



College of Respiratory  
Therapists of Ontario

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## **CRTO Council Meeting Minutes**

**Scheduled on December 1, 2023, from 9:00 am to 1:00 pm**

**Location: Zoom Videoconference**

### **Attendance:**

#### **Board Members:**

Lindsay Martinek, RRT – **Chair**  
Kim Morris, **Vice-Chair**  
Derek Clark, Public Member  
Jeff Dionne, RRT  
Sandy Fodey, RRT  
Shawn Jacobson, RRT

Christa Krause, RRT  
Kelly Munoz, 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  
Anastasia Kokolakis, Professional Conduct  
Coordinator  
Peter Laframboise, Professional Conduct Manager

Lisa Ng, Registration Manager  
Denise Steele, Professional Programs Coordinator  
Abeeha Syed, Professional Conduct Associate  
Stephanie Tjandra, Finance & Office Manager  
Ania Walsh, Regulatory Affairs Manager

#### **Guests:**

Tiffany Mak, Ministry of Health

#### **Regrets:**

Angela Miller, RRT  
Allison Peddle, Public Member  
Andriy Kolos, Public Member

## 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: 2023 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
- Jody Saarvala, RRT
- Derek Clark, 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 meeting agenda for December 1, 2023. An amendment was noted for item 8.4, Jeff Dionne will be presenting the Committee Report.

**MOTION # 4.0**            MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Lindsay Martinek, RRT, that Council approves the Council Agenda for December 1, 2023, as amended.

**MOTION # 4.0 CARRIED.**

## 5.0: MINUTES FROM SEPTEMBER 22, 2023

Council reviewed the meeting minutes from September 22, 2023.

**MOTION # 5.0**            MOVED BY, Jeff Schiller, and SECONDED BY, Kelly Munoz, RRT, that Council approves the Council Minutes from September 22, 2023, meeting.

**MOTION # 5.0 CARRIED.**

## 6.0: STRATEGIC ISSUES

### 6.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Carole Hamp presented the 2021 – 2025 Strategic Direction Update Report. Council reviewed the action plan for September – November and the KPIs report which includes the initiatives that have been completed by staff. The KPIs report will be available for distribution to Council.

## 6.2 DRAFT REVISED BY-LAWS

Carole Hamp presented the draft revised By-Laws. The revisions are required due to the creation of the Emergency Class of Registration. There was a discussion on the rationale on the amount decided for the emergency class fee.

**MOTION # 6.2**            MOVED BY, Pappur Shankar, and SECONDED BY, Jody Saarvala, RRT, that Council approves the draft revised CRTO By-Law 3: Membership for consultation.

**MOTION # 6.2 CARRIED.**

## 6.3 2023 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK

Carole Hamp presented the 2023 College Performance Measurement Framework (CPMF). Council reviewed the summary of the criteria and objectives of the framework. It is expected that the 2023 CPMF will be completed and submitted in March 2024.

## 6.4 RISK REGISTER

Ania Walsh, Regulatory Affairs Manager, presented the quarterly risk management report. There have been no significant changes to the report at this point. Council reviewed the risk assessment and outlook anticipated for the upcoming quarter.

## 6.5 COUNCIL & COMMITTEE COMPETENCY PROFILE

Carole Hamp presented the Council & Committee Competency Profile. This competency profile framework has been developed in conjunction with one of the key competencies in the CPMF with regards to governance.

**MOTION # 6.5**            MOVED BY, Christa Krause, RRT, and SECONDED BY, Derek Clark, that Council approves the Council & Committee Competency Profile.

**MOTION # 6.5 CARRIED.**

## 6.6 CRTO COUNCIL EVALUATION FRAMEWORK

Carole Hamp presented the Council Evaluation Framework. The framework is premised on principles of good governance within the legislative landscape of the Regulated Healthcare Professions Act (RHPA).

**MOTION # 6.6**            MOVED BY, Lindsay Martinek, RRT, and SECONDED BY, Pappur Shankar, that Council approves the Council Evaluation Framework.

**MOTION # 6.6 CARRIED.**

## 7.0: OPERATIONAL & ADMINISTRATIVE ISSUES

## 7.1 REGISTRAR'S REPORT

Carole Hamp reported on general CRTO activities and initiatives.

### Internal

#### Current Initiatives

- Criminal Reference/Vulnerable Sector Checks
- Office Space Plans

#### Staffing

- Welcome to Anastasia Kokolakis, Professional Conduct Coordinator, to the team.
- Completed the hiring of the Communications Coordinator. Wellie Chihaluca will be joining the team on December 4.

#### Administration

- 2023 General Elections – there was a discussion on the low voter turnout and a suggestion for the CRTO to possibly develop a survey to get more information from members through the Patient Relations Committee.
- External Financial Auditor

#### External

- Emergency Class of Registration
- Accreditation Canada (AC)
- NARTRB

## 7.2 FINANCIAL STATEMENTS

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

**MOTION # 7.2**            MOVED BY, Derek Clark, and SECONDED BY, Jeff Schiller, that Council approves the quarterly financial statements from March 1, 2023, to October 31, 2023.

**MOTION # 7.2 CARRIED.**

## 7.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio. The CRTO's investment advisor from RBC is scheduled to present the updated investment portfolio at the next Finance and Audit meeting.

**MOTION # 7.3**            MOVED BY, Christa Krause, RRT, and SECONDED BY, Jillian Wilson, RRT, that Council approves the Investment Portfolio Summary as of October 31, 2023.

**MOTION # 7.3 CARRIED.**

## 7.4 ENTRY-TO-PRACTICE CLINICAL SKILLS ASSESSMENT FEE FOR INTERNATIONALLY EDUCATED HEALTH PROFESSIONALS

Carole Hamp presented the rationale for the clinical skills assessment (CSA) for internationally educated health professionals (IEHP) fee increase from \$4,250 to \$5,000.

