



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

CRTO Council Meeting Minutes

Scheduled on December 12, 2025, from 9:00 am to 1:00 pm

Location: Zoom Videoconference

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**

Jeffrey Dionne, RRT – **Vice-Chair**

Allison Chadwick, RRT

Carrie Dyson, Public Member

James Butler, Public Member

Jeffrey Schiller, Public Member

Jennifer Gadioma, RRT

Kelly Munoz, RRT

Kim Morris, Public Member

Laura Van Bommel, RRT

Pappur Shankar, Public Member

Sam Gennidakis, RRT

Sandy Fodey, RRT

Sheena Lykke, RRT

Staff:

Carole Hamp, RRT, Registrar & CEO

Shaf Rahman, Deputy Registrar

Ania Walsh, Regulatory Affairs Director

Abeeha Syed, Compliance & Operations Coordinator

Anastasia Kokolakis, Professional Conduct Officer

Constanza Pérez, Registration Coordinator

Janessa Gazmen, Communications Manager

Kelly Arndt, RRT, Quality Practice Manager

Lisa Ng, Registration Manager

Misbah Chaudhry, Investigations & Monitoring Team
Lead

Peter Laframboise, Professional Conduct Manager

Stephanie Tjandra, Finance & Office Manager

Temeka Tadesse, IT Manager

Guests:

Kevin McCarthy, The Regulator's Practice

Sola Joseph, OFC

Vivian Pang, Policy Analyst from MOH

Regrets:

Carmine Francella, Public Member

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1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:02 a.m. Carole Hamp, RRT, made introductions and read the land acknowledgement.

2.0: CONFLICT OF INTEREST DECLARATIONS

There was no conflict of interest declared.

3.0: EXECUTIVE ELECTIONS

Carole Hamp, RRT, provided an overview of the Executive Committee elections process. A call for nominations from the floor was made. The following Council members were declared as acclaimed to the Executive Committee for a one-year term:

- Lindsay Martinek, RRT
- Jeffrey Dionne, RRT
- Kelly Munoz, RRT
- Kim Morris, Public Member
- Jeffrey Schiller, Public Member

An election by secret ballot was conducted from among the Executive Committee for President and Vice President of Council. Lindsay Martinek, RRT was re-elected to the role of President, and Jeffrey Dionne, RRT was elected to the position of Vice-President. Lindsay and Jeffrey then became Chair and Vice-Chair (respectively) of the Executive Committee.

4.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda, with the addition of Agenda Item 8.4 - New Position Statement on Respiratory Therapists Working in Medical Spas for the December 12, 2025, meeting.

MOTION 4.0 MOVED BY, Jeffrey Schiller, and SECONDED BY, Sam Gennidakis, RRT, that Council approve the agenda for the December 12, 2025, meeting with the amendments.

MOTION 4.0 CARRIED.

5.0: APPROVAL OF CONSENT AGENDA

Council reviewed the Consent Agenda. Items 5.13 through 5.15 have been newly added to the Consent Agenda List.

MOTION 5.0 MOVED BY, James Butler, and SECONDED BY, Kim Morris, that the following Consent Agenda items be approved and/or received for information by Council:

- 5.1 Approval of Minutes from Sept. 25, 2025
- 5.2 Executive Committee Report

- 5.3 Registration Committee Report
- 5.4 Quality Assurance Committee Report
- 5.5 Patient Relations Committee Report
- 5.6 Inquiries, Complaints and Reports Committee Report
- 5.7 Discipline Committee Report
- 5.8 Fitness to Practise Committee Report
- 5.9 Finance & Audit Committee Report
- 5.10 CRTO Update Report
- 5.11 Investment Portfolio
- 5.12 Risk Register Update
- 5.13 Strategic Direction & Key Performance Indicators Report
- 5.14 Council Evaluation Framework Update
- 5.15 Council Meeting Action Items

MOTION 5.0 CARRIED.

