



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

CRTO Council Meeting Minutes

Scheduled on March 28, 2025, 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

Jennifer Gadioma, RRT

Sam Gennidakis, RRT

Kelly Munoz, RRT

Laura Van Bommel, RRT

Jeffrey Schiller, Public Member

Carrie Dyson, 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

Kelly Arndt, RRT, Quality Practice Manager

Abeeha Syed, Compliance & Operations Coordinator

Temeka Tadesse, IT Manager

Stephanie Tjandra, Finance & Office Manager

Janessa Gazmen, Communications Manager

Guests:

RBC Investment Team:

John Grant, Senior Portfolio Manager

Robin Gullason, Lead Strategist

Eric Lee, Associate Investment Advisor

Student Representatives:

Shayna Allan, Michener

Katarina Mistic, Canadore

Roshieka Russell, Conestoga College

Arthur Lam, Fleming College

Ida Payung, Fanshawe

Ashlyn Fauteux, St. Clair College

Ministry of Health:

Vivian Pang, Senior Policy Analyst

Dana Lobson, Senior Policy Analyst

Regrets:

Jeffrey Dionne, RRT

Sandy Fodey, RRT

Sheena Lykke, RRT

Pappur Shankar, Public Member

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1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:02 a.m. Lindsay Martinek made introductions and read the land acknowledgement.

1.1 COUNCIL AND COMMITTEE MEETING REMINDERS

Lindsay Martinek presented the Council and Committee Meeting Reminders presentation.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for March 28, 2025.

MOTION 3.0 MOVED BY, Jeffrey Schiller, and SECONDED BY, Carmine Francella, that Council approve the Council Agenda for the March 28, 2025, meeting.

MOTION 3.0 CARRIED.

4.0: MINUTES FROM DECEMBER 6, 2024

Council reviewed the meeting minutes from December 6, 2024.

MOTION 4.0 MOVED BY, Allison Chadwick, RRT, and SECONDED BY, Sam Gennidakis, RRT, that Council approve the Council Minutes from the December 6, 2024, meeting.

MOTION 4.0 CARRIED.

5.0: STRATEGIC ISSUES

5.1 STRATEGIC DIRECTION & KEY PERFORMANCE INDICATORS REPORT

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

5.2 DRAFT 2024 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK

Carole Hamp presented the draft 2024 College Performance Measurement Framework (CPMF). Council reviewed the summary of the CRTO's submission which includes the year-to-year improvement in all the domains.

5.3 RISK REGISTER

Ania Walsh presented the quarterly Risk Register update. Since the December 2024 Council meeting, there have been three changes in the reported risk ratings:

- The risk rating for significant staff turnover and/or loss of key leadership and loss of organizational knowledge changed from medium to low

- the ineffective communications risk changed from high to medium
- the risk rating for inconsistent processes/records management changed from medium to low

Staff will continue to provide quarterly risk management reports and update the Risk Register as required and report on the implementation of the action plan items.

5.4 2024 COUNCIL MEETINGS EVALUATION SUMMARY

Carole Hamp presented the 2024 Council Meeting Evaluation Summary. The results were largely positive. There was discussion regarding facilitating some activity to help council members who don't speak up feel more empowered to do so.

Staff will revise the survey to provide a closer examination of how we can continue to improve.

5.5 CRTO SOCIAL MEDIA STRATEGY

Janessa Gazmen presented the 2025 Social Media Strategy Proposal.

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 CRTO UPDATE REPORT

Staff reported on general CRTO activities and initiatives.

Internal

- Renewal & Relevant 2025/26 (*Carole Hamp*)
- New CRTO Database and Website (*Temeka Tadesse*)
- IEHP Entry-to-Practice Assessment (*Kelly Arndt*)
- Entry-to-Practice Study Plan (*Kelly Arndt*)
- CRTO's 2025 Work Plan (*Carole Hamp*)

External (*Carole Hamp*)

- Regulation of Physician's Assistants
- Accreditation Canada
- Scope of Practice Review

6.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements from March 1, 2024, to February 28, 2025.

MOTION 6.2 MOVED BY, Jeffrey Schiller, and SECONDED BY, Laura Van Bommel, RRT, that Council approves the quarterly financial statements for March 1, 2024, to February 28, 2025.

MOTION 6.2 CARRIED.

6.3 INVESTMENT PORTFOLIO UPDATE

Council reviewed the Investment Portfolio Summary.

MOTION 6.3 MOVED BY, Kim Morris, and SECONDED BY, Laura Van Bommel, RRT, that Council approve the CRTO's Investment Portfolio Update summary report.

MOTION 6.3 CARRIED.

6.3.1 PRESENTATION BY RBC INVESTMENT ADVISOR TEAM

John Grant, Robin Gullason and Eric Lee from the RBC Investment Team presented the CRTO Investment Portfolio.

6.4 CRTO PENSION PLAN

Shaf Rahman presented the CRTO Pension Plan presentation.

6.5 DRAFT BUDGET 2025/26

Carole Hamp presented the Draft 2025/26 Budget. Council reviewed the following items:

- proposed transfer of funds into the Scope of Practice budget line
- modifications to the existing budget relating to the budget lines.

MOTION 6.5.1 MOVED BY, Kim Morris, and SECONDED BY, Jennifer Gadioma, 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 6.5.1 CARRIED.

MOTION 6.5.2 MOVED BY, Jeffrey Schiller, and SECONDED BY, Carmine Francella that the Council approves the draft 2025/26 budget.

MOTION 6.5.2 CARRIED.

7.0: COMMITTEE REPORTS

7.1 EXECUTIVE COMMITTEE REPORT

Council reviewed the Executive Committee Report.

