



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

CRTO Council Meeting Minutes

Scheduled on December 6, 2024, from 9:00 am to 1:00 pm

Location: Zoom Videoconference

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**

Kim Morris, **Vice-Chair**

Allison Chadwick, RRT

Jeff Dionne, RRT

Sandy Fodey, RRT

Jennifer Gadioma, RRT

Sam Gennidakis, RRT

Sheena Lykke, RRT

Kelly Munoz, RRT

Laura Van Bommel, RRT

Jeffrey Schiller, Public Member

Pappur Shankar, Public Member

Carmine Francella, Public Member

Staff:

Carole Hamp, RRT, Registrar & CEO

Shaf Rahman, Deputy Registrar

Ania Walsh, Regulatory Affairs Director

Peter Laframboise, Professional Conduct Manager

Misbah Chaudhry, Professional Conduct Coordinator

Anastasia Kokolakis, Professional Conduct Officer

Lisa Ng, Registration Manager

Denise Steele, Professional Programs Coordinator

Kelly Arndt, RRT, Quality Practice Manager

Abeeha Syed, Compliance & Operations Coordinator

Temeka Tadesse, IT Manager

Stephanie Tjandra, Finance & Office Manager

Guests:

Sarah Kibaalya, Sr. Policy Analyst, Ministry of Health

Irwin Glasberg, Fairness Commissioner for Ontario

Sola Joseph, Compliance Analyst, Office of the Fairness Commissioner

Regrets:

Carrie Dyson, Public Member

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1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:01 a.m. Carole Hamp, Registrar & CEO, made introductions and read the land acknowledgement.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: 2024 CRTO ELECTION RESULTS & EXECUTIVE COMMITTEE ELECTIONS

Carole Hamp, Registrar & CEO, 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
- Kim Morris, Public Member
- Jeff Dionne, RRT
- Kelly Munoz, RRT
- 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 was elected to the role of President, and Kim Morris was elected to the position of Vice-President. Lindsay and Kim then became Chair and Vice-Chair (respectively) of the Executive Committee.

4.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for December 6, 2024.

MOTION 4.0 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Sheena Lykke, RRT, that the Council approve the agenda for the December 6, 2024, meeting.

MOTION 4.0 CARRIED.

5.0: MINUTES FROM SEPTEMBER 13, 2024

Council reviewed the meeting minutes from September 13, 2024.

MOTION 5.0 MOVED BY, Kim Morris, and SECONDED BY, Sheena Lykke, RRT, that the Council approve the minutes from the September 13, 2024, meeting.

MOTION 5.0 CARRIED.

6.0: STRATEGIC ISSUES

6.1 STRATEGIC DIRECTION AND KEY PERFORMANCE INDICATORS REPORT

Staff presented the 2021 – 2025 Strategic Direction and quarterly Key Performance Indicators (KPI) Report.

Council recommended tracking data on school to workforce succession for Respiratory Therapists in Canada. Staff will explore reaching out to educators to use as an access point to gather this data.

6.2 RISK REGISTER

Ania Walsh presented the quarterly Risk Register update.

7.0: OPERATIONAL & ADMINISTRATIVE ISSUES

7.1 CRTO UPDATE REPORT

Staff reported on general CRTO activities and initiatives.

Internal

- NEW CRTO Database and Website (*Temeka Tadesse*)
- Cybersecurity Response Plan (*Temeka Tadesse*)
- IEHP Entry-to-Practice Assessment (*Kelly Arndt*)
- Proposed Registration Regulation Revisions (*Carole Hamp & Ania Walsh*)
- Demographic Data Consultation Survey (*Stephanie Tjandra*)
- Professional Conduct Alternative Dispute Resolution (ADR) and Risk Assessment Tool (*Peter Laframboise*)

External (*Carole Hamp*)

- National Alliance of Respiratory Therapy Regulatory Bodies

7.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements from March 1, 2024, to October 31, 2024.

