

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

**Tuesday, September 30, 2025**

**In-person and Videoconference via Microsoft Teams**

**Public Member Attendees:**

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

**Professional Member Attendees:**

L. Carnegie  
T. Contois (Virtual)  
C. Gollob  
R. Libby  
J. McGill  
R. Van Vliet  
A. Van Zelst

**Regrets:** S. Adderley, Chair  
D. Oehring

**Guests:** C. Vulpe, CMTCA  
Avison and Young

**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  
R. MacArthur, Interim Director, Finance  
M. Channapatna, Manager, Finance  
C. Eakins, Data Analyst  
A. Peco, Tribunal Counsel & Manager  
F. Ng, Coordinator, Corporate Services

**Recorder:** V. Patterson, Manager, Governance

*The Board Meeting was Livestreamed.*

45 1. Call to Order

46

47 In the absence of Board Chair S. Adderley, Vice-Chair H. Shears called the Board Meeting to  
48 order at 9:00 AM and welcomed Livestream observers.

49

50 A roll call was conducted.

51

52 The Board recognized Truth and Reconciliation Day with a Land Acknowledgement from J.  
53 Mathers followed by a minute of silence.

54

55

56 2. Declaration of Conflicts of Interest

57

58 Board members were asked to declare any conflicts of interest regarding any agenda items.

59

60 No conflicts of interest were declared.

61

62

63 3. Approval of the September 30, 2025 Agenda

64

65 **2025 September 30 - MOTION 1: M. Gordon/J. Mathers**

66

67 THAT the agenda of September 30, 2025 be adopted and approved by the Board as  
68 presented.

69

**CARRIED**

70

71 4. Approval of the Consent Agenda

72

73 **2025 September 30 - MOTION 2: B. Highgate/R. Libby**

74

75 THAT the Consent Agenda of September 30, 2025 be adopted by the Board as  
76 presented.

77

**CARRIED**

78

79 5. Discipline Hearings Tariff Review

80

81 A. Peco, presented the proposed 2026 Discipline Tariff Review rates. The Discipline Tariff is a  
82 monetary amount representing what it costs the College to put on a ½ or full-day hearing.  
83 The Tariff is used by the College in recuperating investigation or hearings related expenses  
84 from registrants.

85

86 The proposed changes reflect a slight reduction to the full-day and half-day rates to reflect:

87

- New panel chair rate for HPDT adjudicator
- Removal of independent legal counsel fees
- Updated virtual facilitation fee
- Adjustments for inflation

88

89

90

91  
92 **2025 September 30 - MOTION 3: C. Watt/R. Libby**  
93

94 THAT the Board approve the revised full-day and half-day tariff rates, effective  
95 January 1, 2026.

96 **CARRIED**  
97  
98

99 6. By-Law No. 5 Amendment: Removal of Committee Reports from the Annual Report  
100

101 R. Ahluwalia, Director, Policy and Communications, presented a proposal to remove the  
102 Annual Committee Reports from the College's Annual Report. This change has no financial  
103 impact for the College. The College will continue to monitor direct engagement with the  
104 Annual Report.  
105

106 **2025 September 30 – MOTION 4: A. Van Zelst/J. McGill**  
107

108 THAT the Board approve the amendments to By-Law No. 5 as set out in Appendix  
109 A.  
110

111 **CARRIED**  
112

113 7. Amendments for Discharging Abusive Clients  
114

115 B. Highgate, Chair of the Quality Assurance Committee introduced the proposed  
116 amendments to the Code of Ethics and Standards of Practice, Client Centered Care. The  
117 changes include a definition of abusive behaviour toward an RMT and fulfills the  
118 requirement that an RMT refer a client who is still in need of massage therapy care to  
119 consult the registry to seek additional care.  
120

121 **2025 September 30 - MOTION 5: L. Carnegie/C. Gollob**  
122

123 THAT the Board approve the amendments to the Code of Ethics and Standard of  
124 Practice: Client-Centred Care as presented in Appendix A, and a definition of abusive  
125 client behaviour be added to the standard of Practice Glossary as presented in  
126 Appendix B.  
127

128 **CARRIED**  
129

130 8. Registrar's Report  
131

132 8.1 M. Boon, Registrar & CEO, provided the registrar's report and the Organizational Risk  
133 Register.  
134

135 8.2 C. Eakins, Data Analyst, provided a project summary update on the work plan and key  
136 performance indicators.