If the motion is approved, the \$5,000 fee will come into effect on March 1, 2024. The schedule of fees and all information relevant to the fees for CSA will be updated on the website.

**MOTION # 7.4**            MOVED BY, Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that Council approves a revision to the CRTO Schedule of Fees to reflect an increase in the Entry-to-Practice Clinical Skills Assessment from \$4,250 to \$5,000.

**MOTION # 7.4 CARRIED.**

## **7.5 DRAFT BUDGET PROJECTIONS**

Carole Hamp presented the Draft Budget Projections for 2024/2025.

## **7.6 MEMBERSHIP STATISTICS**

Lisa Ng, Registration Manager, presented the membership statistics, which included the total membership, status changes, and new applications received. The total membership reported was 4,000 as of November 30, 2023.

There was a discussion on the follow up of the previous Council meeting topic regarding introducing the retired class.

## **8.0: COMMITTEE REPORTS**

### **8.1 EXECUTIVE COMMITTEE REPORT**

Council has reviewed the Executive Committee Report and there was no additional discussion at this meeting.

### **8.2 REGISTRATION COMMITTEE REPORT**

Council has reviewed the Registration Committee Report and there was no additional discussion at this meeting.

### **8.3 QUALITY ASSURANCE COMMITTEE REPORT**

Council has reviewed the Quality Assurance Committee Report and there was no additional discussion at this meeting.

### **8.4 PATIENT RELATIONS COMMITTEE REPORT**

Council has reviewed the Patient Relations Committee Report and there was no additional discussion at this meeting.

### **8.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT**

Council has reviewed the Inquiries, Complaints and Reports Committee Report and there was no additional discussion at this meeting.

## **8.6 DISCIPLINE COMMITTEE REPORT**

Council has reviewed the Discipline Committee Report and there was no additional discussion at this meeting.

## **8.7 FITNESS TO PRACTISE COMMITTEE REPORT**

Council has reviewed the Fitness to Practise Committee Report and there was no additional discussion at this meeting.

## **8.8 FINANCE & AUDIT COMMITTEE REPORT**

Council has reviewed the Finance & Audit Committee Report and there was no additional discussion at this meeting.

## **9.0: COMMITTEE ITEMS ARISING**

### **9.1 REVISED EMERGENCY REGISTRATION POLICY**

Ania Walsh presented the Revised Emergency Registration Policy. The policy has been updated to reflect the changes associated with the creation of the emergency class and has been circulated for consultation. If the motion is approved, the policy will be posted on the CRTO website and communicated to members in the next e-blast.

**MOTION # 9.1**            MOVED BY, Derek Clark, and SECONDED BY, Kelly Munoz, RRT, that Council approves the revised Emergency Registration Policy.

**MOTION # 9.1 CARRIED.**

### **9.2 REGISTRATION COMMITTEE – VULNERABLE SECTOR CHECKS POLICY**

Shaf Rahman, Deputy Registrar, presented the draft Vulnerable Sector Checks Policy. The draft policy has been reviewed by the Registration Committee.

If the motion is approved, the policy will be sent out for consultation in January 2024, and brought back to Council for the March 2024 meeting.

**MOTION # 9.2**            MOVED BY, Derek Clark, and SECONDED BY, Kim Morris, that Council approves the draft Vulnerable Sector Checks Policy for consultation.

**MOTION # 9.2 CARRIED.**

## 10.0: LEGISLATIVE AND GENERAL POLICY ISSUES

### 10.1 REGISTRATION REGULATION AMENDMENTS

Ania Walsh presented an overview of the documents that need to be updated to reflect the recent regulatory amendments relating to the new Emergency Class, the “As of Right” exemption, and the exemptions under the Controlled Acts Regulation.

Staff will continue to implement the regulatory changes and coordinate the policy review process.

### 10.2 REGISTRATION & USE OF TITLE PPG

Kelly Arndt, RRT, presented the draft revised Registration & Use of Title Professional Practice Guideline (PPG). The document has been updated to reflect the regulatory amendments related to the Emergency Class and the “As of Right” exemption. The PPG has been reviewed by the Registration Committee.

If the motion is approved, the PPG will be sent out for consultation in January 2024.

**MOTION # 10.2**        MOVED BY, Jeff Schiller, and SECONDED BY, Christa Krause, RRT, that Council approves the draft revised Registration and Use of Title PPG for consultation.

**MOTION # 10.2 CARRIED.**

### 10.3 REVISED UNAUTHORIZED USE OF TITLE AND HOLDING OUT POLICY

Ania Walsh presented the Revised Unauthorized Use of Title and Holding Out Policy. The policy has been reviewed and revised to ensure it is consistent with the recent regulatory changes, particularly the new Emergency Class and the “As of Right” exemption.

If the motion is approved, the policy will be posted on the CRTO website and communicated to the members in the next eblast.

**MOTION # 10.3**        MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Pappur Shankar, that Council approves the draft revised Unauthorized Use of Title and Holding Out Policy.

**MOTION # 10.3 CARRIED.**

## 11.0: OTHER BUSINESS

### 11.1 COUNCIL MEETING DATES FOR 2024

Carole Hamp presented the proposed Council meeting dates for 2024.

**MOTION # 11.1**        MOVED BY, Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that Council approves the proposed dates for the 2024 Council meetings.

**MOTION # 11.1 CARRIED.**

## 12.0: NEXT MEETING

**Next Council Meeting:**

March 1, 2024 via Zoom videoconference.

**13.0: ADJOURNMENT**

**Adjournment**

The December 1, 2023, Council meeting adjourned at 12:01 pm.