



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

## **CRTO Council Meeting Minutes**

**Scheduled on September 13, 2024, 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

Andriy Kolos, Public Member

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

Ania Walsh, Regulatory Affairs Director

Kelly Arndt, RRT, Quality Practice Manager

Anastasia Kokolakis, Professional Conduct  
Coordinator

Peter Laframboise, Professional Conduct Manager

Denise Steele, Professional Programs Coordinator

Abeeha Syed, Professional Conduct Associate

Temeka Tadesse, IT Manager

Stephanie Tjandra, Finance & Office Manager

#### **Guests:**

Zoe Askwith, Sr. Policy Analyst, Ministry of Health

Gerard Dunphy, Sr. Director, Detection, Response  
& Recovery, ISA Cybersecurity

#### **Regrets:**

Kelly Munoz, RRT

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## 1.0: WELCOME

The meeting was called to order at 9:00 a.m.

## 2.0: LAND ACKNOWLEDGEMENT

Lindsay Martinek read the land acknowledgement.

## 3.0: CONFLICT OF INTEREST DECLARATIONS

There was no conflict of interest declared.

## 4.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for September 13, 2024.

**MOTION 4.0**            MOVED BY, Kim Morris, and SECONDED BY, Jeff Schiller, that Council approve the Council Agenda for the September 13, 2024, meeting.

**MOTION 4.0 CARRIED.**

## 5.0: MINUTES FROM JUNE 7, 2024

Council reviewed the meeting minutes from June 7, 2024.

**MOTION 5.0**            MOVED BY, Pappur Shankar, and SECONDED BY, Angela Miller, RRT, that Council approve the Council Minutes from June 7, 2024, meeting.

**MOTION 5.0 CARRIED.**

## 6.0: STRATEGIC ISSUES

### 6.1 STRATEGIC DIRECTION AND KEY PERFORMANCE INDICATORS REPORT

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

Staff will look into broadening the gender identity options in the registration/renewal forms and adding a status summary information in the performance measures in the KPIs report.

### 6.2 CRTO ELECTIONS 2024

Carole Hamp presented the CRTO Elections 2024 results. The following Respiratory Therapists have been elected by acclamation, for three-year terms starting December 6, 2024:

District 1 – Jennifer Gadioma, RRT

District 2 – Sheena Lykke, RRT

District 5 – Allison Chadwick, RRT

District 7 – Sam Gennidakis, RRT

## 6.3 RISK REGISTER

Ania Walsh presented the quarterly Risk Register update.

## 7.0: OPERATIONAL & ADMINISTRATIVE ISSUES

### 7.1 CRTO UPDATE REPORT

Staff reported on general CRTO activities and initiatives.

Internal

- Office Space Plans (*Shaf Rahman & Stephanie Tjandra*)
- New CRTO Database and Website (*Temeka Tadesse & Ania Walsh*)
- Cybersecurity Response Plan
- IEHP Entry-to-Practice Assessment (*Kelly Arndt*)
- Proposed Registration Regulation Revisions (*Carole Hamp & Ania Walsh*)

External (*Carole Hamp*)

- National Alliance of Respiratory Therapy Regulatory Bodies
- HPRO Public Member Appointment Working Group

### 7.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements from May 1, 2024 to August 31, 2024.

**MOTION 7.2**                      MOVED BY, Derek Clark, and SECONDED BY, Jillian Wilson, RRT, that Council approve the quarterly financial statements for May 1, 2024 – August 31, 2024.

**MOTION 7.2 CARRIED.**

### 7.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio as of August 31, 2024.

**MOTION 7.3**                      MOVED BY, Derek Clark, and SECONDED BY, Angela Miller, RRT, that Council approve the CRTO's Investment Portfolio summary report.

**MOTION 7.3 CARRIED.**

### 7.4 MID-YEAR FINANCIAL PROJECTIONS

Carole Hamp presented the Mid-Year Financial Projections.

### 7.5 MEMBERSHIP FEES

Carole Hamp & Shaf Rahman presented the Membership Fees review for 2025-2026 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 2025 renewal year.

If approved, the members will be notified by email that the fee will not increase for the 2025 renewal year and the rationale for the decision will be included.

**MOTION 7.5**            MOVED BY, Derek Clark, and SECONDED BY, Angela Miler, RRT, that Council waives the membership fee increase for the 2025/26 fiscal year.

**MOTION 7.5 CARRIED.**

## **8.0: COMMITTEE REPORTS**

### **8.1 EXECUTIVE COMMITTEE REPORT**

Council reviewed the Executive Committee Report.

### **8.2 REGISTRATION COMMITTEE REPORT**

Council reviewed the Registration Committee Report.

