



CMTNL 2023 – 2024 AGM Minutes

Emera Innovation Exchange
November 17th, 2024

- I. CALL TO ORDER
 - a. Claudette Warren called to order the Annual General meeting of the CMTNL at 1:10 pm on November 17, 2024.
- II. ATTENDEES
 - a. Attendance taken and provided by Wendy Squires-Ennis
- III. APPROVAL OF MINUTES FROM LAST MEETING
 - a. Claudette Warren presented the minutes from the last AGM. The minutes were motioned by Claudette Warren and seconded by Danica Benoit-Higgins.
 - b. Natasha Murphy suggested that full names be added to the minutes.
- IV. LAND ACKNOWLEDGEMENT
 - a. Claudette Warren gave a Land acknowledgement
- V. WELCOMING
 - a. Claudette Warren gave a welcoming speech addressing the roles of the CMTNL and who we are.
 - b. Offered for everyone to participate in a “pop quiz” to guess who owns what clinic room.
 - c. She gave an introduction of the Board Directors and the Staff of the CMTNL.
 - d. Results of the pop quiz and a little blurb about each board member.
- VI. COMMITTEE REPORTS
 - a. Chair report
 - i. Claudette Warren read her address to the registrants.
 - ii. A facilitated meeting was held to build the framework for roles and responsibilities for each director and their respected committee.
 - iii. Acknowledgement given to Yolanda Critch for all her roles and responsibilities with the CMTNL and Jocelyn Kielly-Dja and Stephanie Smith for their dedication to their roles with the CMTNL as Exam Staff.
 - b. Registrar
 - i. Read by Jessica Moore from the annual report outlining the # of complaints, change from brick-and-mortar office to a home-based office with a postal box, and
 - c. CEU
 - i. Outline the work that went into the updating and changes to the CEU policies



CMTNL 2023 – 2024 AGM Minutes

Emera Innovation Exchange
November 17th, 2024

- ii. The large task of end of CEU cycle
 - iii. Reviewing RMT portfolio's
 - iv. Reviewing and approving new CEU courses
- d. Finance Committee
 - i. 4 parties review the annual report
 - 1. Board
 - 2. Accountant
 - 3. Department of Digital Services
 - 4. Department of health
 - ii. Financial report is in the Annual report with is posted on the website
- e. Communication Committee
 - i. Read by Jessica Brinson Moore
 - ii. Addressed establishing social media presence on both Facebook and Instagram
- f. Complaints Committee
 - i. 2 complaints were brought forward
 - ii. Complaints are currently under investigation
 - iii. Had to establish a complaints authorization committee and a Panel
 - iv. Focus on website to make it more accessible for the public and RMT's
- g. Exam Committee
 - i. Exam format changed from 7 stations to 5
 - ii. Same completion time
 - iii. Hired new staff
 - iv. 3 exams were offered in the Spring, Summer and Fall
 - v. Overall pass rate for OSCE 87% and MCQ pass rate 98%

VII. NEW BUSINESS

- a. CEU Module
 - i. Module Learning Plan (MLP) Outline
 - 1. Module is a 1-year option
 - 2. Presentation and quiz
 - 3. Case study – a relevant case study from the RMT's roster
 - 4. Self-assessment tool based on the Interjurisdictional competencies document
 - 5. The module is being developed by 3rd party creative directors
 - 6. Other module topics are welcomed to be presented by any RMT
 - ii. RMT's have the option to participate in the MLP or continue with obtaining CEU's on their own



