



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

**Tuesday, May 28, 2024**

**Videoconference 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  
D. Oehring  
J. McGill  
R. Van Vliet  
A. Van Zelst

Guests: Blair MacKenzie, Hilborn LLP  
Usman Paracha, Hilborn LLP

Staff Attendees: M. Boon, Registrar & CEO  
V. Browne, Director, Registration Services  
G. Njuguna, Director, Corporate Services  
B. Sumpton, Director, Professional Practice  
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

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 A roll call was conducted.

50  
51 A. Van Zelst provided the Land Acknowledgement as a demonstration of recognition and  
52 respect for Indigenous peoples.

53  
54 2. Declaration of Conflict of Interest

55  
56 Board members were asked to declare any conflicts of interest for any of the items to be  
57 discussed during the meeting.

58  
59 R. Van Vliet declared a conflict of interest for Agenda Item No. 5 Registration Committee  
60 Appointment and will abstain from voting.

61  
62 3. Approval of the Agenda of May 28, 2024

63  
64 **2024 May 28 - MOTION 1: C. Watt/H. Shears**

65  
66 THAT the May 28, 2024 agenda be adopted and approved by the Board.

67 **CARRIED**

68  
69 4. Approval of the Consent Agenda of May 28, 2024

70  
71 **2024 May 28 - MOTION 2: R. Van Vliet/R. Libby**

72  
73 THAT the Consent Agenda of May 28, 2024, be adopted by the Board as  
74 presented.

75 **CARRIED**

76  
77 5. Registration Committee Appointment

78  
79 M. Boon, Registrar & CEO, presented on behalf of the Inaugural Governance Committee  
80 (IGC) a non-Board vacancy on the Registration Committee. The IGC recommended Ellen  
81 Scott as a replacement to serve the remaining term.

82  
83 **2024 May 28 - MOTION 3: B. Highgate/T. Contois**

84  
85 THAT the Board approves the appointment of Ellen Scott to the Registration Committee  
86 as presented.

87 **CARRIED**

88  
89 R. Van Vliet abstained from voting.

90 6. 2023 Draft Audited Financial Statements

91

92 B. MacKenzie and U. Paracha of Hilborn LLP, provided an overview of the audit process,  
93 framework, and the Auditor’s findings of CMTO’s 2023 Draft Audited Financial Statements  
94 for the year ended December 31, 2023. The Auditors stated that CMTO’s financial  
95 statements present fairly, in all material aspects, in accordance with the Canadian  
96 accounting standards for not-for-profit organizations.

97

98 No concerns were raised.

99

100 **2024 May 28 - MOTION 4: H Shears/J. Patel**

101

102 THAT the Board approves the 2023 Draft Audited Financial Statements as presented.

103

**CARRIED**

104

105 7. 2024 Q1 Financial Report

106

107 C. Ralph-Edwards, Controller, presented the 2024 – Q1 Financial Report. He spoke to those  
108 items that exceeded the established variance thresholds of greater than \$50,000 and 10%.

109

110 No concerns were raised.

111

112 **2024 May 28 - MOTION 5: R. Libby/R. Van Vliet**

113

114 THAT the Board approves the unaudited 2024-Q1 Statement of Operations and  
115 Statement of Financial Position.

116

**CARRIED**

117

118 8. 2025 Annual Fee Review

119

120 G. Njuguna, Director Corporate Services, C. Ralph-Edwards, Controller and M. Boon,  
121 Registrar & CEO, presented the Multi-Year Plan assumptions and Annual Fee Review.

122

123 It was noted that CMTO has moved from a deficit to a surplus position and increased its  
124 unrestricted net assets sooner than projected.

125

126 The recommendation to the Board is a zero fee increase for 2025 renewal.

127

128 **2024 May 28 - MOTION 6: R. Van Vliet/T. Contois**

129

130 THAT the Board approves holding fees unchanged for the 2025 fee renewal period.

131

132

**CARRIED**

133

134 *There was a 20-minute break at 10:05 AM. The board reconvened at 10:25 AM*

135

136 9. Registrar's Report

137

138 M. Boon, Registrar & CEO, presented the Registrar's Report which included updates on the  
139 regulatory landscape, the Workplan & Key Performance Indicators and the Organizational  
140 Risk Register. M. Boon also provided an update on the town halls that were held in  
141 conjunction with the Registered Massage Therapists' Association of Ontario (RMTAO). The  
142 town halls were successful in increasing knowledge and awareness of regulatory initiatives  
143 and clarifying the distinction between the two organizations.

