



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on March 1, 2024, from 9:00 am to 1:00 pm

Location: Zoom Videoconference

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**
Jeff Dionne, RRT
Sandy Fodey, RRT
Andriy Kolos, Public Member
Christa Krause, RRT
Angella Miller, RRT

Kelly Munoz, RRT
Jody Saarvala, RRT
Jeffrey Schiller, Public Member
Pappur Shankar, Public Member
Jillian Wilson, RRT

Staff:

Carole Hamp, RRT, Registrar & CEO
Shaf Rahman, Deputy Registrar
Kelly Arndt, RRT, Quality Practice Manager
Wellie Chihaluca, Communications Coordinator
Anastasia Kokolakis, Professional Conduct
Coordinator
Peter Laframboise, Professional Conduct Manager

Lisa Ng, Registration Manager
Denise Steele, Professional Programs Coordinator
Abeeha Syed, Professional Conduct Associate
Stephanie Tjandra, Finance & Office Manager
Ania Walsh, Regulatory Affairs Manager

Guests:

Vivian Pang, Sr. Policy Analyst, Ministry of Health
John Grant, CFA, Sr. Portfolio Manager, RBC
Mitch Aidelman, CFA, Sr. Portfolio Manager, RBC
Eric Lee, Associate Investment Advisor, RBC

Regrets:

Kim Morris, **Vice-Chair**
Derek Clark, Public Member
Shawn Jacobson, RRT

1.0: INTRODUCTIONS

The meeting was called to order at 9:00 a.m. Carole Hamp, Registrar & CEO, made introductions and read the land acknowledgement.

2.0: LAND ACKNOWLEDGEMENT

Carole Hamp, Registrar & CEO read the land acknowledgement.

3.0: CONFLICT OF INTEREST DECLARATIONS

There was no conflict of interest declared.

4.0: APPROVAL OF COUNCIL AGENDA

Council reviewed meeting agenda for March 1, 2024. There was an amendment for item 8.3 Quality Assurance Committee Chair Report, the speaker was changed to Jillian Wilson. It was noted during the meeting that item 7.4 Presentation by RBC Investment Advisor Team was moved up, so that the RBC team can present on schedule at 11 a.m.

MOTION # 4.0 MOVED BY, Jeffrey Schiller, and SECONDED BY, Pappur Shankar, that Council approves the Council Agenda for March 1, 2024, as amended.

MOTION # 4.0 CARRIED.

5.0: MINUTES FROM DECEMBER 1, 2023

Council reviewed the meeting minutes from December 1, 2023.

MOTION # 5.0 MOVED BY, Christa Krause, RRT, and SECONDED BY, Jillian Wilson, RRT, that Council approves the Council Minutes from December 1, 2023, meeting.

MOTION # 5.0 CARRIED.

6.0: STRATEGIC ISSUES

6.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Carole Hamp presented the 2021 – 2025 Strategic Direction Update Report.

6.2 KEY PERFORMANCE INDICATORS (KPIs) REPORT

CRTO staff presented the quarterly Key Performance Indicators (KPIs) Report that correspond with their program area.

6.3 DRAFT 2023 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK

Carole Hamp presented the draft 2023 College Performance Measurement Framework (CPMF). Council reviewed the summary of the CRTO's submission which includes the year-to-year improvement in all the domains.

6.4 REVISED CRTO BY-LAWS (FINAL APPROVAL)

Ania Walsh presented the revised CRTO By-Laws. Council reviewed the following changes to the By-Laws:

- By-Law 1 (General CRTO Administration) – Definition of signing officer, removal of reference to “annual general meeting” in section 12. Financial Audit.
- By-Law 2 (Council & Committees) – Definition of Member, clarification of removal of a disqualified Public Council Member in section 2.29 Disqualification, removal of reference to Confidentiality “Procedure” in Schedule A, Code of Conduct.
- By-Law 3 (Membership) – Clarification of application of fees in Section 4.02, clarification of Annual Fees in Section 4.05, new section on Emergency Certificate Registration Fees.

There was an additional discussion on the length of time needed to register individuals in the emergency class. Currently, it takes less than a week to process a regular application and it is estimated that it will be similar, if not quicker, when the CRTO has to register someone under the emergency class.

