



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

180 Dundas Street West, Suite 2103
Toronto, Ontario M5G 1Z8
Tel: 416.591.7800
Toll Free: 1.800.261.0528
Fax: 416.591.7890
Website: www.crto.on.ca
Twitter: @theCRTO

CRTO Council Meeting Minutes

Scheduled on September 22, 2023, from 9:00 am to 1:00 pm

Location: Zoom Videoconference

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**
Derek Clark, Public Member
Jeff Dionne, RRT
Shawn Jacobson, RRT
Katherine Lalonde, RRT
Angela Miller, RRT

Jody Saarvala, RRT
Jeffrey Schiller, Public Member
Pappur Shankar, Public Member
Jillian Wilson, RRT

Staff:

Carole Hamp, RRT, Registrar & CEO
Shaf Rahman, Deputy Registrar
Kelly Arndt, RRT, Quality Practice Manager
Misbah Chaudhry, Professional Conduct Coordinator
Peter Laframboise, Professional Conduct Manager
Lisa Ng, Registration Manager

Denise Steele, Professional Programs Coordinator
Abeeha Syed, Professional Conduct Associate
Temeka Tadesse, IT & Database Specialist
Stephanie Tjandra, Finance & Office Manager
Ania Walsh, Regulatory Affairs Manager

Guests:

Sarah Kibaalya, Ministry of Health

Regrets:

Andriy Kolos, Public Member
Christa Krause, RRT
Kim Morris, Vice-Chair
Kelly Munoz, RRT
Allison Peddle, Public Member

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:02 a.m. Lindsay Martinek, RRT, President, welcomed Council, staff, and guests to the meeting and the land acknowledgement was made.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed meeting agenda for September 22, 2023. There were adjustments made for agenda items 6.4 and 6.5 to be for information only, and item 6.8 to be for decision.

MOTION # 3.0 MOVED BY, Jeff Schiller, and SECONDED BY, Jill Wilson, RRT, that Council approves the Council Agenda for September 22, 2023.

MOTION # 3.0 CARRIED.

4.0: MINUTES FROM MAY 26, 2023

Council reviewed the meeting minutes from May 26, 2023.

MOTION # 4.0 MOVED BY, Angela Miller, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the Council Minutes from September 22, 2023, meeting.

MOTION # 4.0 CARRIED.

5.0: STRATEGIC ISSUES

5.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Carole Hamp, RRT, Registrar & CEO, presented an overview of the 2021 – 2025 Strategic Direction Update Report. Council reviewed the highlights around member engagement, governance & accountability, enhancing professionalism, healthcare community, and core business practices. KPIs have been developed for all core regulatory functions: Professional Conduct, Professional Development, Professional Practice, Registration, operational functions: Finances, Communication, and Council governance, DEI, and collaborative initiatives.

5.2 CRTO ELECTIONS 2023

Carole Hamp presented an overview of CRTO Elections 2023. The CRTO received nominations for Electoral District 3, District 4, and District 6. The profiles of candidates can be viewed at the CRTO website. The voting period began on September 7 and will end on October 11 at 4 p.m.

5.3 RISK REGISTER

Ania Walsh, Regulatory Affairs Manager, presented an overview of the Risk Register. There have been some

changes made to the document following the CRTO's Education Day in May 2023 where staff and Council participated in a Risk Management Workshop.

The Risk Register summary has been developed and will be used to provide Council with a quarterly risk management report containing high-level key points. The summary contains the risk category, risk description/sources of risk, potential impact on CRTO Objectives, Controls/Risk Mitigation, and Treatment/Action.

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 REGISTRAR'S REPORT

Carole Hamp reported on general CRTO activities and initiatives.

Internal

Current Initiatives

- Key Performance Indicators (KPI) – CRTO staff have been working to develop a comprehensive collection of KPIs that correlate to 2015 – 2025 Strategic Directions. KPIs have been developed for all core regulatory functions: Professional Conduct, Professional Development, Professional Practice, Registration, operational functions: Finances, Communication, and Council governance, DEI, and collaborative initiatives.
- Criminal Reference/Vulnerable Sector Checks – CRTO has not required confirmation of valid Criminal Reference Checks (CRC) or Vulnerable Sector Checks (VSC) and is now considering the relative merits of requiring an up-to-date CRC/VSC from applicants at the time of registration. Staff has conducted an environmental scan of other Ontario regulatory colleges, as well as Canadian RT regulators that make up the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). Most regulatory bodies require some form of CRC/VSC confirmation at some point.
- Risk Management Plan – Following Risk Management Workshop at the May Education Day, staff have been working with our consultant on developing a Risk Register that identifies potential risks and outlines a response plan for each.

