



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on June 7, 2024, from 9:00 am to 12:00 pm

Location: DoubleTree by Hilton Hotel

108 Chestnut St. Toronto ON M5G 1R3

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**
Kim Morris, **Vice-Chair**
Derek Clark, Public Member
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 Director

Guests:

Sukhanpreet Dhanotta, CPA, CA, Auditor, Grewal
Guyatt LLP
Zoe Askwith, Sr. Policy Analyst, Ministry of Health

Regrets:

Shawn Jacobson, RRT

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:00 a.m. Lindsay Martinek read the land acknowledgement.

2.0: CONFLICT OF INTEREST DECLARATIONS

There was no conflict of interest declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for June 7, 2024.

MOTION # 3.0 MOVED BY, Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that Council approve the Council Agenda for June 7, 2024.

MOTION # 3.0 CARRIED.

4.0: MINUTES FROM MARCH 1, 2024

Council reviewed the meeting minutes from March 1, 2024.

MOTION # 4.0 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jody Saarvala, RRT, that Council approve the Council Minutes from March 1, 2024, meeting.

MOTION # 4.0 CARRIED.

5.0: STRATEGIC ISSUES

5.1 FINANCIAL AUDIT 2023 – 2024

Sukhanpreet Dhanotta, auditor from Grewal Guyatt LLP, presented the 2023 – 2024 Audit Findings. Council was pleased with the presentation; no concerns or questions were noted.

MOTION # 5.1 MOVED BY, Derek Clark, and SECONDED BY, Christa Krause, RRT, that Council approve the Audit Findings as presented by Grewal Guyatt LLP.

MOTION # 5.1 CARRIED.

5.2 APPOINTMENT OF AUDITOR FOR 2024/25

Council discussed the assessment of the auditor for 2024/25 and decided to move forward with the appointment of Grewal Guyatt LLP as the CRTO's auditor for the 2024/25 fiscal year.

MOTION # 5.2 MOVED BY, Derek Clark, and SECONDED BY, Jeff Dionne, RRT, that Council approve the appointment of Grewal Guyatt LLP as the CRTO's auditor for the fiscal year of 2024/25.

MOTION # 5.2 CARRIED.

5.3 2023 – 2024 ANNUAL REPORT

Wellie Chihaluca presented the 2023 – 2024 Annual Report.

If approved, the report will be finalized to include the signed financial report summary, translated to French, and both versions will be posted on the website.

MOTION # 5.3 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approve the 2023 – 2024 Annual Report.

MOTION # 5.3 CARRIED.

5.4 2024 ELECTION SCHEDULE

Council reviewed the 2024 Election Schedule. The proposed date for the election is October 9th, 2024.

The following terms will be coming up:

- District 1 – Shawn Jacobson (end of 1st term)
- District 2 – Jillian Wilson (end of 1st term)
- District 5 – Christa Krause (end of 1st term) and Angela Miller (end of 1st term)
- District 7 – Jody Saarvala (end of 3rd term)

If approved, notice of the 2024 Election will be sent out to all members on June 26, 2024.

MOTION # 5.4 MOVED BY, Kim Morris, and SECONDED BY, Jillian Wilson, RRT, that Council approve the 2024 Election Schedule.

MOTION # 5.4 CARRIED.

5.5 STRATEGIC DIRECTIONS AND KEY PERFORMANCE INDICATORS (KPIs) REPORT

CRTO staff presented the Strategic Directions and KPIs Report. There was a recommendation to incorporate a comparative figure alongside the benchmark performance metrics within departmental areas. Staff will be following up to explore methods for obtaining the necessary data.

5.6 2023 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK REPORT SUMMARY

Carole Hamp presented the 2023 College Performance Measurement Framework (CPMF) Report Summary.

5.7 COUNCIL EVALUATION ACTION PLAN

Carole Hamp presented the Council Evaluation Action Plan. There are several initiatives that the CRTO staff have undertaken to enhance the effectiveness of Council and Council meetings. Council then reviewed the results of the Post-Council Evaluation Survey which were largely positive. There was a discussion regarding strategies for the CRTO to foster an environment where Council members feel increasingly at ease to voice their opinions.

5.8 RISK REGISTER

Ania Walsh presented the quarterly Risk Register update. Since the last Council meeting in March 2024, there has been a change in the risk rating for effective communications, mainly due the new website development delay. The CRTO's Risk Management Framework is being updated to define the criteria used in the CRTO's risk assessment process.

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 CRTO UPDATE REPORT

Staff reported on general CRTO activities and initiatives.

Internal

Current Initiatives

- 2024 Elections (*Carole Hamp*)
- Office Space Plans (*Shaf Rahman*)

Administration

- New CRTO Database & Website (*Temeka Tadesse*)
- Cybersecurity Response Plan (*Temeka Tadesse*)
- Diversity, Equity & Inclusions (DEI) Initiatives (*Stephanie Tjandra*)

External (*Carole Hamp*)

- Accreditation Canada
- National Alliance of Respiratory Therapy Regulatory Bodies

6.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements from March 1, 2024 – April 30, 2024.

