College of Respiratory Therapists of Ontario

Ordre des thérapeutes respiratoires de l'Ontario

CRTO Council Meeting Minutes

Scheduled on March 26, 2026, from 9:00 am to 1:00 pm

Location: CRTO Office - 90 Adelaide Street West

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**
Jeff Dionne, RRT, **Vice-Chair**
Jennifer Gadioma, RRT
Kelly Munoz, RRT
Laura Van Bommel, RRT
Sam Gennidakis, RRT
Sandy Fodey, RRT
Sheena Lykke, RRT
Carrie Dyson, Public Member
Kim Morris, Public Member
James Butler, Public Member
Jeffrey Schiller, Public Member
Pappur Shankar, Public Member

Staff:

Carole Hamp, RRT, Registrar & CEO
Shaf Rahman, Deputy Registrar
Ania Walsh, Director, Regulatory Affairs
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, Professional Conduct Coordinator
Peter Laframboise, Professional Conduct Manager
Stephanie Tjandra, Finance & Office Manager
Temeka Tadesse, IT Manager

Guests:

Student Representatives:
Abdelrahim Abed
Leah Radloff
Megane Charlebois

Brent Arnold – INQ Law

RBC Investment Team:
Eric Lee, Associate Investment Advisor
John Grant, Senior Portfolio Manager
Robin Gullason, Lead Strategist

Jessica Harding – Ministry of Health

Regrets:

Allison Chadwick, RRT
Carmine Francella, Public Member

1.0: WELCOME AND INTRODUCTIONS

The meeting was called to order at 9:00 a.m. Lindsay Martinek, RRT welcomed everyone, and introductions were made by council members, staff, and student representatives.

2.0: LAND ACKNOWLEDGEMENT

Lindsay Martinek, RRT read the land acknowledgement.

3.0: CONFLICT OF INTEREST DECLARATIONS

No conflicts of interest were declared.

4.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for March 26, 2026.

MOTION 4.0 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Jeffrey Schiller, that Council approve the Council Agenda for the March 26, 2026, meeting.

MOTION 4.0 CARRIED.

5.0: APPROVAL OF CONSENT AGENDA

Council reviewed the Consent Agenda.

MOTION 5.0 MOVED BY, Sam Gennidakis, RRT, and SECONDED BY, Sheena Lykke, RRT, that the following Consent Agenda items be approved and/or received for information by Council:

- 5.1 Approval of Minutes from Dec. 12, 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 CRTO Update Report
- 5.10 Investment Portfolio
- 5.11 Risk Register Update
- 5.12 Council Evaluation Framework Update
- 5.13 Council Meeting Action Items

MOTION 5.0 CARRIED.

6.0: STRATEGIC AND OPERATIONAL ISSUES

6.1 Q4 FINANCIAL STATEMENTS

Carole Hamp, RRT presented the Financial Statements for March 1, 2025, to February 28, 2026.

6.2 DRAFT 2026/27 BUDGET PRESENTATION

Carole Hamp, RRT presented the Draft 2026/27 Budget. Council reviewed the following budget highlights:

- Proposed transfer of funds from the CRTO's Special Project Reserve Fund into the Scope of Practice budget line to continue retaining the Government Relations firm for the proposal consultation phase.
- Modifications to the existing budget relating to the budget lines.

MOTION 6.2.1 MOVED BY, Kim Morris, and SECONDED BY, Kelly Munoz, RRT, that the Council approves the transfer of $30,000 out of the CRTO's Special Project Reserve Fund and into the Scope of Practice budget line.

MOTION 6.2.1 CARRIED.

MOTION 6.2.2 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jeffrey Schiller, that the Council approves the draft 2026/27 budget.

MOTION 6.2.2 CARRIED.

6.3 INVESTMENT PRESENTATION

The RBC Management Team presented the CRTO's investment portfolio and strategy.

6.4 STRATEGIC DIRECTION & KEY PERFORMANCE INDICATORS REPORT

CRTO staff presented the Strategic Directions and KPIs Report.

Council recommended clearly identifying the source of each imposed target in the KPI presentation—distinguishing legislative targets, government targets, and CRTO internal targets—to clarify why each metric is measured and who requires it. Staff will incorporate this into the new KPI presentation currently in development.

