



CRTO Council Meeting Minutes

Scheduled on September 25, 2025, from 1:00 pm to 4:00 pm

Location: CRTO Office - 90 Adelaide Street West

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**

Allison Chadwick, RRT

Sandy Fodey, RRT

Sheena Lykke, RRT

Jeffrey Dionne, RRT

Jennifer Gadioma, RRT

Sam Gennidakis, RRT

Kelly Munoz, RRT

Laura Van Bommel, RRT

Pappur Shankar, Public Member

Jeffrey Schiller, Public Member

Carrie Dyson, Public Member

Carmine Francella, Public Member

James Butler, 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:

Non-Council Members:

Michelle Causton, Public Member Appointee

Derek Clark, Public Member Appointee

Aaron Giba, RRT

Ginette Greffe-Laliberté, RRT

Katherine Lalonde, RRT

Urja Pandya, Policy Analyst from MOH

Student Representatives:

Katarina Misic, Canadore

Ida Payung, Fanshawe

Regrets:

Kim Morris – **Vice-Chair**

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 1:03 p.m. Lindsay Martinek made introductions and read the land acknowledgement.

2.0: CONFLICT OF INTEREST DECLARATIONS

There was no conflict of interest declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for September 25, 2025.

MOTION 3.0 MOVED BY, Jeffrey Schiller, and SECONDED BY, Allison Chadwick, RRT, that Council approve the Council Agenda for the September 25, 2025, meeting.

MOTION 3.0 CARRIED.

4.0: APPROVAL OF CONSENT AGENDA

Council reviewed the Consent Agenda.

MOTION 4.0 MOVED BY, Sandy Fodey, RRT, and SECONDED BY, Sheena Lykke, RRT, that the following Consent Agenda items be approved and/or received for information by Council:

- 4.1 Approval of Minutes from June 27, 2025
- 4.2 Approval of Investment Portfolio
- 4.3 Risk Register Update
- 4.4 Executive Committee Report
- 4.5 Registration Committee Report
- 4.6 Quality Assurance Committee Report
- 4.7 Patient Relations Committee Report
- 4.8 Inquiries, Complaints and Reports Committee Report
- 4.9 Discipline Committee Report
- 4.10 Fitness to Practise Committee Report
- 4.11 Finance & Audit Committee Report
- 4.12 CRTO Update Report

5.0: STRATEGIC AND OPERATIONAL ISSUES

5.1 APPROVAL OF FINANCIAL STATEMENTS

Carole Hamp, RRT, presented the quarterly financial statement.

MOTION 5.1 MOVED BY, Sam Gennidakis, RRT, and SECONDED BY, Jeff Dionne, RRT, The Council approves the quarterly financial statements for March 1, 2025, to August 29, 2025.

MOTION 5.1 CARRIED.

5.2 MID-YEAR FINANCIAL PROJECTIONS

Carole Hamp, RRT, presented the Mid-Year Financial Projections.

5.3 MEMBERSHIP FEES FOR 2026/27

Shaf Rahman presented the membership fee assessment for 2026-2027 fiscal year. Based on a thorough analysis of revenue and expense projections, the recommendation is for Council to waive the membership fee increase for the upcoming 2026 renewal year.

MOTION # 5.3 MOVED BY, Pappur Shankar, and SECONDED BY, Jennifer Gadioma, RRT, that the Council waive a fee increase for the 2026/27 membership fees.

MOTION # 5.3 CARRIED.

5.4 STRATEGIC DIRECTION & KEY PERFORMANCE INDICATORS REPORT

CRTO staff presented the Strategic Directions and KPIs Report.

5.5 COUNCIL EVALUATION FRAMEWORK UPDATE

Carole Hamp, RRT, presented the June 2025 Council Meeting Evaluation Summary. Overall feedback was positive, with the newly introduced consent agenda format being well received.

Council suggested providing a brief recap of outstanding items from previous meetings at the start or end of each meeting to support continuity and accountability. CRTO staff will look into implementing this.

5.6 BY-LAW REVISIONS (APPROVAL FOR CONSULTATION)

Ania Walsh presented the draft amendments to CRTO By-Law 3. The CRTO's By-laws were last reviewed in March 2024. Since then, there has been a recommendation to amend By-Law 3: Membership, section 4 Fees, so the CRTO can charge fees related to decisions or activities undertaken by its committees or programs. Specifically, the amendment will let the CRTO charge a fee to Members referred for practice assessment due to non-compliance.