MOTION # 6.4.1 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Jeffrey Schiller, that Council approve the draft revised CRTO By-Law 1, 2, and 3.

MOTION # 6.4.1 CARRIED.

MOTION # 6.4.2 MOVED BY, Pappur Shankar, and SECONDED BY, Christa Krause, RRT, that Council approve a revision to the CRTO Schedule of Fees to include the \$350 Emergency Certificate registration fee (initial) and the \$350 Emergency Certificate renewal fee.

MOTION # 6.4.2 CARRIED.

6.5 RISK REGISTER

Ania Walsh presented the quarterly Risk Register update. Since December 2023 Council meeting, there has been two changes in the reported risk ratings: the risk rating for ineffective communications changed from high to medium, and the health human resources risk has been assessed as medium.

Staff will continue to provide quarterly risk management reports and update the Risk Register as required. The Risk Management framework is being updated to define the criteria used in our risk assessment process. With regards to the Cybersecurity risk, there was a discussion on potentially including Council & Committees as part of the cybersecurity training i.e. phishing campaign.

6.6 DRAFT 2024/25 BUDGET

Carole Hamp presented the Draft 2024/25 Budget. Council reviewed the following items with the new presentation format which was intended to streamline the reporting process:

- modifications to the existing budget relating to the budget lines.
- the newly created budget summary with category expenditures.

MOTION # 6.6 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Angela Miller, RRT, that Council approves the draft budget for 2024/25.

MOTION # 6.6 CARRIED.

7.0: OPERATIONAL & ADMINISTRATIVE ISSUES

7.1 CRTO UPDATE REPORT

Staff reported on general CRTO activities and initiatives.

Internal

Current Initiatives

- New Vulnerable Sector Check (VSC) Policy (*Shaf Rahman*)
- Office Space Plans (*Carole Hamp*)

Staffing (*Carole Hamp*)

- Welcome Wellie Chihaluca, Communications Coordinator, to the team.

Administration

- New Financial Auditor (*Shaf Rahman*)
- New CRTO Database & Website (*Temeka Tadesse*)
- Cybersecurity Tabletop Exercise & Response Plan (*Temeka Tadesse*)
- Diversity, Equity & Inclusions (DEI) Initiatives (*Stephanie Tjandra*)
- 2023/24 Annual Report (*Wellie Chihaluca*)
- 2024 Chairs' Dinner & Education Day (*Stephanie Tjandra*)

External (*Carole Hamp*)

- 2023 College Performance Measurement Framework (CPMF)
- Changes to Scope of Practice
- RT Education Programs
- National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB)
- Health Profession Regulators of Ontario (HPRO) Governance Training for RHPA Colleges

7.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for March 1, 2023 – January 31, 2024. The highlights of the balance sheet and income statement were presented. There was a discussion on potentially renaming the Investment Income portion to more accurately reflect the gains of the investments that have not been realized yet.

MOTION # 7.2 MOVED BY, Jeffrey Schiller, and SECONDED BY, Andriy Kolos, that Council approves the quarterly financial statements from March 1, 2023, to January 31, 2024.

MOTION # 7.2 CARRIED.

7.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio as of January 31, 2024.

MOTION # 7.3

MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Angela Miller, RRT, that Council approves the Investment Portfolio Summary as of January 31, 2024.

MOTION # 7.3 CARRIED.

7.4 PRESENTATION BY RBC INVESTMENT ADVISOR TEAM

John Grant, Mitch Aidelman, and Eric Lee from RBC Dominion Securities presented the Annual Investment Management Briefing. Council reviewed and discussed the investment strategy, and portfolio risk management.

7.5 MEMBERSHIP STATISTICS

Lisa Ng presented the membership statistics, which included the total membership, status changes, and new applications received. The total membership reported was 4,014 as of January 14, 2024. There was a suggestion to monitor the trend of Respiratory Therapists registering under labour mobility and to create a category that reflects the number of labour mobility applicants the College has received.

8.0: COMMITTEE REPORTS

8.1 EXECUTIVE COMMITTEE REPORT

Council reviewed the Executive Committee Report as presented by Lindsay Martinek, RRT, Chair of Executive Committee.