6.0: STRATEGIC AND OPERATIONAL ISSUES

6.1 Q3 FINANCIAL STATEMENTS

Carole Hamp, RRT presented the financial statements for March 1, 2025, to October 31, 2025.

6.2 DRAFT 2026/27 BUDGET

Carole Hamp, RRT presented the Draft 2026/2027 Budget. The budget will be presented to Council for final approval in March 2026.

6.3 BY-LAW REVISIONS (FINAL APPROVAL)

Ania Walsh presented the By-law 3 Revisions for final approval. The proposed revisions authorize the CRTO to charge fees for specific committee or program activities that directly affect individual Members or applicants. For example, Members referred for a practice assessment as a result of non-compliance with the Professional Development Program may be required to pay an associated fee. This change will help the CRTO cover costs that would otherwise be shared by all Members.

MOTION # 6.3

MOVED BY, Jeffrey Schiller, and SECONDED BY, Kelly Munoz, RRT, that the Council approve the draft revised CRTO By-law 3: Membership.

6.4 REVISED FEE SCHEDULE

Ania Walsh presented the Revised Schedule of Fees - Quality Assurance Program Fees. The proposed updates introduce the following new Quality Assurance Program fees to help the CRTO recover costs that would otherwise be absorbed by all Members:

- \$500.00 practice assessment fee, when the Member is referred for the assessment due to non-compliance;
- \$25.00 fee for failure to attend a mandated PORTfolio coaching session without providing at least 48 hours' notice to the CRTO; and
- \$100.00 fee for failure to attend a mandated PDP SCERP without providing at least 48 hours' notice to the CRTO.

If approved the Schedule of Fees will be posted on the CRTO website. Staff will also develop a communication plan to help Members understand the cost/implications of non-compliance with the Quality Assurance Program.

MOTION # 6.4 MOVED BY, Jeffrey Schiller, and SECONDED BY, Sam Gennidakis, RRT, that the Council approve the revised Schedule of Fees for the 2026-2027 Fiscal Year (effective March 1, 2026).

MOTION # 6.4 CARRIED.

6.5 2026-2030 STRATEGIC PLAN PRESENTATION

Carole Hamp, RRT outlined the Draft 2026 – 2030 Strategic Plan. The plan defines the desired outcomes for 2030, and the key strategic imperatives required to achieve them.

Kevin McCarthy from The Regulators Practice presented the Strategic Planning Session Outputs Presentation.

MOTION # 6.5 MOVED BY, Pappur Shankar, and SECONDED BY, Jennifer Gadioma, RRT, that Council approves the 2026 – 2030 Strategic Plan.

MOTION # 6.5 CARRIED.

7.0: COMMITTEE ITEMS ARISING

QUALITY ASSURANCE COMMITTEE

7.1 REVISED PROFESSIONAL DEVELOPMENT POLICY (FINAL APPROVAL)

Jeff Dionne, RRT presented the Update to Professional Development Program (PDP) Policy developed under the Quality Assurance Regulation. The QA Committee previously approved the policy on October 6, 2025. These changes clarify when a Member may be referred for practice assessment and the amount of fees that will apply to QAC-mandated practice assessments. In addition, the revised policy includes two new

additional fees under the Professional Development Program.

If approved by Council, the policy change will be published on the CRTO website and Members will be notified.

MOTION # 7.1 MOVED BY, Kim Morris, RRT, and SECONDED BY, James Butler, that Council approves the revised PDP Policy.

MOTION # 7.1 CARRIED.

8.0: LEGISLATIVE AND GENERAL POLICY ISSUES

8.1 REVISED CRTO STANDARDS OF PRACTICE (FINAL APPROVAL)

Carole Hamp, RRT presented the Revised Standards of Practice. The Standards set out the minimum expectations and professional obligations that Members must follow in their daily practice. The last update to the document was in September 2019. Since then, the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) formed a working group to develop a national standard based on the CRTO's framework. This work was completed in May, and the resulting modifications were presented to Council.