Staffing

- Misbah Chaudhary will be on maternity leave as of November 2023. The CRTO is seeking a temporary one (1) year Coordinator of Professional Conduct and has posted the position internally and externally. In addition, Janice Carson has moved on to other endeavours, and the CRTO will be looking at hiring a Coordinator of Communications.

Administration

- 2023 General Elections – Ballots were sent out on September 6 and voting will end on October 11 at 4 pm. Important note that with the most recent changes to CRTO By-Laws, only Council member must seek nomination and run for election. Committee members are now "Professional Committee Appointees" and are eligible to be appointed. The Registrar can also appoint a Public Committee Appointee.
- Search for an External Financial Auditor – The CRTO sent RFP requests to 6 audit firms that other Ontario health regulators had recommended. The CRTO received 4 proposals. A subcommittee consisting of CRTO staff and FAC Chair met to review submissions.

- Banking Services – CRTO is considering other options for day-to-day banking services. Staff have had a few meetings with a banking institute different than the current one.
- New CRTO Database & Website – CRTO has engaged In1Touch (Olatech) to develop a new database and website for the CRTO. Work on the platform and website began in June.

External

- *Your Health Act, 2023* – The new legislation includes provisions to enable “as-of-right” licensing for RTs, MDs, RNs, and MLTs who are “members in good standing” in another regulated Canadian jurisdiction. The healthcare provider is expected to apply to their respective Ontario regulatory College but has up to six (6) months to complete the registration process. The MOH has completed the necessary revisions to the *Controlled Acts Regulation (O. Reg. 107/96)* to enable RTs who may work in Ontario under the “As of Right” provision to work the full scope of RT practice in Ontario. In addition, MOH has developed a guidance document for out-of-province healthcare professionals and their potential Ontario-based employers.
- Emergency Class of Registration – the MOH amended portions of the O. Reg 596/94 (part VIII-Registration) to enable the creation of an Emergency Class of Registration, and these regulatory amendments are now in effect. The CRTO has revised its Emergency Registration Policy to align with the recent changes, which outline that either the provincial government or the CRTO Council can activate the Emergency Class Registration. This will be presented at the September Council.
- Accreditation Canada (AC) – Sir Sanford Fleming College is now listed on the AC website as “registered”, indicating they are at some stage of the accreditation process. The off-site review for Qatar’s University of Doha for Science and Technology (UDST) is complete and underway to proceed in early November. The Equal Council will meet in Ottawa on September 11.
- NARTRB Entry-to-Practice (ETP) Framework – The 2023 version of NARTRB National Competency Framework is nearing completion. The Steering Committee will meet in Ottawa on September 12 to review the blueprint, with final approval scheduled for the end of September. The target launch date of the new framework is October 11.

6.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for March 1, 2023 – August 31, 2023. The highlights of the balance sheet and income statement were presented. There were no concerns or questions noted.

MOTION # 6.2 MOVED BY, Derek Clark, and SECONDED BY, Jeff Dionne, RRT, that Council approves the quarterly financial statements for March 1, 2023 – August 31, 2023.

MOTION # 6.2 CARRIED.

6.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio.

MOTION # 6.3 MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that Council approves the Investment Portfolio Summary as of August 31, 2023.

6.4 MID-YEAR FINANCIAL PROJECTIONS

Carole Hamp presented an overview of the Mid-Year Financial Projections. There was a discussion on cost reduction solutions around the office lease ending in December 2024. The most likely option proposed will be to share space with one or two other health regulators. This option will still incur costs but will be significantly reduced. There was another discussion on introducing a retired class of registration considering the health care professionals shortage in hospitals in Ontario, to mitigate the membership attrition issue.

6.5 MEMBERSHIP STATISTICS

Lisa Ng, Registration Manager, presented the membership statistics. The total membership reported was **3,994**. The CRTO received **146** applications for registration from March 2023 – September 2023. Out of the total number of applications received, **115** are graduates of an Ontario RT program, **11** are graduates from other provinces, and **20** are graduates from outside of Canada. There was a suggestion to provide more information about the reinstatement category. There was also a question regarding the increasing costs associated with IEHP assessments.

6.6 TRANSFER OF RESERVE FUNDS, BUDGET ADJUSTMENT & REVISED RESERVE POLICY – FOR APPROVAL

Carole Hamp presented the Transfer of Reserve Funds & Budget Adjustments. At the special Council meeting on April 24, 2023, Council approved that the CRTO archive and rescind two policies related to Funding for Therapy as they were not consistent with legislation. The current \$80,000 amount held in the Funding for Therapy was determined to be too large based on the legal opinion received and environmental scan of other health regulators in Ontario who are subject to the same requirements. Based on this information, the most appropriate amount of funding to be held in reserve, based on historical data and the environmental scan, would be \$20,000.