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

Council reviewed the Quality Assurance Committee Report.

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

Council reviewed the Discipline Committee Report.

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

Council reviewed the Inquiries, Complaints and Reports Committee Report.

### **8.6 DISCIPLINE COMMITTEE REPORT**

Council reviewed the Discipline Committee Report.

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

Council reviewed the Fitness to Practise Committee Report.

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

Council reviewed the Finance & Audit Committee Report.

## 9.0: COMMITTEE ITEMS ARISING

### REGISTRATION COMMITTEE

#### 9.1 LANGUAGE PROFICIENCY REQUIREMENTS POLICY (FINAL APPROVAL)

Council reviewed the Language Proficiency Requirements Policy for final approval. This policy sets out the accepted English and French language proficiency test scores for registration with the CRTO.

The proposed revision, as recommended by a consultant retained by the CRTO, includes allowing candidates to combine test scores of a completed full language assessment with a single skills retake, but only when officially reported by specific testing organization, (i.e., TOEFL iBT MyBest Score and the IELTS One Skill Retake).

If approved, the revised Language Proficiency Requirements Policy will be posted on the website.

**MOTION 9.1**                MOVED BY, Kim Morris, and SECONDED BY, Andriy Kolos, that Council approve the revised Language Proficiency Requirements Policy.

**MOTION 9.1 CARRIED.**

### FINANCE & AUDIT COMMITTEE

#### 9.2 INVESTMENTS POLICY

Shaf Rahman presented the revised Investments Policy. For more transparency of the CRTO's investment strategy, the RBC Wealth Management team recommended including details around asset allocation, types of asset categories that are permissible, and the minimum standard of the quality of investments to be purchased.

Staff will implement a recommendation by Council to add a line around ethical investing.

**MOTION 9.2**                MOVED BY, Pappur Shankar, and SECONDED BY, Shawn Jacobson, RRT, that Council approve the revised Investments Policy.

**MOTION 9.2 CARRIED.**

## 10.0: LEGISLATIVE AND GENERAL POLICY ISSUES

### 10.1 ORDERS FOR MEDICAL CARE PROFESSIONAL PRACTICE GUIDELINE (FINAL APPROVAL)

Kelly Arndt presented the draft revised Orders for Medical Care Professional Practice Guideline (PPG) and the consultation report. This document provides information on the different types of medical orders, including direct medical directives and delegation, RTs requirements and responsibilities when accepting these orders.

Council reviewed the consultation results.

If approved, the Orders for Medical Care PPG will be posted on the CRTO website.

**MOTION 10.1**            MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Angela Miller, RRT, that Council approve the draft revised Orders for Medical Care Professional Practice Guideline (PPG) for publication.

**MOTION 10.1 CARRIED.**

## **10.2 CERTIFICATION PROGRAMS FOR ADVANCED PRESCRIBED PROCEDURES BELOW THE DERMIS PPG (FOR CONSULTATION)**

Kelly Arndt presented the Draft Revised Certification Programs for Advanced Prescribed Procedures Below the Dermis Professional Practice Guidelines (PPG). This document is intended to provide direction to Members wishing to perform advanced prescribed procedures below the dermis and to individuals developing required certification programs to ensure that minimum requirements are met. The content has been revised to reflect the recent regulatory amendments, particularly the new Emergency Class of Registration.

If approved, the PPG will be sent out for consultation in October 2024.

**MOTION 10.2**            MOVED BY, Kim Morris, and SECONDED BY, Angela Miller, RRT that Council approve the draft revised Certification Programs for Advanced Prescribed Procedures Below the Dermis PPG for consultation.

**MOTION 10.2 CARRIED.**

## **10.3 IN CAMERA POLICY (FINAL APPROVAL)**

Ania Walsh presented the *In Camera* Policy. The previous version of the *In Camera* Policy was archived in April 2022. At the time, it was determined that most of the policy was already covered in legislation and the By-Laws. It has been suggested that the policy be reinstated and expanded to include additional considerations to ensure transparent and consistent process when Council determines that the public be excluded from its meeting.

If approved, the *In Camera* Policy will be posted on the CRTO website and included in the Council governance manual that is currently being developed.

**MOTION 10.3**            MOVED BY, Angela Miller, RRT, and SECONDED BY, Lindsay Martinek, RRT, that Council approve the In-Camera Policy.

**MOTION 10.3 CARRIED.**

## **11.0: OTHER BUSINESS**

- No items for this meeting

## 12.0: CYBERSECURITY PRESENTATION

Cybersecurity 101 presentation by Gerard Dunphy from ISA Cybersecurity.

## 13.0: ADJOURNMENT

### **Adjournment**

The September 13, 2024, Council meeting adjourned at 1:09 p.m.