

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

Tuesday, March 25, 2025

In-person and Videoconference via Microsoft Teams

Public Member Attendees:

J. Mathers
B. Highgate
C. Watt (virtual)
J. Patel
H. Shears, Vice Chair
M. Gordon

Professional Member Attendees:

S. Adderley, Board Chair
L. Carnegie
C. Gollob
R. Libby
D. Oehring
J. McGill
R. Van Vliet (virtual)
A. Van Zelst
T. Contois

Guests: T. Fearon, Chair, EDI Committee (virtual)

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

Recorder: F. Ng, Coordinator, Corporate Services

The Board Meeting was Livestreamed.

45 1. Call to Order

46

47 S. Adderley, Board Chair, called the Board Meeting to order at 9:00 AM and welcomed
48 observers on the Livestream.

49

50 A roll call was conducted.

51

52 J. Mathers provided the Land Acknowledgement to demonstrate recognition and respect for
53 Indigenous peoples.

54

55 The Board Chair extended a warm welcome to new Board members, Lauren Carnegie, Charles
56 Gollob, and Matthew Gordon.

57

58

59 2. Declaration of Conflict of Interest

60

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

63

64 No conflicts of interest were declared.

65

66

67 3. Approval of the March 25, 2025 Agenda

68

69 **2025 March 25 - MOTION 1: B. Highgate / R. Libby**

70

71 THAT the agenda of March 25, 2025 be adopted and approved by the Board as
72 presented.

73

CARRIED

74

75 4. Approval of the Consent Agenda

76

77 **2025 March 25 - MOTION 2: C. Gollob / J. McGill**

78

79 THAT the Consent Agenda of March 25, 2025, be adopted by the Board as
80 presented.

81

CARRIED

82

83 5. Preliminary 2024 Year-end Financial Report

84

85 M. Channapatna, Manager, Finance presented the unaudited 2024 Year-End Statement of
86 Operations and Statement of Financial Position. She highlighted items that exceeded the
87 variance thresholds of \$50,000 and 10% and provided a departmental breakdown of
88 salaries.

89

90

91 **2025 March 25 - MOTION 3: L. Carnegie / A. Van Zelst**

92
93 THAT the Board approve the unaudited 2024 Year-end Statement of Operations and
94 Statement of Financial Position.

95 **CARRIED**

96
97
98
99 6. College Performance Measurement Framework (CPMF) Report Summary

100
101 R. Ahluwalia, Director, Policy and Communications presented the CPMF Report Summary.
102 He reported that CMTO met all 50 standards in 2024 and highlighted key achievements
103 across the seven regulatory domains.

104
105
106 *The Board recessed at 10:03 AM and reconvened at 10:17 AM.*

107
108
109 7. Registrar’s Report

110
111 M. Boon, Registrar & CEO, presented the Registrar’s Report which included updates on the
112 regulatory landscape and the Organizational Risk Register.

113
114 C. Eakins, Data Analyst, presented the 2024 Year-End KPIs and the 2025 Draft Workplan
115 KPIs.

116
117 **2025 March 25 - MOTION 4: M. Gordon / J. McGill**

118
119 THAT the Board approves the 2024 Year-End Workplan Project Summary, Key
120 Performance Indicators, and Strategic Goals dashboard as presented.

121 **CARRIED**

122
123
124 8. CMTO Digital Strategy – Introduction

125
126 M. Boon, Registrar & CEO, A. Prabakaran, Manager, IT Applications, and N. Sayed, Manager,
127 Projects & Data Analytics presented the progress and impact of CMTO’s IT strategy since its
128 initiation in 2019. They outlined the upcoming digital strategy, focusing on improving user
129 experience, risk management, data management foundations, and data governance.

130
131
132 9. Space Planning Update

133
134 M. Boon, Registrar & CEO, provided an update on CMTO’s space planning options related to
135 its current lease ending in November 2026. Various options are being explored, and a further
136 analysis will be presented to the Executive Committee at a later date.

137
138 *There was a lunch break at 11:52 AM. The Board reconvened at 1:00 PM.*

139
140 *T. Fearon joined the meeting at 12:56 PM.*

141
142
143 10. EDI Committee Report

144
145 T. Fearon, Chair of the Equality, Diversity, and Inclusion (EDI) Committee presented the Q4
146 EDI Committee Report.

147
148 There were no concerns with the report.

149
150 *T. Fearon left the meeting at 1:06 PM.*

151
152
153 11. Standard of Practice: Collecting Personal Health Information (PHI) from Clients

154
155 R. Ahluwalia, Director, Policy & Communications, presented the draft Standard of Practice
156 for collecting PHI. He provided a brief overview of the development process, the feedback
157 received, and the next steps following Board approval.

158
159 **2025 March 25 - MOTION 5: T. Contois / D. Oehring**

160
161 THAT the Board approves the Personal Health Information Collection Standard of
162 Practice as presented in Appendix A.

163 **CARRIED**

164
165
166 12. Proposed By-Law Amendments - HPDT

167
168 M. Boon, Registrar & CEO presented the proposed amendments to By-law No. 5 and
169 Schedule A to support CMTO's full participation in the Health Professions Discipline
170 Tribunals (HPDT).

171
172 **2025 March 25 - MOTION 6: J. Mathers / L. Carnegie**

173
174 THAT the Board approve the proposed amendments to By-Law No. 5 and By-Law
175 No. 5, Appendix A: Composition of Statutory Committees.

176 **CARRIED**

177
178

179 13. Appointment of Discipline Committee Chair and Vice-Chair

180

181 The Board was asked to appoint a Chair and Vice-Chair for the Discipline Committee to
182 support the continued implementation of tribunal modernization initiatives.

183

184 **2025 March 25 - MOTION 7: R. Libby / T. Contois**

185

186 THAT David A. Wright be appointed Chair of the Discipline Committee, and Bobbie
187 Flint be appointed Vice-Chair of the Discipline Committee, effective April 1, 2025.

188

CARRIED

189

190

191 14. New Business

192

193 The Board discussed the potential impact of the proposed US tariffs on the Massage
194 Therapy profession.

195

196

197 15. Items of Information

198

199 The following items were before the Board:

200

- Committee Slate Update
- December 2, 2024 Board Meeting Evaluation
- Board Members Conflict of Interest Declaration Forms

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202

203

204

205 16. In-Camera Session

206

207 The Board moved in-camera in accordance with the RHPA Schedule 2, Section 7 (2)(d) to
208 discuss personnel matters.

209

210 **2025 March 25 - MOTION 8: R. Van Vliet / R. Libby**

211

212 THAT the Board move in-camera at 1:07 pm.

213

CARRIED

214

215 **2025 March 25 - MOTION 9: M. Gordon / C. Gollob**

216

217 THAT the Board move out of camera at 1:30 pm.

218

CARRIED

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220

221 17. Adjournment

222

223 **2025 March 25 - MOTION 10: L. Carnegie / R. Libby**

224

225 THAT the March 25, 2025 Board Meeting be adjourned.

226

CARRIED

227

228 The Board meeting was adjourned at 1:32 PM.

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231

232 _____
S. Adderley, RMT

233 Board Chair

232 _____
M. Boon

Registrar & CEO