If approved, the By-Law will be circulated for consultation for 60 days, if needed, revised based on feedback, and then presented to Council for final approval in December 2025. The Schedule of Fees will also be amended to include a specific fee for practice assessments ordered because of Members' non-compliance with the PDP program.

MOTION # 5.6 MOVED BY, Allison Chadwick, RRT, and SECONDED BY, Laura Van Bommel, RRT, that Council approves the revised By-law 3 for consultation.

MOTION # 5.6 CARRIED.

6.0: COMMITTEE ITEMS ARISING

REGISTRATION COMMITTEE

6.1 REVISED VULNERABLE SECTOR CHECK POLICY (FOR FINAL APPROVAL)

Kelly Munoz, RRT presented the Revisions to the Vulnerable Sector Checks Policy.

Following the implementation of the VSC Policy on September 1, 2024, the CRTO began receiving requests from applicants seeking special consideration due to challenges in meeting the policy requirements. The issues identified generally fell into four categories: (1) missing or illegible seals; (2) submission of copies instead of originals; (3) VSC addressed to the wrong institution; and (4) Limitations on VSC availability. These challenges caused administrative delays in processing applications. In response, the CRTO amended the policy after reviewing practices of other regulators and obtaining legal advice.

If the motion is approved, the requirements of the new VSC policy will be effective upon approval.

MOTION # 6.1 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Sam Gennidakis, RRT, that Council approves the revisions to the Vulnerable Sector Checks Policy.

MOTION # 6.1 CARRIED.

Pappur Shankar abstained from the vote.

6.2 GENERAL CERTIFICATES OF REGISTRATION – CURRENCY CONDITION POLICY (FOR FINAL APPROVAL)

Kelly Munoz, RRT and Ania Walsh presented the General Certificate of Registration - Currency Condition Policy. This CRTO policy was drafted to address the new currency condition applicable to all General Certificates of Registration. It outlines the criteria and process used by the CRTO to determine whether Registered Respiratory Therapists meet this currency condition.

If approved, the policy will be posted on the CRTO website. Staff will update the Am I Practicing Fact Sheet based on the feedback received. FAQs will also be drafted to address the most common questions received during the consultation process.

MOTION # 6.2 MOVED BY, Laura Van Bommel, RRT, and SECONDED BY, Allison Chadwick, RRT, that Council defer the approval of the General Certificate of Registration - Currency Condition Policy to an electronic vote with amendments to section 4.0 and additional supporting documents with FAQs.

7.0: LEGISLATIVE AND GENERAL POLICY ISSUES

7.1 REVISED CRTO STANDARDS OF PRACTICE (APPROVAL FOR CONSULTATION)

Carole Hamp, RRT, presented the Revised Standards of 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 circulated for consultation for 30 days, if needed, revised based on feedback, and then presented to Council for final approval in December 2025.

MOTION 7.1 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Sheena Lykke, RRT, that the CRTO Council approves the revised Standards of Practice document for consultation.

MOTION 7.1 CARRIED.

7.2 REVISED COMMUNITY RESPIRATORY THERAPY PRACTICE PPG (APPROVAL FOR CONSULTATION)

Kelly Arndt, RRT presented the Draft Revised RTs in Community Practice PPG. Previously revised in 2018, the Community Practice PPG has been reviewed and updated.

The format and intent of the document is unchanged. All information available in other PPG's was removed and referenced rather than repeated to ensure concise and easily accessible information. Links were updated and pronouns made gender neutral. Other changes were made to improve readability and to ensure consistency with other CRTO documents.

If the motion is approved, the PPG will be circulated for consultation and then presented to Council for final approval in December 2025.

MOTION 7.2 MOVED BY, Jeff Schiller, and SECONDED BY, Laura Va Bommel, RRT, that it is recommended that Council approves the draft revised Community Respiratory Therapy Practice PPG for consultation.

MOTION 7.2 CARRIED.

8.0: OTHER BUSINESS

8.1 GOVERNANCE VS. OPERATIONS IN A NON-PROFIT

Section 8.1 was deferred for a future meeting.

9.0: ADJOURNMENT

Adjournment

The September 25, 2025, Council meeting adjourned at 4:10 p.m.