MOTION 7.2 MOVED BY, Pappur Shankar, and SECONDED BY, Laura Van Bommel, RRT, that Council approves the quarterly financial statements for March 1, 2024, to October 31, 2024.

MOTION 7.2 CARRIED.

7.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio.

MOTION 7.3 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Sandy Fodey, RRT, that Council approve the CRTO's Investment Portfolio summary report.

MOTION 7.3 CARRIED.

7.4 DRAFT 2025/26 BUDGET

Carole Hamp presented the Draft Budget Projections for 2025/2026.

7.5 CRTO PENSION PLAN

Shaf Rahman presented the CRTO Pension Plan review. As part of the CRTO's Risk Register implementation and development, critical risks were identified, including staffing turnover and loss of key staff. This led to updated procedures and compensation strategies to address these issues. A key area still under review is employee compensation, with a focus on potentially introducing a defined benefit pension plan to attract and retain employees. The CRTO has met with two major pension providers, HOOPP and CAAT, to explore options and will present more information at the next Council meeting.

8.0: COMMITTEE REPORTS

8.1 EXECUTIVE COMMITTEE REPORT

Council reviewed the Executive Committee Report.

8.2 REGISTRATION COMMITTEE REPORT

Council reviewed the Registration Committee Report.

8.3 QUALITY ASSURANCE COMMITTEE REPORT

Council reviewed the Quality Assurance Committee Report.

8.4 PATIENT RELATIONS COMMITTEE REPORT

Council reviewed the Patient Relations Committee Report.

8.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

Council reviewed the Inquiries, Complaints and Reports Committee Report.

8.6 DISCIPLINE COMMITTEE REPORT

Council reviewed the Discipline Committee Report.

8.7 FITNESS TO PRACTISE COMMITTEE REPORT

Council reviewed the Fitness to Practise Committee Report.

8.8 FINANCE & AUDIT COMMITTEE REPORT

Council reviewed the Finance & Audit Committee Report.

9.0: COMMITTEE ITEMS ARISING

No new committee items arising.

10.0: LEGISLATIVE AND GENERAL POLICY ISSUES

10.1 REGISTRATION REGULATION UPDATE AND POLICY REVISIONS (ENTRY-TO-PRACTICE AND REGISTRATION CURRENCY POLICIES)

Carole Hamp and Ania Walsh presented the amended Registration Regulation and supporting policies. On May 1, 2023, the CRTO submitted revisions to the Ministry of Health to clarify provisions and harmonize registration requirements for Respiratory Therapists across Canada. CRTO's policies and guidelines are being updated accordingly, with urgent revisions identified for the Entry-to-Practice Assessment Policy and the Registration Currency Policy.

Both policies have been revised to ensure they are consistent with the new Registration Regulation and the CRTO's registration processes. These changes do not significantly affect the intent or direction of the original policies.

If approved, the policies will be posted on the CRTO website and communicated to members and applicants.

MOTION 10.1 MOVED BY, Kim Morris, and SECONDED BY, Jeff Schiller, that the Council approves the revised draft Entry-to-Practice Assessment Policy (effective January 1, 2025).

 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Sheena Lykke, RRT, that the Council approves the revised draft Applications for Registration – Currency Requirements Policy, (effective January 1, 2025).

MOTION 10.1 CARRIED.

11.0: OTHER BUSINESS

11.1 COUNCIL MEETING DATES FOR 2025

Carole Hamp presented the proposed Council meeting dates for 2025.

MOTION # 11.1 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jeff Schiller, that the Council approves the proposed dates for the 2025 Council meetings.

MOTION # 11.1 CARRIED.

12.0: OFC PRESENTATION

Fair Registration, Innovative Practices and Regulating in the Public Interest presentation by Irwin Glasberg, Fairness Commissioner for Ontario.

13.0: ADJOURNMENT

Adjournment

The December 6, 2024, Council meeting adjourned at 1:12 p.m.