CMTNL 2023 – 2024 AGM Minutes

Emera Innovation Exchange
November 17th, 2024

- iii. First MLP is on Jurisprudence
 - 1. A new revamped Jurisprudence module is being completed and will be what is used for all new registrants going forward.
 - a. Creative directors developing this module are Jessica Brinson Moore and Jocelyn Kielly-Dja
 - 2. It will be available for any other RMT to do as the first MLP for this cycle.
- iv. Case study will include
 - 1. Initial condition
 - 2. Assessment
 - 3. Treatment provided
 - 4. Outcomes
- v. Self-Assessment tool will be structured around Standards of practice and code of ethics. RMT's will rate their practice and skills on a competency scale from novice to expert
- b. This is still a new endeavor and is being evaluated and the CMTNL will be looking at how other regulated colleges are handling their CEU's and how the CMTNL can build upon in and work it into the new model.
- c. Jessica Brinson Moore Spoke on the information provided on the role out of the new Module
 - i. Presentation 45-60 min long with a follow up quiz consisting of 75% presentation questions and 25% look up questions.
 - ii. Unlimited attempts at the quiz
 - iii. 70% to obtain a completion for the module
- d. Survey attached to the AGM registration – to collect data on the registrants and where the CMTNL can offer support and focus
 - i. 20% of the registered RMT's completed the survey
 - ii. 122 responses
 - iii. Demographics covered were years of practice, modalities used, practice setting, etc.
 - iv. Asked what areas of focus RMT's would like to have addressed and/or get a refresher
 - v. The top areas are where the CMTNL will place focus for the next MLP
 - vi. The top areas are as follows:
 - 1. 92% trauma informed care
 - 2. 68% charting and reporting
 - 3. 55% Standards of practice
 - 4. 47% ethics
 - 5. 46% Boundaries and therapeutic relationships

- e. Current cycle activity: courses completed and form completion
- f. New CEU forms created to offer a better structure for the reporting and recording

VIII. QUESTION AND ANSWER

- a. Can you do both the hybrid and regular CEU in the 3-year cycle
 - i. Yes, you can it is outlined in section 8 of the CEU policy
- b. Why was there such a jump in office supplies and meetings, conferences and travel?
 - i. There was move and home office set up, purchases for office furniture and the moving cost.
 - ii. Travel – sent 3 people to meetings with inflation the cost increased due location of the meeting being in Vancouver
- c. What was the reason for changing the CEU policy? Have there been any instances of inaccurate reporting?
 - i. Reducing the # of CEU for peer group was decided based on outside learning for a variety of learning based on the core competency's
 - ii. the reporting for peer group study have been very lacking overall, majority of the reporting wasn't qualified with the reporting forms which lead the CMTNL to limit the number of CEU can be used.
- d. When do the CMTNL expect to fill the vacant public member seats?
 - i. The CMTNL has been advocating for public members along with the health regulator network, and we continue to wait for the government to approve the members we have submitted
 - ii. We are able to continue to work as a board as we work on the public interest as we wait for new members
- e. Will the Course proposal for a new Module through the MLP be paid for?
 - i. If the proposal was accepted the creator will be paid for the development of the course
 - ii. The time you use to prep the course can be used for CEU's
 - iii. The Module will have a low-cost fee to complete
 - iv. The cost for this module will not cause a fee increase
- f. Is there a timeline to re-evaluate the MLP?
 - i. The timeline will be released once the project is ready to be launched in the new year.
- g. How are private businesses allowed to sponsor school programs and advertise it?
 - i. They are private businesses with their own business model and plan. The CMTNL does not have any jurisdiction over private entities, only regulated professionals.



CMTNL 2023 – 2024 AGM Minutes

Emera Innovation Exchange
November 17th, 2024

IX. QUESTIONS TABLED TO BE ANSWERED IN THE QUARTERLY NEWSLETTER

X. MOTIONS

- a. Motion to approve the Annual report and the financial by Melanie Peddle and seconded by Danica Benoit-Higgins
- b. Motion to approve using Fred Earle to continue doing the financial report and audit motioned by Lisa Jones-Pollard seconded by Devin Hiscock.

XI. ADJOURNMENT

- a. Claudette Warren adjourned the meeting at 3:20 pm
- b. CEU value of meeting is 2.5 hours at 1.25 Category A CEUs
- c. Minutes submitted by: Jessica Brinson Moore