

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Committee Meeting Minutes

Scheduled on May 17, 2024 from 1:00 pm to 4:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – May 17, 2024

PRESENT: Lindsay Martinek, RRT, President, Chair
Kim Morris, Public Member, Vice-Chair
Derek Clark, Public Member
Jeff Dionne, RRT
Jody Saarvala, RRT

STAFF: Carole Hamp, RRT, Registrar
Shaf Rahman, Deputy Registrar
Stephanie Tjandra, Finance & Office Manager

GUESTS: Sukhanpreet Dhanotta, CPA, CA, Grewal
Guyatt LLP
Michelle Causton, Chair of Finance & Audit
Committee
Kelly Munoz, RRT, Member of Finance & Audit
Committee

REGRETS:

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 1:01 p.m and the land acknowledgement was made. Members of the Finance & Audit Committee (FAC) joined the meeting for the audit findings presentation (item 5.1) and annual assessment of the external auditor (item 5.2).

2.0: CONFLICT OF INTEREST DECLARATION

There was no conflict of interest declared.

3.0: APPROVAL OF AGENDA MAY 17, 2024

The Committee reviewed the meeting agenda for May 17, 2024.

MOTION # 3.0 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the meeting agenda for May 17, 2024.

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MOTION # 3.0 CARRIED

4.0: APPROVAL OF THE FEBRUARY 8, 2024 MINUTES

The Committee reviewed the meeting minutes from February 8, 2024.

MOTION # 4.0 MOVED BY, Derek Clark, and SECONDED BY Jeff Dionne, RRT, that the Executive Committee approve the minutes from February 8, 2024.

MOTION # 4.0 CARRIED

5.0: STRATEGIC ISSUES

5.1 2023 – 2024 AUDIT FINDINGS

Sukhanpreet Dhanotta, CPA, CA, presented the 2023-2024 Audit Findings. The Committee reviewed and asked clarifying questions about the content of the audited financial statements and the audit findings report. It was identified that a correction will be issued on the Audit Findings Report regarding the amount of the reversal of prepaids.

MOTION # 5.1. MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approve the 2023 – 2024 Audit Findings as presented to be forwarded to Council for final approval.

MOTION #5.1. CARRIED

5.2 APPOINTMENT OF AUDITOR FOR 2024/25

The Committee discussed the annual assessment of the external auditor for the CRTO. There was a suggestion of the Committee members to add an in-camera session with the auditor for the Executive and Finance & Audit Committee. The feedback for the auditor will be communicated by the Chair of the Finance & Audit Committee.

MOTION # 5.2 MOVED BY, Kim Morris, RRT, and SECONDED BY, Lindsay Martinek, RRT, that the Executive Committee approves the appointment of Grewal Guyatt LLP as the CRTO's auditor for the fiscal year of 2024/25 and recommends the motion to be sent to Council for final approval.

MOTION # 5.2 CARRIED

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5.3 2024 ELECTION SCHEDULE

Lindsay Martinek, RRT, presented the 2024 Election Schedule. There was a discussion about the rules around campaigning within the health regulatory environment and to potentially develop a formal document on this topic. Staff will conduct an environmental scan to explore if other colleges currently have guidelines that the CRTO can look to adopt.

MOTION # 5.3 MOVED BY Derek Clark, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approves the 2024 Election Schedule and recommends it be sent to Council for final approval.

MOTION # 5.3 carried

5.4 APPOINTMENT OF THE SCRUTINEER

The Committee reviewed the appointment of the scrutineer.

MOTION # 5.4 MOVED BY Derek Clark, and SECONDED BY, Lindsay Martinek, RRT, that the Executive Committee approves Grewal Guyatt LLP to act in the capacity of a scrutineer for the CRTO's 2024 Council elections.

MOTION # 5.4 carried

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 CRTO UPDATE REPORT

Staff presented the CRTO Update Report. There was a discussion regarding possible electronic privacy concerns related to the future office sharing arrangements with the College of Opticians (COO) e.g. internet, printer. Staff will follow up with the IT department to determine the optimal privacy protocol.

6.2 FINANCIAL STATEMENTS

The Committee reviewed the Financial Statements for March 1, 2024 – April 30, 2024.

MOTION # 6.2 MOVED BY Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approves the financial statements from March 1, 2024, to April 30, 2024, and recommends that they be presented to Council for final approval.

MOTION #6.2 CARRIED

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6.3 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio Summary. There was a suggestion to follow up with the RBC investment advisor on how the asset allocation is re-balanced to reflect the desired portfolio of 50% equity and 50% fixed income.

MOTION # 6.3 MOVED BY Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approves the CRTO's Investment Portfolio summary report and recommends it be sent to Council for final approval.

MOTION # 6.3 CARRIED

6.4 DRAFT COUNCIL AGENDA JUNE 7, 2024

The Committee reviewed the draft agenda for the June 7, 2024 Council meeting.

MOTION # 6.4 MOVED BY Jody Saarvala, RRT, and SECONDED BY, Jeff Dionne, RRT that the Executive Committee approves the draft Council agenda for June 7, 2024.

MOTION # 6.4 CARRIED

7.0: BUSINESS ARISING

No items for this meeting.

8.0: NEXT MEETING

Next Executive Meeting:
TBD

Location:
Virtual meeting via Zoom.

9.0: ADJOURNMENT

Adjournment

The May 17, 2024, Executive meeting adjourned at 2:55 PM.