

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

**Tuesday, September 24, 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
R. Libby
C. Mandalentis
D. Oehring
J. McGill
R. Van Vliet
A. Van Zelst

Guests:

A. Ashton, Deputy Registrar, College of Physiotherapists of Ontario
C. Vulpe, Executive Director, Canadian Massage Therapy Council for
Accreditation
B. Flint, RMT, Discipline Committee Co-Chair
D. Wright, Discipline Committee Co-Chair

Staff Attendees:

M. Boon, Registrar & CEO
V. Browne, Director, Registration Services
G. Njuguna, Director, Corporate Services
B. Sumpton, Director, Professional Practice
A. Tannenbaum, Director, Professional Conduct
R. Ahluwalia, Director, Policy & Communications
J. Stolte, Interim Finance Consultant
C. Eakins, Data Analyst
W. Mughal, IT Applications Support Specialist
F. Ng, Coordinator, Corporate Services

Regrets:

T. Contois, RMT

Recorder:

C. Simpson, Governance Administrator

The Board Meeting was Livestreamed.

46 1. Call to Order

47

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

50

51 A roll call was conducted.

52

53 The Board Chair provided the Land Acknowledgement to demonstrate recognition and respect
54 for Indigenous peoples.

55

56 The Board Chair announced that Jalpa Patel, Public Member, was reappointed for a 1-year term
57 effective September 16, 2024.

58

59 Welcome was extended to the following new staff members:

60

- Ron Ahluwalia, Director Policy and Communications

61

- Andrea Tannenbaum, Director Professional Conduct

62

- Joanne Stolte, Interim Finance Consultant

63

64 2. Declaration of Conflict of Interest

65

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

68

69 No conflicts of interest were declared.

70

71 3. Approval of the Agenda of September 24, 2024

72

73 **2024 September 24 - MOTION 1: B. Highgate/C. Watt**

74

75 THAT the September 24, 2024 agenda be adopted and approved by the Board.

76

CARRIED

77

78 4. Approval of the Consent Agenda of September 24, 2024

79

80 **2024 September 24 - MOTION 2: R. Van Vliet/A. Van Zelst**

81

82 THAT the Consent Agenda of September 24, 2024, be adopted by the Board as
83 presented.

84

CARRIED

85

86 5. Compassionate Regulation

87

88 A. Ashton, Deputy Registrar for the College of Physiotherapists of Ontario presented on a
89 Compassionate Approach to Trauma Informed Regulation.

90

91 The Board thanked A. Ashton for the insightful presentation.

92 A. Ashton left the meeting at 10:11 am.

93

94 The Board recessed at 10:12 AM and reconvened at 10:30 AM.

95

96 6. Appointment of the Auditor for 2024

97

98 **2024 September 24 - MOTION 3: H. Shears/C. Mandalentsis**

99

100 THAT the Board appoints Hilborn LLP as CMTO’s Auditor for 2024 as presented.

101

CARRIED

102

103 7. 2024 Q2 Financial Report

104

105 G. Njuguna, Director Corporate Services, and J. Stolte, Interim Finance Consultant,
106 presented the 2024 – Q2 Financial Report. They spoke to those items that exceeded the
107 established variance thresholds of greater than \$50,000 and 10%.

108

109 **2024 September 24 - MOTION 4: B. Highgate/J. Patel**

110

111 THAT the Board approves the unaudited 2024-Q2 Statement of Operations and
112 Statement of Financial Position as presented.

113

CARRIED

114

115 8. Registrar’s Report

116

117 M. Boon, Registrar & CEO, presented the Registrar’s Report which included updates on the
118 regulatory landscape, the Workplan & Key Performance Indicators, and the Organizational
119 Risk Register.

120

121 **2024 September 24 - MOTION 5: R. Van Vliet/R. Libby**

122

123 THAT the Board approves the Registrar’s Report, Workplan & Key Performance
124 Indicators, and the Organizational Risk Register as presented.