The fee stabilization fund was created out of a surplus during the COVID-19 pandemic; the \$250,000 surplus was a result of cutting down meeting costs. Transferring \$100,000 out of the Fee Stabilization fund would potentially negate any deficit realized at the end of the 2023/24 fiscal year.

MOTION # 6.6 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Derek Clark, that Council approves the transfer of \$60,000 from the Reserve for Funding of Therapy and \$100,000 from the Fee Stabilization Fund into the CRTO general operating budget & that the Reserves Policy be amended to reflect these changes.

MOTION # 6.6 CARRIED.

6.7 MEMBERSHIP FEES

The Membership Fees discussion was moved in-camera in accordance with s. 7(2)(b) of the Health Professions Procedural Code, being schedule 2 to the *Regulated Health Professions Act, 1991*.

MOTION MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Derek Clark, that Council enters

into an in-camera session pursuant to Section 7 (2)(b) of the Health Professions Procedural Code.

MOTION CARRIED.

Council approved a one-time \$50 increase of the Annual Registration Fee (in the General, Graduate and Limited Class) beginning March 1, 2024, and then an increase based on the most current CPI every subsequent year.

6.8 APPOINTMENT OF AUDITOR FOR 2023/24

The Appointment of Auditor for 2023/24 discussion was moved in-camera in accordance with s. 7(2)(b) of the Health Professions Procedural Code, being schedule 2 to the *Regulated Health Professions Act, 1991*.

MOTION MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Derek Clark, that Council enters into an in-camera session pursuant to Section 7 (2)(b) of the Health Professions Procedural Code.

MOTION CARRIED.

7.0: COMMITTEE REPORTS

7.1 EXECUTIVE COMMITTEE REPORT

Lindsay Martinek, RRT, Executive Committee Chair, presented the Committee Report to Council. The Executive Committee has met once since the May 26, 2023, Council meeting. On September 5, the Executive Committee reviewed the following items:

- Appointment of Auditor for 2023/24
- Possible implementation of Criminal Reference Checks/Vulnerable Sector Checks
- Mid-year Financial Review
- Financial Statements (Mar-Aug 2023)
- Investment Portfolio (as of Aug 31, 2023)
- Annual review of membership fees
- Transfer of specified reserve funds into the operating budget
- Draft Council agenda (Sep 22, 2023)

7.2 REGISTRATION COMMITTEE REPORT

Derek Clark, Registration Committee Chair, presented the Committee Report to Council. Since the last report, the Registration Committee (RC) has held one meeting on August 16, 2023, and two panels on June 8 and August 16, 2023.

7.3 QUALITY ASSURANCE COMMITTEE REPORT

Jillian Wilson, RRT, Quality Assurance Committee Vice-Chair presented on behalf of Laura Dahmann, RRT, Quality Assurance Committee Chair, the Committee Report to Council. Since the last Council meeting, there have been no meetings of the Quality Assurance Committee (QAC). There was one panel held via email vote.

7.4 PATIENT RELATIONS COMMITTEE REPORT

Katherine Lalonde, RRT, Vice Patient Relations Committee Vice-Chair, presented on behalf of Kim Morris, Patient Relations Committee Chair, the Committee Report to Council. Since the last Council meeting, the Patient Relations Committee (PRC) have had no meetings.

7.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

Lindsay Martinek, RRT, presented on behalf of Kim Morris, Inquiries, Complaints and Reports Committee Chair, the Committee Report to Council. Since the last Council meeting, the ICRC held 4 meetings via Zoom. Since the last Council meeting, the CRTO received 30 new matters. The new matters comprised of 13 QAC referrals, 15 reports, and 2 complaints.

7.6 DISCIPLINE COMMITTEE REPORT

Lindsay Martinek, RRT, Discipline Committee Chair, presented the Committee Report to Council. Since the last Council meeting, there have been no Discipline hearings, nor referrals to the Discipline Committee.

7.7 FITNESS TO PRACTISE COMMITTEE REPORT

Lindsay Martinek, RRT, Fitness to Practice Committee Chair, presented the Committee Report to Council. Since the last Council meeting there have been no new referrals to the Fitness to Practise Committee and no Fitness to Practise hearings have taken place.