137  
138 **2025 September 30 - MOTION 6: C. Watt/R. Libby**

139  
140 THAT the Board approve the Q2 2025 Project Summary and KPIs and strategic goals  
141 dashboard.

142 **CARRIED**

143  
144 9. 2025 Q2 Financial Statements

145  
146 R. MacArthur, Director of Finance introduced this item for Board consideration and was  
147 supported by M. Channapatna, Manager of Finance.

148  
149 **2025 September 30 - MOTION 7: R. Van Vliet/R. Libby**

150  
151 THAT the Board approve the unaudited 2025-Q2 Financial Report as presented.

152  
153 **CARRIED**

154  
155 10. Client Relations Committee Report

156  
157 R. Van Vliet, Chair of the Client Relations Committee provided an overview of the quarterly  
158 Committee Report to the Board for information.

159  
160  
161 11. Canadian Massage Therapy Council for Accreditation Presentation (CMTCA)

162  
163 C. Vulpe, Executive Director of CMTCA provided an overview of the current landscape of  
164 massage therapy school accreditation across Ontario and Canada.

165  
166 11.1 CMTCA Contract Renewal

167  
168 M. Boon asked the Board to commit CMTO to a one-year contract with CMTCA.

169  
170 **2025 September 30 - MOTION 8: J. Mathers/A. Van Zelst**

171  
172 THAT CMTO commits to a one-year contract with CMTCA.

173  
174 **CARRIED**

175  
176  
177 12. MCQ & OSCE Content outline Approval for 2026

178  
179 J. Mathers, Chair of the Registration Committee presented proposed changes to the Multiple  
180 Choice Questions MCQ and Objectively Structured Clinical Evaluation (OSCE) content. The  
181 certification exams are reviewed regularly to ensure that year-over-year the exams maintain  
182 a consistent level of difficulty.

183  
184 **2025 September 30 - MOTION 9: M. Gordon/T. Contois**  
185

186 THAT the Board approve the 2026 Certificate Examination content outlines effective  
187 January 1, 2026.  
188

189 **CARRIED**  
190

191 *The meeting paused for a 70-minute lunch break during which Tammy Contois departed.*  
192  
193

194 **13. New Business**  
195

196 J. Mathers encouraged outgoing members A. Van Zelst and J. McGill to continue serving the  
197 College as non-Board committee members.  
198

199 He also recognized the value of the work the College continues to do and applauded the  
200 culture that has been created.  
201  
202

203 **14. Items for Information**  
204

205 The following items were provided to the Board for information:  
206

207 14.1. June 10, 2025 Board Meeting Evaluation Results

208 14.2. CMTO letter to Minister of Health

209 14.3. SML Grey Areas: The Licensing Racket

210 14.4. CMTO's Response to CPMF Questionnaire  
211  
212

213 **15. In-Camera Session**  
214

215 THAT pursuant to Health Professions Procedural Code 7(2)(d) personnel matters or property  
216 acquisitions will be discussed. The public portion of the meeting concluded, and the Board  
217 entered an in-camera session and subsequently adjourned.  
218

219 **2025 September 30 - MOTION 10: M. Gordon/C. Watt**  
220

221 THAT the September 30, 2025 Board Meeting be adjourned.  
222

223 **CARRIED**  
224

225 The Board meeting was adjourned at 3:30 pm.  
226  
227  
228

229

230

231 S. Adderley, RMT

232 Board Chair

M. Boon

Registrar & CEO