6.5 2026-2030 STRATEGIC PLAN PRESENTATION

Carole Hamp, RRT presented the 2026-2030 Strategic Plan.

6.6 USE OF AI POLICY (NEW)

Brent Arnold from INQ Law presented on AI in Professional Self-Regulation, including AI's potential benefits and risks for regulators—and discussed Council's oversight responsibilities and governance considerations related to AI.

Following the presentation, Ania Walsh presented the Draft Use of Artificial Intelligence (AI) Policy which sets expectations for responsible use of AI systems in CRTO work, with an emphasis on privacy, confidentiality, data security, and compliance with legal and ethical requirements.

MOTION 6.6 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Carrie Dyson, that the CRTO Council approves the Use of AI Policy.

MOTION 6.6 CARRIED.

6.7 CONFIDENTIALITY POLICY (REVISED)

Carole Hamp, RRT presented the Revised Draft Confidentiality Policy. The policy sets out the duty of confidentiality for any person employed, retained, elected, or appointed to the CRTO. It was last approved in September 2022. The Confidentiality Policy has been revised to ensure the duty of confidentiality applies when information is handled using AI-enabled tools and to clarify restrictions and safeguards where AI systems could access confidential information.

If approved, the revised policy will take effect on March 26, 2026. Staff, Council and committee members, and other individuals in scope will be reminded of the updated requirements, and will be asked to sign the updated Confidentiality Agreement.

MOTION 6.7 MOVED BY, Jeffrey Schiller, and SECONDED BY, Sandy Fodey, RRT, that the CRTO Council approves the revised Confidentiality Policy.

MOTION 6.7 CARRIED.

6.8 PRIVACY POLICY (REVISED)

Council reviewed the Revised Draft Privacy Policy. The policy sets out how the CRTO protects the privacy and confidentiality of personal information collected while carrying out its regulatory activities. It was last approved in December 2022. The Privacy Policy has been revised to reflect the CRTO's commitment to protect the privacy and confidentiality of personal information and to clarify restrictions and safeguards where AI systems could access personal information.

If approved, the revised policy will come into effect on March 26, 2026. The policy will be posted on the CRTO website.

MOTION 6.8 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Jennifer Gadioma, RRT, that the CRTO Council approves the revised Privacy Policy.

MOTION 6.8 CARRIED.

6.9 PROCUREMENT OF GOODS & SERVICES POLICY (REVISED)

Council reviewed the Revised Draft Procurement of Goods & Services Policy. The goal of the policy is to establish clear guidelines for the procurement of goods and services that are consistent with the needs of the CRTO and offer optimal value for money. It was last approved in September 2022. The revised policy adds explicit requirements for CRTO procurements that involve AI systems.

If the motion is approved, the revised policy will come into effect on March 26, 2026.

MOTION 6.9 MOVED BY, Kim Morris, and SECONDED BY, Sheena Lykke, RRT, that the CRTO Council approves the revised Procurement of Goods & Services Policy.

MOTION 6.9 CARRIED.

6.10 *IN CAMERA* SESSION (PERSONNEL MATTER)

Council discussed this portion of the meeting, which was held *in camera* in accordance with subsection 7(2) of the Code.

MOTION 6.10 MOVED BY, Sheena Lykke, RRT, and SECONDED BY, Jeffrey Schiller, that the CRTO Council approves moving this portion of the meeting *in camera*.

MOTION 6.10 CARRIED.

7.0: COMMITTEE ITEMS ARISING

REGISTRATION COMMITTEE

7.1 RC TERMS OF REFERENCE AND ACTION PLAN

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

MOTION 7.1 MOVED BY, Sam Gennidakis, RRT, and SECONDED BY, Jeffrey Schiller, that Council approve the revised Registration Committee Terms of Reference and Action Plan for 2026-2027.

MOTION 7.1 CARRIED.

7.2 ENTRY-TO-PRACTICE ASSESSMENT POLICY (REVISED)

Kelly Munoz, RRT, presented the Revised Draft Entry-to-Practice Assessment Policy which outlines the process for applicants who have not graduated from an approved respiratory therapy program to demonstrate to the Registration Committee that they meet the national competency standards required for entry to practice.