7.2 REGISTRATION COMMITTEE REPORT

Council reviewed the Registration Committee Report.

7.3 QUALITY ASSURANCE COMMITTEE REPORT

Council reviewed the Quality Assurance Committee Report.

7.4 PATIENT RELATIONS COMMITTEE REPORT

Council reviewed the Patient Relations Committee Report.

7.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

Council reviewed the Inquiries, Complaints and Reports Committee Report.

7.6 DISCIPLINE COMMITTEE REPORT

Council reviewed the Discipline Committee Report.

7.7 FITNESS TO PRACTISE COMMITTEE REPORT

Council reviewed the Fitness to Practise Committee Report.

7.8 FINANCE & AUDIT COMMITTEE REPORT

Council reviewed the Finance & Audit Committee Report.

8.0: COMMITTEE ITEMS ARISING

REGISTRATION COMMITTEE

8.1 TERMS OF REFERENCE AND ACTION PLAN

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

MOTION 8.1 MOVED BY, Laura Van Bommel RRT, and SECONDED BY, Jennifer Gadioma RRT, that the CRTO Council approves the revised Registration Committee Terms of Reference and Action Plan for 2025.

MOTION 8.1 CARRIED.

8.2 REVISED APPROVAL OF CANADIAN EDUCATION PROGRAMS POLICY

Kelly Munoz, RRT, presented the revised Approval of Canadian Education Programs Policy, which outlines the criteria used by the Registration Committee to approve Respiratory Therapy programs in light of recent amendments to the Registration Regulation. Additionally, the categories of accreditation have been updated to reflect changes made by Accreditation Canada. If approved, the revised Approval of Canadian Education Programs Policy will be posted on the CRTO's website.

MOTION 8.2 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Kim Morris, that the CRTO Council approves the revised Approval of Canadian Education Programs Policy.

MOTION 8.2 CARRIED.

8.3 REVISED ENTRY TO PRACTICE EXAM POLICY

Kelly Munoz, RRT, presented the revised Entry-to-Practice Exam Policy. This document was last approved by Council in September 2021 and has been updated to reflect the new provisions related to examination rewrites in the Registration Regulation. If approved, the revised Entry-to-Practice Exam Policy will be posted on the CRTO's website.

MOTION 8.3 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Lindsay Martinek, RRT, that the CRTO Council approves the revised Entry-to-Practice Exam Policy.

MOTION 8.3 CARRIED.

8.4 REVISED EMERGENCY REGISTRATION POLICY

Kelly Munoz, RRT, presented the revised Emergency Registration Policy. This policy was last approved by Council in December 2023, when the new Emergency Class provisions came into force. The policy must be updated again to reflect the currency requirements in the new Registration Regulation. If approved, the revised Emergency Registration Policy will be posted on the CRTO's website.

MOTION 8.4 MOVED BY, Jeffrey Schiller, and SECONDED BY, Sam Gennidakis, RRT, that the CRTO Council approves the revised Emergency Registration Policy.

MOTION 8.4 CARRIED.

8.5 LABOUR MOBILITY POLICY BEING RESCINDED & ARCHIVED

Kelly Munoz, RRT, presented the rationale for rescinding the Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy. If the policy is archived, the CRTO will develop a new Labour Mobility Fact Sheet to provide plain language information about the labour mobility provisions.

MOTION 8.5 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Kim Morris, that the CRTO Council rescind the Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy.

MOTION 8.5 CARRIED.

8.6 REVISED REGISTRATION & USE OF TITLE PPG

Kelly Arndt presented the Final Draft Revised Registration and Use of Title Professional Practice Guideline (PPG). This document was previously revised in 2024 and has been updated to reflect the recent regulatory amendments, particularly the new currency requirements for General Members. In addition, the section on the previous title "RRCP" has been removed. Other changes were made to improve readability and to ensure consistency with other CRTO documents. If the motion is approved, the PPG will be posted on the CRTO's website.

MOTION 8.6 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Laura Van Bommel, RRT, that the Council approves the draft revised Registration and Use of Title PPG.

MOTION 8.6 CARRIED.

QUALITY ASSURANCE COMMITTEE

8.7 TERMS OF REFERENCE AND ACTION PLAN

Jeffrey Schiller presented the revised Quality Assurance Committee Terms of Reference and Action Plan.

MOTION 8.7 MOVED BY, Kim Morris, and SECONDED BY, Sam Gennidakis, RRT, that the CRTO Council approves the revised Quality Assurance Committee Terms of Reference and Action Plan for 2025.

MOTION 8.7 CARRIED.

9.0: LEGISLATIVE AND GENERAL POLICY ISSUES

9.1 CERTIFICATION PROGRAMS FOR ADVANCED PRESCRIBED PROCEDURES BELOW THE DERMIS PPG – FINAL APPROVAL

Kelly Arndt presented the Final Draft Revised Certification Programs for Advanced Prescribed Procedures Below the Dermis Professional Practice Guideline (PPG). This document was previously revised in 2020 and has been updated to reflect the recent regulatory amendments, particularly the new Emergency Class of Registration.

Council reviewed the consultation results.

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

MOTION 9.1 MOVED BY, Allison Chadwick, RRT, and SECONDED BY, Jeffrey Schiller, that Council approves the final draft Certification Programs for Advanced Prescribed Procedures Below the Dermis PPG for publication.

MOTION 9.1 CARRIED.

10.0: OTHER BUSINESS

- No items for this meeting

11.0: ADJOURNMENT

Adjournment

The March 28, 2025, Council meeting adjourned at 12:43 p.m.