8.2 REGISTRATION COMMITTEE REPORT

Council reviewed the Registration Committee Report as presented by Kelly Munoz, RRT, Chair of Registration Committee.

8.3 QUALITY ASSURANCE COMMITTEE REPORT

Council reviewed the Quality Assurance Committee Report as presented by Jillian Wilson, RRT, Vice-Chair of Quality Assurance Committee.

8.4 PATIENT RELATIONS COMMITTEE REPORT

There have been no Patient Relations Committee meetings since the last Council meeting.

8.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

Council reviewed the Inquiries, Complaints and Reports Committee Report as presented by Kelly Munoz, RRT, Vice-Chair of Inquiries, Complaints and Reports Committee.

8.6 DISCIPLINE COMMITTEE REPORT

Council reviewed the Discipline Committee Report as presented by Jillian Wilson, RRT, Vice-Chair of Discipline Committee Report.

8.7 FITNESS TO PRACTISE COMMITTEE REPORT

There have been no Fitness to Practise Committee meetings since the last Council meeting.

8.8 FINANCE & AUDIT COMMITTEE REPORT

Council reviewed the Finance & Audit Committee Report as presented by Shaf Rahman.

9.0: COMMITTEE ITEMS ARISING

REGISTRATION COMMITTEE

9.1 VULNERABLE SECTOR CHECKS POLICY (FINAL APPROVAL)

Shaf Rahman presented the Vulnerable Sector Checks (VSC) Policy for final approval. To fulfil the public protection mandate, the CRTO is introducing the requirement for Vulnerable Sector Checks, which is the most comprehensive form of a criminal background check. This will be implemented as part of the application for registration with the CRTO, as part of its review of applicants' suitability to practice. If the motion is approved, staff will begin preparation to implement the policy starting September 1, 2024.

MOTION # 9.1 MOVED BY, Jeff Schiller, and SECONDED BY, Sandy Fodey, RRT, that Council approves the Draft Vulnerable Sector Checks Policy.

MOTION # 9.1 CARRIED.

9.2 TERMS OF REFERENCE AND ACTION PLAN

Kelly Munoz, RRT, presented the revised Registration Committee Terms of Reference and Action Plan.

MOTION # 9.2 MOVED BY, Christa Krause, RRT, and SECONDED BY, Pappur Shankar, that Council approves the revised Registration Committee Terms of Reference and Action Plan for 2024.

MOTION # 9.2 CARRIED.

9.3 APPROVAL OF RESPIRATORY THERAPY PROGRAM

Kelly Munoz, RRT, presented the list of Respiratory Therapy Programs for 2024. If the motion is approved, the list of approved programs posted on the CRTO's website will be updated accordingly. Staff will continue to monitor the programs' accreditation status. The next scheduled review by the Registration Committee is set for 2025.

MOTION # 9.3 MOVED BY, Andriy Kolos, and SECONDED BY, Lindsay Martinek, RRT, that Council approves the Respiratory Therapy Programs for 2024 based on the program's accreditation status with Accreditation Canada.

MOTION # 9.3 CARRIED.

QUALITY ASSURANCE COMMITTEE

9.4 PDP DEFERRAL POLICY

Kelly Arndt, RRT, presented the draft revised PDP Deferral Policy. This document was previously revised in 2022, and it outlines the criteria for deferral and the role of the Quality Assurance Committee in that process. After a regulatory scan of how other Colleges handled their deferral requests was performed, it was noted that several stipulate a deadline for deferral requests ahead of the component deadline. The QAC voted on January 15, 2024, to restrict deferral requests to be received by the CRT0 to 15 days before the submission deadline.

MOTION # 9.4 MOVED BY, Andriy Kolos, and SECONDED BY, Angela Miller, RRT, that Council approves the draft revised PDP Deferral Policy.

MOTION # 9.4 CARRIED.

FINANCE & AUDIT COMMITTEE (FAC)

9.5 TERMS OF REFERENCE AND ACTION PLAN

Shaf Rahman presented the revised FAC Terms of Reference and Action Plan. There were minor wording changes in the document to reflect the fact that the FAC will not be providing recommendations/updates directly to Council, but rather to the Executive Committee, who in turn will forward to Council.