MOTION # 6.2 MOVED BY, Derek Clark, and SECONDED BY, Angela Miller, RRT, that Council approve the financial statements from March 1, 2024 – April 30, 2024.

MOTION # 6.2 CARRIED.

6.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio as of May 7, 2024.

MOTION # 6.3 MOVED BY, Kim Morris, and SECONDED BY, Pappur Shankar, that Council approve the CRTO's Investment Portfolio summary report.

MOTION # 6.3 CARRIED.

6.4 MEMBERSHIP STATISTICS

Lisa Ng presented the membership statistics, which included the total membership, status changes, and

new applications received. The report now includes other registration data regarding such things as, applicants from other provinces who may have applied under section 57, Mobility-Regulated Canadian Practitioner of the Registration Regulation (ON. Reg. 596/94). The total membership reported was 4009 as of May 9, 2024.

7.0: COMMITTEE REPORTS

7.1 EXECUTIVE COMMITTEE REPORT

Council had reviewed the Executive Committee Report.

7.2 REGISTRATION COMMITTEE REPORT

Council had reviewed the Registration Committee Report.

7.3 QUALITY ASSURANCE COMMITTEE REPORT

Council had reviewed the Quality Assurance Committee Report.

7.4 PATIENT RELATIONS COMMITTEE REPORT

Council had reviewed the Discipline Committee Report.

7.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

Council had reviewed the Inquiries, Complaints and Reports Committee Report.

7.6 DISCIPLINE COMMITTEE REPORT

Council had reviewed the Discipline Committee Report.

7.7 FITNESS TO PRACTISE COMMITTEE REPORT

Council had reviewed the Fitness to Practise Committee Report.

7.8 FINANCE & AUDIT COMMITTEE REPORT

Council had reviewed the Finance & Audit Committee Report.

8.0: COMMITTEE ITEMS ARISING

REGISTRATION COMMITTEE

8.1 LANGUAGE PROFICIENCY REQUIREMENTS POLICY (FINAL APPROVAL)

Kelly Munoz presented the Language Proficiency Requirements Policy for final approval. This policy sets out the accepted English and French language proficiency test scores for registration with the CRTO.

In March 2023, the CRTO retained Ardocs Writers & Consultants to provide recommendations for the CRTO's language proficiency requirements to include the Pearson Test of English Core (PTE Core) as an acceptable test of language proficiency.

If approved, the revised Language Proficiency Requirements Policy will be translated into French; both the English and French versions will be posted on the CRTO's website.

MOTION # 8.1 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Derek Clark, that Council approve the revised Language Proficiency Requirements Policy.

MOTION # 8.1 CARRIED.

8.2 APPLICATION FOR REGISTRATION DOCUMENT REQUIREMENTS POLICY (FINAL APPROVAL)

Kelly Munoz presented the revised Application for Registration Document Requirements Policy for final approval. This policy was last approved by Council on May 27, 2022. Since then, Council had approved the Vulnerable Sector Checks (VSC) Policy, which comes into effect on September 1, 2024. Under the new policy, applicants for registration will be required to submit the results of a VSC as part of their application with the CRTO. Accordingly, the Application for Registration Document Requirements Policy was updated to align with the new requirements set out in the VSC Policy.

If approved, the revised Application for Registration Document Requirements Policy will be translated into French; both the English and French versions will be posted on the CRTO's website.

MOTION # 8.2 MOVED BY, Christa Krause, RRT, and SECONDED BY, Angela Miller, RRT, that Council approve the revised Application for Registration Document Requirements Policy.

MOTION # 8.2 CARRIED.

9.0: LEGISLATIVE AND GENERAL POLICY ISSUES

9.1 ORDERS FOR MEDICAL CARE PROFESSIONAL PRACTICE GUIDELINE (FOR CONSULTATION)

Kelly Arndt presented the draft revised Orders for Medical Care Professional Practice Guideline (PPG). This document provides information on the different types of medical orders, including direct medical directives and delegation, RTs requirements and responsibilities when accepting these orders. The PPG has been reviewed and updated to include the new Emergency Class of RTs, direct order clarity and the requirements for orders for the use of diagnostic ultrasound and tracheostomy tube changes.

If approved, the consultation survey results, and the final draft of the PPG will be presented at the September 2024 Council meeting.

MOTION # 9.1 MOVED BY, Angela Miller, RRT, and SECONDED BY, Jillian Wilson, RRT, that Council approve the draft revised Orders for Medical Care Professional Practice Guideline (PPG) for consultation.

10.0: OTHER BUSINESS

10.1 RESPONSES TO EMAIL COMMUNICATIONS

Lindsay Martinek clarified the expectations and importance of prompt response to email communications.

11.0: EDUCATION (HALF) DAY – BLANKET EXERCISE

Council and staff will participate in a Kairos Blanket Exercise (KBE) led by indigenous-owned company Santele's Healing Circles for the Education Day.

12.0: ADJOURNMENT

Adjournment

The June 7, 2024, Council meeting adjourned at 11:46 a.m.