

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

Monday, December 2, 2024

In-person and 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 (virtual)
R. Libby
C. Mandalentis (virtual)
D. Oehring
J. McGill
R. Van Vliet (virtual)
A. Van Zelst
T. Contois

Guests:

K. McCarthy, Chair, Inaugural Governance Committee
L. Carnegie, Observer (virtual)
D. Wright, Discipline Committee Co-Chair

Staff Attendees:

M. Boon, Registrar & CEO
V. Browne, Director, Registration Services
B. Sumpton, Director, Professional Practice (virtual)
A. Tannenbaum, Director, Professional Conduct
R. Ahluwalia, Director, Policy & Communications
A. Peco, Tribunal Counsel & Manager, Hearings (virtual)
M. Channapatna, Manager, Finance
C. Eakins, Data Analyst (virtual)
W. Mughal, IT Applications Support Specialist
F. Ng, Coordinator, Corporate Services

Recorder:

F. Ng, Coordinator, Corporate Services

The Board Meeting was Livestreamed.

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.

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49 A roll call was conducted.

50
51 J. McGill provided the Land Acknowledgement to demonstrate recognition and respect for
52 Indigenous peoples.

53
54 The Board Chair announced the following RMTs were elected to serve a 3-year term on the
55 Board beginning January 1, 2025:

- 56 • Lauren Carnegie, District 3
- 57 • Robyn Libby, District 4
- 58 • Charles Gollob, District 8

59
60 The Board extended a warm welcome to the new and returning members.

61
62 Welcome was also extended to new CMTO staff member, Mala Channapatna as the new
63 Finance Manager.

64
65 2. Declaration of Conflict of Interest

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67 Board members were asked to declare any conflicts of interest for any of the items to be
68 discussed during the meeting.

69
70 No conflicts of interest were declared.

71
72 3. Approval of the Agenda of December 2, 2024

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74 **2024 December 2 - MOTION 1: T. Contois / J. McGill**

75
76 THAT the agenda of December 2, 2024 be adopted and approved by the Board as
77 presented.

78 **CARRIED**

79
80 4. Approval of the Consent Agenda

81
82 **2024 December 2 - MOTION 2: C. Watt / R. Libby**

83
84 THAT the Consent Agenda of December 2, 2024, be adopted by the Board as
85 presented.

86 **CARRIED**

87
88 5. Election of 2025 Board Chair and Vice Chair

89
90 K. McCarthy, Chair, Inaugural Governance Committee presented the nominees for the 2025

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 **2024 December 2 - MOTION 3: R. Libby / T. Contois**

95
96 THAT Sean Adderley be elected as Board Chair for 2025.

97 **CARRIED**

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99 **2024 December 2 - MOTION 4: R. Libby / T. Contois**

100
101 THAT Howard Shears be elected as Board Vice Chair for 2025.

102 **CARRIED**

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104
105 **6. Appointment of 2025 Committee Members**

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107 K. McCarthy, Chair, Inaugural Governance Committee presented the proposed 2025
108 Committee Slate. He noted that there was a strong interest and engagement in non-Board
109 positions.

110
111 **2024 December 2 - MOTION 5: J. McGill / A. Van Zelst**

112
113 THAT the Board approves the proposed 2025 Committee Slate as presented.

114 **CARRIED**

115
116 **7. Quality Assurance Q3 Committee Report**

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118 C. Mandalentis, Chair of the Quality Assurance Committee presented the 2024 Q3 Quality
119 Assurance Committee Report.

120
121 There were no concerns with the report.

122
123 **8. 2024 Q3 Financial Report**

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125 M. Channapatna, Finance Manager, presented the 2024 – Q3 Financial Report. She spoke to
126 those items that exceeded the established variance thresholds of greater than \$50,000 and
127 10%.

128
129 **2024 December 2 - MOTION 6: H. Shears / T. Contois**

130
131 THAT the Board approve the unaudited 2024 Q3 Statement of Operations and
132 Statement of Financial Position as presented.

133 **CARRIED**

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136 *The Board recessed at 10:10 AM and reconvened at 10:25 AM.*

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9. Proposed 2025 Budget

M. Boon, Registrar & CEO presented the proposed 2025 Budget, which aligns with CMTO’s strategic priorities and operational needs.

2024 December 2 - MOTION 7: J. Patel / A. Van Zelst

THAT the Board approve the 2025 operating budget as presented.

CARRIED

10. Biannual Review of Discipline Hearings Tarriff

A. Peco, Tribunal Counsel & Manager, provided an update on the status of the discipline hearings tariff, along with a recommendation that the Board defer its biannual review of the discipline hearings tariff to 2025.

2024 December 2 - MOTION 8: C. Watt / J. McGill

THAT the Board defer its biannual review of the hearings tariff to 2025.

CARRIED

D. Wright joined the meeting at 11:15 AM.

11. Health Professions Discipline Tribunal (HPDT) Proposal

2024 December 2 - MOTION 9: D. Oehring / J. Patel

THAT the Board approves CMTO’s full participation in the HPDT beginning in 2025.

CARRIED

D. Wright left the meeting at 12:00 PM.

There was a lunch break at 12:00 PM. The Board reconvened at 1:00 PM.

12. Registrar’s Report

M. Boon, Registrar & CEO, presented the Registrar’s Report which included updates on the

183 regulatory landscape, the Workplan & Key Performance Indicators, and the Organizational
184 Risk Register.

185
186 **2024 December 2 - MOTION 10: J. McGill / R. Libby**

187
188 THAT the Board approves the 2024 Workplan Project Summary, & Key Performance
189 Indicators, and Strategic Goals dashboard as presented.

190 **CARRIED**

191
192
193 **13. Draft 2025 Board Workplan**

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195 M. Boon, Registrar & CEO, presented the draft 2025 Board Workplan which continues to
196 build on projects completed in 2024 and align with the Strategic Plan to achieve the
197 priorities/goals.

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199 **2024 December 2 - MOTION 11: H. Shears / C. Watt**

200
201 THAT the Board approves the 2025 workplan as presented.

202 **CARRIED**

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205 **14. News and Media Update**

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207 This was an informational item included in the meeting package.

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210 **15. Update on Health History Project**

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212 R. Ahluwalia, Director, Policy & Communications provided an update on the ongoing health
213 history information collection project and outlined the next steps.

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216 **16. Update on the Prevention of Sexual Abuse Seminar**

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218 R. Ahluwalia, Director, Policy & Communications, provided an update on CMTO's 2024
219 Prevention of Sexual Abuse Seminar which was held on November 15, 2024.

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222 **17. Conference Reports**

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224 H. Shears attended the CLEAR Conference September 16-19, 2024 and provided a brief
225 verbal report to the Board.

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227 B. Highgate, C. Watt, S. Adderley, S. Biber, T. Contois, and J. Mathers attended the CNAR
228 Conference October 7-9, 2024 and provided brief verbal reports to the Board.

229 18. New Business

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231 There was no new business before the Board.

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233 19. Items of Information

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235 The following items were before the Board:

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- Board Evaluations & CEO Performance Assessment
- Executive Committee Evaluation Report September 11, 2024
- Board Meeting Evaluation Report September 24, 2024
- Board Members Conflict of Interest Declaration Forms

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242 20. Adjournment

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244 **2024 December 2 - MOTION 12: T. Contois / D. Oehring**

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246 THAT the December 2, 2024 Board Meeting be adjourned.

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CARRIED

248 The Board meeting was adjourned at 2:13 PM.

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J. Mathers, Public Member

253 Board Chair

M. Boon
Registrar CEO