The FAC has also clarified its reporting obligations to the Executive Committee in situations where a sudden financial crisis/issue arises.

MOTION # 9.5 MOVED BY, Andriy Kolos, and SECONDED BY, Kelly Munoz, RRT, that Council approves the changes to the FAC Terms of Reference and Action Plan.

MOTION # 9.5 CARRIED.

10.0: LEGISLATIVE AND GENERAL POLICY ISSUES

10.1 POSSESSION, ADMINISTRATION, AND DISPENSING OF CONTROLLED SUBSTANCES POLICY (FINAL APPROVAL)

Kelly Arndt presented the draft revised Possession, Administration, and Dispensing of Controlled Substances Policy. The document was previously revised in 2021 and has been updated to reflect the new guidelines with respect to controlled substances and the definition of dispensing, transporting, and administering. If the motion is approved, the policy will be published on the CRT0 website.

MOTION # 10.1 MOVED BY, Angela Miller, RRT, and SECONDED BY, Jody Saarvala, RRT, that Council approves the final revised Possession, Administration, and Dispensing of Controlled Substances Policy.

MOTION # 10.1 CARRIED.

10.2 FINAL DRAFT RESPIRATORY THERAPISTS (RTS) AS ANESTHESIA ASSISTANTS (AAS) PROFESSIONAL PRACTICE GUIDELINE (PPG)

Kelly Arndt, RRT, presented the final draft of the revised Respiratory Therapists (RTs) as Anesthesia Assistants (AAS) Professional Practice Guideline (PPG). This document was previously revised in September 2018 and has been updated and revised, using subject matter experts, to facilitate understanding and clear direction with respect to anesthesia assistance. If the motion is approved, the PPG will be published on the CRTO website.

MOTION # 10.2 MOVED BY, Angela Miller, RRT, and SECONDED BY, Jillian Wilson, RRT, that Council approves the final revised Respiratory Therapists as Anesthesia Assistants PPG.

MOTION # 10.2 CARRIED.

10.3 FINAL DRAFT REVISED REGISTRATION AND USE OF TITLE PROFESSIONAL PRACTICE GUIDELINE (PPG)

Kelly Arndt, RRT, presented the final draft of the revised Registration and Use of Title Professional Practice Guideline (PPG). The document was previously revised in 2020 and has been reviewed and updated with references to the new Emergency Class and the “As of Right” exemption. If the motion is approved, the PPG will be published on the CRTO website.

There was further discussion regarding the feedback received from public consultation which revolved around introducing other classes of registration e.g., academic, retired class.

MOTION # 10.3 MOVED BY, Christa Krause, RRT, and SECONDED BY, Jody Saarvala, RRT, that Council approves the final draft revised Registration and Use of Title PPG.

MOTION # 10.3 CARRIED.

10.4 UPDATES TO MANDATORY REPORTING BY MEMBERS FACT SHEET

Shaf Rahman presented the updates to Mandatory Reporting by Members Fact Sheet. This document was last updated in 2021, and the CRTO staff had engaged in a review of the Fact Sheet in January 2024 to ensure that the document was up to date.

10.5 REVISED HONORARIA AND REIMBURSEMENT OF EXPENSES POLICY

Carole Hamp presented the revised Honoraria and Reimbursement of Expenses Policy. This document was last updated in December 2022. Additional modifications were recommended and made to provide greater clarity and to ensure full compliance with the Ministry of Health’s Remuneration Framework for Public Appointees. The necessary changes have been reviewed by the CRTO’s legal counsel. The email votes stipend has been removed. If the motion is approved, the policy will be posted on the CRTO website.

MOTION # 10.5 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Andriy Kolos, that Council approves the revised Honoraria and Reimbursement of Expenses Policy.

MOTION # 10.5 CARRIED.

11.0: OTHER BUSINESS

- No items for this meeting

12.0: NEXT MEETING

Council & Education Day – in person

Date: June 7, 2024

Location: DoubleTree by Hilton Hotel Downtown Toronto

108 Chestnut Street

Toronto, ON M5G 1R3

13.0: ADJOURNMENT

Adjournment

The March 1, 2024, Council meeting adjourned at 12:51 pm.