7.8 FINANCE & AUDIT COMMITTEE REPORT

Jeff Dionne, RRT, Finance & Audit Committee Vice-Chair presented on behalf of Michelle Causton, Finance & Audit Committee Chair, the Committee Report to Council. Since the last Council meeting, the FAC or a subcommittee has met on several occasions to discuss and make decisions on:

- Reserves Policy
- Membership Fee Review

In addition, based on Council's decision at the May 2023 Council meeting to go to tender for a new Auditor, the FAC met throughout June 2023 to develop a Request-for-Proposal (RFP) for an external auditor. A subcommittee was formed to review all responses received, interview qualified firms, and forward their recommendation to the Executive Committee, and ultimately to Council.

8.0: COMMITTEE ITEMS ARISING

- No items for this meeting

9.0: LEGISLATIVE AND GENERAL POLICY ISSUES

9.1 IMPACT OF “AS OF RIGHT LEGISLATION”

Carole Hamp presented the impact of the As of Right Legislation on the CRTO. The College is currently considering what changes will need to be made to its registration application and processes to accommodate this legislative amendment. The website has been updated to include all relevant information.

9.2 REVISED EMERGENCY REGISTRATION POLICY

Ania Walsh presented the Revised Emergency Registration Policy. The proposed Emergency Registration Policy revisions include the criteria under which the Council would open the Emergency Class, as well as provisions under which the Registrar can waive certain exemptible registration requirements for applicants in the General and Graduate Class. The draft revised policy has been posted on the CRTO website for consultation. The policy will be reviewed by the Registration Committee once the consultation closes and presented to Council at the December meeting.

9.3 REVISED POSSESSION, ADMINISTRATION & DISPENSING OF CONTROLLED SUBSTANCES POLICY

Kelly Arndt, RRT, Quality Practice Manager, presented the revised Possession, Administration & Dispensing of Controlled Substances Policy. Previously revised in September 2021, the Possession, Administration and Dispensing of Controlled Substances Policy has been updated to reflect the new guidelines with respect to controlled substances and the definition of dispensing, transporting, and administering. If the motion is approved, the policy will be sent out for public consultation and review.

MOTION # 9.3 MOVED BY, Angela Miller, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the draft revised Possession, Administration and Dispensing of Controlled Substances Policy for consultation.

MOTION # 9.3 CARRIED.

9.4 ABUSE AWARENESS & PREVENTION PROFESSIONAL PRACTICE GUIDELINE

Kelly Arndt, RRT, presented the Abuse Awareness & Prevention Professional Practice Guideline (PPG). The document has been updated and revised to facilitate understanding and clear direction with respect to identifying, preventing, and reporting abuse. This PPG was reviewed and approved by the Patient Relations Committee on March 22, 2023, and posted for consultation on the CRTO website. If the motion is approved, the PPG will be published on the CRTO Website.

MOTION # 9.4 MOVED BY, Angela Miller, RRT, and SECONDED BY, Shawn Jacobson, RRT, that Council approves the final draft revised Abuse Awareness and Prevention PPG.

MOTION # 9.4 CARRIED.

9.5 DRAFT REVISED RESPIRATORY THERAPISTS AS ANESTHESIA ASSISTANTS PROFESSIONAL PRACTICE GUIDELINE

Kelly Arndt, RRT, presented the draft revised Respiratory Therapists as Anesthesia Assistants Professional Practice Guideline. This document was previously revised in September 2018. It has been updated and revised, using subject matter experts, to facilitate understanding and clear direction with respect to anesthesia assistance. If the motion is approved, the PPG will be sent for public consultation and review.

MOTION # 9.5 MOVED BY, Katherine Lalonde, RRT, and SECONDED BY, Shawn Jacobson, RRT, that Council approves the draft revised Respiratory Therapists as Anaesthesia Assistants Professional Practice Guideline for consultation.

MOTION # 9.5 CARRIED.

9.6 CRIMINAL REFERENCE CHECKS (CRC)

Shaf Rahman, Deputy Registrar, presented the Criminal Reference Checks (CRC) policy considerations. The CRTO has engaged in initial information gathering to determine if the CRTO should require a criminal background check and how to best implement such a requirement. Staff conducted an environmental scan of other Ontario regulatory colleges, as well as Canadian RT regulators that make up the National Alliance of Respiratory Therapy Regulatory Bodies. Staff will continue its research and propose a draft policy on Criminal Records Check at a future Registration Committee meeting. There was a comment on how student RTs are already undergoing CRC to get a clinical placement in hospitals, and to perform another shortly after when they register with CRTO would appear to be a duplication in process and financial burden.

10.0: OTHER BUSINESS

- No items for this meeting

11.0: NEXT MEETING

Next Council Meeting:

December 1, 2023, via Zoom Videoconference.

12.0: ADJOURNMENT

Adjournment

The September 22, 2023, Council meeting adjourned at 12:31 p.m.