144

145 **2024 May 28 - MOTION 7: J. McGill/A. Van Zelst**

146

147 THAT the Board approves the Registrar's Report, Workplan & Key Performance  
148 Indicators and the Organizational Risk Register as presented.

149

**CARRIED**

150

151 Action Item

- 152 1. Staff to include the following KPIs where applicable - data for compliance inflow  
153 (throughput), data for phishing emails received and or the number reported,  
154 denominators for Regulatory Excellence and Investigations, and the number of  
155 Colleges in Accreditation.

156

157 10. Proposed By-law Amendment

158

159 G. Njuguna, Director, Corporate Services, presented the proposed amendment to By-law  
160 No. 2 Electoral Districts. The proposed changes are to assign districts, 2, 3, 5, 6 and 8 with  
161 postal codes to provide clarification for district elections.

162

163 **2024 May 28 - MOTION 8: R. Van Vliet/R. Libby**

164

165 THAT the Board approves the proposed amendments to By-law No. 2 Electoral Districts  
166 as presented.

167

**CARRIED**

168

169 11. Social Media Guidelines for RMTs

170

171 B. Sumpton, Director Professional Practice and S. Harris, Manager Policy & Communications,  
172 presented the Social Media Guidelines which will assist RMTs on how to maintain  
173 professionalism while engaging through their online platforms.

174

175 Action Item:

- 176 1. Staff to include reference from the Massage Therapy Act which prohibits testimonials.

177

178 12. STRiVE Program Evaluation Results

179

180 B. Sumpton, Director of Professional Practice, presented an update on the 2023 STRiVE  
181 Practice Assessment Program evaluation results. The outcomes and feedback for

182 Practice Assessment indicated that the program is striking an effective balance in  
183 meeting STRIVE’s Guiding Principles and its mandate of public protection.

184  
185 Action Item:

- 186 1. Staff to confirm if it is a requirement to identify individuals or if the data could be  
187 anonymized.

188  
189  
190 *There was a lunch break at 11:57 AM. The Board reconvened at 1:00 PM.*

191  
192  
193 13. Inquiries, Complaints and Reports Committee (ICRC) Report

194 C. Watt, Chair of ICRC, presented the 2024 Q1 ICRC Report.

195  
196 No concerns were raised.

197  
198  
199 14. 2025 Board and Executive Committee Meeting Schedule

200  
201 M. Boon, Registrar & CEO, presented the proposed changes for the 2025 Board and  
202 Executive Committee Meeting Schedule.

203  
204 Action Item:

- 205 1. Staff will finalize the 2025 meeting dates for approval at the September Board meeting.

206  
207 15. New Business

208  
209 There was no new business before the Board.

210  
211 16. Items of Information

212 The following items were before the Board:

- 213  
214 • CPMF Summary  
215 • Regulation Updates  
216 • Board Evaluation Reports for February 6 & 7, 2024  
217 • Board Professional Development Day – Draft Agenda June 24, 2024  
218 • Board Education & Training Sessions (May-Dec 2024)

219  
220 No concerns were raised.

221  
222 17. Chair’s Closing Remarks

223  
224 J. Mathers reminded members of the following meetings.

- 225 • Board in-person Professional Development Day on June 24, 2024.  
226 • Board meeting on September 24, 2024.

228 The Board extended special thanks to the staff for their hard work and progress on the  
229 workplan.

230

231 18. Adjournment

232

233 **2024 May 28 - MOTION 9: C. Watt/J. McGill**

234

235 THAT the May 28, 2024 Board Meeting be adjourned.

236

**CARRIED**

237

238 The Board meeting was adjourned at 1:15 PM.

239

240

241

242

243 \_\_\_\_\_  
J. Mathers, Public Member

244 Board Chair

\_\_\_\_\_  
M. Boon

Registrar CEO