The revised policy clarifies that applicants who graduated from a respiratory therapy program outside Canada that held Accreditation Canada “accredited” (unconditional) status at the time of program completion will not be required to complete the Entry-to-Practice Assessment. In some cases, the Registration Committee may still require additional education, remediation, or a period of supervised practice.

If approved, the revised Entry-to-Practice Assessment Policy will be posted on the CRTO's website.

Council proposed a minor amendment to the wording of Item 2.0 of the policy. The staff noted the change and will update accordingly.

MOTION 7.2 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Sheena Lykke, RRT, that the CRTO Council approves the revised Entry-to-Practice Assessment Policy with the suggested amendments.

MOTION 7.2 CARRIED.

QUALITY ASSURANCE COMMITTEE

7.3 QAC TERMS OF REFERENCE AND ACTION PLAN

Jeff Dionne, RRT, presented the revised Quality Assurance Committee Terms of Reference and Action Plan.

MOTION 7.3 MOVED BY, Jeffrey Schiller, and SECONDED BY, Laura Van Bommel, RRT, that Council approve the revised QAC Committee Terms of Reference and Action Plan for 2026-2027.

MOTION 7.3 CARRIED.

7.4 PDP REPORT

Kelly Arndt, RRT presented the Professional Development Program (PDP) Review conducted by an external consultant. The report provided feedback, some of which had already been implemented before the consultation was complete. The assessment and results of the three components of the PDP: Portfolio, RelevanT and Launch will continue to be reviewed on an ongoing basis. The report will be circulated to CRTO Members and posted on the CRTO website.

FINANCE & AUDIT COMMITTEE

7.5 FAC TERMS OF REFERENCE AND ACTION PLAN

Shaf Rahman presented the Revised Terms of Reference and Action Plan: Finance & Audit Committee. Under the *Regulated Health Professions Act (RHPA)* and the CRTO's by-laws, authority over financial matters rests with the Executive Committee and Council as such, the role of the FAC has become redundant. Therefore, the FAC will transition to an ad hoc committee. The revised Terms of Reference reflect this transition.

MOTION 7.5 MOVED BY, Kim Morris, and SECONDED BY, Laura Van Bommel, RRT, that Council approve the revised Terms of Reference and Action Plan: Finance & Audit Committee.

Pappur Shankar abstained from the vote.

MOTION 7.5 CARRIED.

8.0: LEGISLATIVE AND GENERAL POLICY ISSUES

8.1 REVISED PROFESSIONAL MISCONDUCT REGULATION

Shaf Rahman presented the Draft Revisions to the CRTO Professional Misconduct Regulation. The proposed revisions modernize the language, better reflect current practice, and support public protection. In December 2025, Council reviewed the proposed revisions to the Professional Misconduct Regulation and approved that they be circulated for public consultation. The consultation feedback was provided to Council for review.

If approved, the revised Professional Misconduct Regulation will be submitted to the Ministry of Health for consideration and adoption.

MOTION 8.1 MOVED BY, Kim Morris, and SECONDED BY, Laura Van Bommel, RRT, that Council approve the draft revisions to Ontario Regulation 753/93: Professional Misconduct be submitted to the Ministry of Health.

MOTION 8.1 CARRIED.

8.2 REVISED DRAFT SUPERVISION POLICY

Kelly Arndt, RRT presented the Revised Draft Supervision Policy. The revised policy is intended to clarify the expectations and responsibilities of both those who are subject to supervision and those who are providing supervision, supporting consistent application and understanding across all Members.

If approved, the revised policy will be circulated for consultation.

MOTION 8.2 MOVED BY, Kim Morris, and SECONDED BY, Sam Gennidakis, RRT, that the CRTO Council approves the revised Supervision Policy for consultation.

MOTION 8.2 CARRIED.

9.0: OTHER BUSINESS

- There were no items for this meeting.

10.0: ADJOURNMENT

Adjournment

The March 26, 2026, Council meeting adjourned at 2:57 p.m.