If approved, the revised Standards of Practice document will be translated, formatted and posted on the CRTO website.

MOTION 8.1 MOVED BY, Allison Chadwick, RRT, and SECONDED BY, Laura Van Bommel, RRT, that the CRTO Council approves the revised Standards of Practice document.

MOTION 8.1 CARRIED.

8.2 REVISED COMMUNITY RESPIRATORY THERAPY PRACTICE PPG (FINAL APPROVAL)

Kelly Arndt, RRT presented the Revised Community Respiratory Therapy Practice PPG. The PPG outlines the responsibilities and expectations of Respiratory Therapists practicing in community settings. Last revised in 2018, the document has now been reviewed and updated.

While the content has been refreshed, the format and overall intent remain unchanged. All information available in other PPG's was removed and referenced rather than repeated to ensure concise and easily accessible information. Other changes were made to improve readability and to ensure consistency with other CRTO documents.

If approved, the PPG will be translated and posted on the CRTO website.

MOTION 8.2 MOVED BY, Sandy Fodey, RRT and SECONDED BY, Pappur Shankar, that Council approves the revised Community Respiratory Therapy Practice PPG.

MOTION 8.2 CARRIED.

8.3 REVISED PROFESSIONAL MISCONDUCT REGULATION (FOR CONSULTATION)

Shaf Rahman presented the Draft Revisions to the CRTO Professional Misconduct Regulation. This regulation outlines the specific types of conduct that constitute professional misconduct and these provisions allow the CRTO to hold Members accountable to its Standards of Practice and policies.

Following advice from CRTO's legal counsel and the requirement for amendments to several regulations under Ontario's "As of Right" legislation, the CRTO conducted a thorough line-by-line review of the Professional Misconduct Regulation. This review aimed to update the language for greater clarity, provide improved guidance for Members and the public, and more accurately address the nuanced areas of practice within which Respiratory Therapists are involved.

If the motion is approved, the revised Professional Misconduct Regulation will be circulated for consultation and then presented to Council for final approval in March 2026.

MOTION 8.3 MOVED BY, Sheena Lykke, RRT, and SECONDED BY, Allison Chadwick, RRT, that Council approves that the draft revisions to the Professional Misconduct Regulation are circulated for public consultation.

MOTION 8.3 CARRIED.

8.4 RESPIRATORY THERAPISTS WORKING IN MEDICAL SPAS POSITION STATEMENT

Carole Hamp, RRT presented the Respiratory Therapists Working in Medical Spas Position Statement. CRTO's new position statement addresses the increasing number of inquiries about Respiratory Therapists working in medical spas. As of March 1, 2026, RTs must ensure they receive delegation for all controlled acts they perform in any out-of-hospital medical spa setting (e.g., Medspa, aesthetic, cosmetic, wellness clinic, etc.). This includes the controlled acts authorized to RTs under the Respiratory Therapy Act (RTA, s. 4), such as administering a substance by injection or inhalation.

The Position Statement will be sent out in the upcoming ebulletin and posted on the CRTO website. In addition, the 6 Members who identified to the CRTO that they are working in some capacity in a medical spa will be contacted directly.

The Council recommended the development of a guidance document to accompany the Position Statement. CRTO staff will begin drafting this document once the Position Statement has been released.

MOTION 8.4 MOVED BY, Kim Morris, and SECONDED BY, Allison Chadwick, RRT, that the CRTO Council approves the Respiratory Therapists Working in Medical Spas Position Statement.

MOTION 8.4 CARRIED.

9.0: OTHER BUSINESS

9.1 2026 COUNCIL DATES

Carole Hamp, RRT presented the 2026 Council meeting dates.

MOTION 9.1 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Sheena Lykke, RRT, that the CRTO Council approves the 2026 Council meeting date

MOTION 9.1 CARRIED.

10.0: ADJOURNMENT

Adjournment

The December 12, 2025, Council meeting adjourned at 11:50 a.m.