153 THAT The Board accepts the 2023 Q4 Quality Assurance Committee Report as
154 presented.

155

CARRIED

156

157 10. Preventing Sexual Abuse Symposium Next Steps

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159 A. Brennand, Director, Policy and Communications presented the Preventing Sexual Abuse
160 Symposium Next Steps. The CMTO Preventing Sexual Abuse Symposium concluded with a
161 collective commitment by attendees to enact steps to prevent sexual abuse in Massage
162 Therapy, and a recognition that there are no quick or simple solutions.

163

164 Board members will receive updates on the progress of the activities through the Registrar's
165 Report.

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167 No concerns were raised.

168

169 11. New Business

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171 There was no new business before the Board.

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173 12. Items of Information

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175 There were no Items for Information before the Board.

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182 13. Adjournment

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184 **2024 February 13 - MOTION 8: S. Biber/H. Shears**

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186 THAT the February 13, 2024 Board Meeting be adjourned.

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CARRIED

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190 The Board meeting was adjourned at 2:01 PM.

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195 _____
J. Mathers, Public Member

196 Board Chair

M. Boon

Registrar CEO