125

CARRIED

126

127 9. MCQ and OSCE Content Outline Approval for 2025

128

129 V. Browne, Director, Registration Services, presented the MCQ and OSCE Content Outline
130 Approval for 2025.

131

132 The Content Development Team at Prometric revised the OSCE and MCQ content outlines
133 for 2025. The revisions provide clarity without altering the content of the exams.

134

135

136

137

138 **2024 September 24 - MOTION 6: R. Van Vliet/R. Libby**

139

140 THAT The Board approves the MCQ and OSCE Content Outline Approval for 2025 as
141 presented.

142

CARRIED

143

144 10. Practice Hours Requirement policy

145

146 V. Browne, Director, Registration Services, presented the Practice Hours Requirement
147 Policy, and that future amendments to the Policy be approved by the Registration
148 Committee.

149

150 **2024 September 24 - MOTION 7: C. Mandalentis/J. McGill**

151

152 THAT the Board approves the Practice Hours Requirement Policy for immediate
153 implementation as presented.

154

CARRIED

155

156 **2024 September 24 - MOTION 8: R. Van Vliet/A. Van Zelst**

157

158 THAT the Board approves that any future amendments to the Practice Hours
159 Requirement Policy be approved by the Registration Committee.

160

CARRIED

161

162 *B. Flint and D. Wright joined the meeting at 11:22 am.*

163

164 11. Q2 Discipline Committee Report

165

166 B. Flint, RMT, Discipline Committee Co-Chair, presented the Q2 Discipline Committee
167 Report.

168

169 No concerns were raised.

170

171 *B. Flint left the meeting at 11:27 am.*

172

173 12. Health Professions Discipline Tribunal (HPDT) Pilot Overview, Evaluation and Update

174

175 M. Boon, Registrar and CEO, provided the HPDT Pilot overview, evaluation, and update.

176

177 The Board will decide at its December meeting whether to participate in the new model
178 beginning in 2025.

179

180 Updated data, feedback from the government, and more information about other colleges'
181 participation will be provided before the December Board meeting.

182

183

184 *D. Wright left the meeting at 11:52 am.*

185
186 *There was a lunch break at 11:53 AM. The Board reconvened at 1:00 PM.*

187
188 *C. Vulpe joined the meeting at 1:00 pm.*

189
190
191 **13. Canadia Massage Therapy Council for Accreditation (CMTCA) Presentation**

192
193 C Vulpe, Executive Director of CMTCA, provided and update on the 2024 Accreditation
194 Review Process.

195
196 A Standards review was conducted in 2022-2023 with feedback and participation from
197 CMTO. The new standards were released in April 2024 and will take effect in October 2024.

198
199 *C. Vulpe left the meeting at 1:22 pm.*

200
201 **13.1 CMTCA Contract Renewal**

202
203 **2024 September 24 - MOTION 9: C. Watt/R. Van Vliet**

204
205 THAT The Board commits to a one-year contract with CMTCA.

CARRIED

206
207
208 **14. New Business**

209
210 There was no new business before the Board.

211
212 **15. Items of Information**

213
214 The following items were before the Board:

- 215
- 216 • 2025 Board and Executive Committee Meeting Schedule
 - 217 • Proposed Governance Manual Revisions
 - 218 • Board Evaluation Reports for May 27, 28 and June 24
 - 219 • Registration Committee and Quality Assurance Committee Evaluation Reports
- 220 • Board Members Conflict of Interest Declaration Forms

221 **Action Item:**

- 222 1. Staff will update the Board Meeting Schedule for June 2025.

223
224 **16. Adjournment**

225
226 **2024 September 24 - MOTION 10: S. Adderley/J. Patel**

227
228 THAT the September 24, 2024 Board Meeting be adjourned.

CARRIED

230 The Board meeting was adjourned at 1:28 PM.

231

232

233

234 _____
J. Mathers, Public Member

235 Board Chair

M. Boon

Registrar CEO