



2017 - 2018
ANNUAL REPORT

THE

COLLEGE OF RESPIRATORY
THERAPISTS OF ONTARIO,
THROUGH ITS ADMINISTRATION OF
THE **REGULATED HEALTH PROFESSIONS
ACT** AND THE **RESPIRATORY THERAPY
ACT**, IS DEDICATED TO ENSURING
THAT RESPIRATORY THERAPY
SERVICES PROVIDED TO THE PUBLIC,
BY ITS MEMBERS, ARE DELIVERED IN A

 SAFE AND ETHICAL MANNER.

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MESSAGE FROM THE

PRESIDENT & REGISTRAR

WELCOME

TO OUR 2017 - 2018 ANNUAL REPORT.



Christina Sperling, RRT
President



Kevin Taylor, RRT
Registrar & CEO

On behalf of our Council, Committees and staff, we are pleased to present our 2017-2018 Annual Report for the College of Respiratory Therapists of Ontario (CRTO).

The CRTO is one of 26 health regulatory bodies established by the *Regulated Health Professions Act, 1991*. With a duty to serve and protect the public interest, the CRTO:

- Develops, establishes and maintains (i) the entry-to-practice requirements for becoming a Respiratory Therapist, (ii) the practice standards required of all RTs when providing care, and (iii) the professional ethics standards for our Members;
- Receives and investigates complaints about our Members to ensure that those practice standards are maintained and that patients receive the quality of care that they expect and deserve;
- Facilitates continuing education and professional development in our Members to ensure ongoing quality of practice as they respond to evolving patient and system needs, changes in the practice environment, and advances in technology;
- Provides information about our Members to the public, allowing them to make informed choices about who provides their health care; and,
- Operates in an open and transparent fashion, allowing members of the public to see how decisions are made and to better understand the impact on their care.

MESSAGE FROM THE PRESIDENT & REGISTRAR

This past year, we focused on three main areas: continuing to improve our governance, supporting the ongoing quality of care provided by RTs, and continuing to improve the level of transparency and accountability we provide to the public.



ENHANCING GOVERNANCE

At the CRTO, we believe that better governance leads to a higher functioning organization, better generation of ideas, stronger collaboration and, ultimately, better decision-making – all contributing to better outcomes and a more effective regulator. To that end, we've enhanced our on-boarding process for all new Council and Non-Council Committee members, helping them become ready to carry out their role and responsibilities more quickly and with greater clarity; we've invested in the ongoing learning and development of our Council members through a series of educational features at our meetings and through a periodical governance-themed publication for them, and; we've embedded good governance principles in our decision-making tools to ensure continuing alignment with our public interest mandate.



QUALITY OF CARE

The CRTO has always had a quality assurance program aimed at ensuring that all RTs continue to learn and grow as professionals, staying abreast of the latest developments in research, technology and patient care to provide high quality, effective and ethical care to the patients and families they serve. Recognizing that ensuring quality requires more than simple audits of an individual's learning activities, this year we launched a modernized version of the program aimed at supporting the learning and development of RTs in a number of more effective ways. First, by recognizing how, where and what RTs learn, the program better aligns with the realities of the learning and development that occurs with the profession. Secondly, we repositioned the program to now encompass the full breadth of practice settings, meaning that the program is now relevant to all RTs, rather than focusing only on the most common practice environments. Lastly, we added a mandatory annual e-learning module that all RTs must complete, ensuring that they're aware of any changes in the standards they're expected to uphold as self-regulated health care professionals.



ENHANCING TRANSPARENCY AND ACCOUNTABILITY

More than ever before, we're striving to help the public understand what we do and how we do it, with transparency being the key to stronger accountability. To that end, we have further enhanced our registry of members, making it easier to find the information being sought and expanding the information available to the public. This makes it easier for employers to make informed hiring decisions and for patients to make informed choices about who provides their care. We've also invested in improving our processes for handling complaints, reports and fitness-to-practise matters to ensure timely and, hopefully, more satisfying resolutions to matters that come to us. Finally, we've added all of our Council materials to our website to enable any interested party to easily understand the topics being discussed by our Council and to remain informed on issues that matter to them.

The following pages describe our activities and accomplishments over the past 12 months. We're proud of our achievements and look forward to continuing to play our role in ensuring that Ontarians receive safe, effective and ethical care from our profession.

Sincerely,

Christina



CARTO Strategic Directions and Key Priorities 2016-2020

FOUNDATIONS

Regulating the practice of Respiratory Therapy to serve the Public Interest



External Factors



Member Engagement

- Engagement through Member Outreach
- Continue to implement our Student Strategy
- Continue to leverage communications for Stakeholder Relations



Governance & Accountability

- Enhancing College Governance
- Enhancing Transparency



Enhancing Professionalism

- Modernizing our Professional Misconduct Regulation
- Updating our CRTO Standards of Practice
- Updating our CRTO Ethical Standards
- Improving our QA Program
- Leveraging GROW, our professional development model
- Promoting Good Business Practices from our Members



Healthcare Community

- Continue working with others within our community, including:
 - ADP
 - eHealth
 - FHRCO
 - NARTRB
- Provide leadership on key national issues:
 - Labour Mobility Assessment /Harmonization
 - IEHP
 - Accreditation Reform



Core Business Practices

- Investments in technology - making our College "greener"
- Refining our IEHP Assessment
- Enhancing our Internal Processes

COUNCIL MEMBERS, NON-COUNCIL COMMITTEE MEMBERS AND STAFF MEMBERS as of February 28, 2018

16

COUNCIL

Allan Cobb
Michelle Causton
Allison Chadwick, RRT
Jacqueline Conant
Rhonda Contant, RRT
Jeff Earnshaw, RRT
Monique Forster
Patricia Latimer
James Lexovsky
Al MacLean
Lindsay Martinek, RRT
Kelly Munoz, RRT
Jody Saarvala, RRT
Christina Sperling, RRT
Holly Syer, RRT
Andrea Winters, RRT

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NON-COUNCIL COMMITTEE

Julie Boulianne, RRT
Alexandra Brazeau, RRT
Daniel Fryer, RRT
Ginette Greffe-Laliberté, RRT
Antonio Guglietti, RRT
Christa Krause, RRT
Concetta Martins, RRT
Denise Murphy, RRT
Kathleen Olden-Powell, RRT
Bruno Tassone, RRT
Cary Ward, RRT
Carol-Ann Whalen, RRT

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STAFF

Kevin Taylor RRT, Registrar & CEO
Melanie Jones-Drost, Deputy Registrar
Carole Hamp RRT, Quality Practice Manager
Ania Walsh, Registration Manager
Amelia Ma, Finance & Office Manager
Janice Carson, Communications Manager
Lori Peppler-Beechey RRT, Governance & Quality Manager
Lisa Ng, Registration & Investigations Coordinator
Shaf Rahman, Professional Conduct Manager

COMMITTEE MEMBERS as of February 28, 2018

EXECUTIVE COMMITTEE

Christina Sperling, RRT President
Allan Cobb Vice-President
Allison Chadwick, RRT
Rhonda Contant, RRT
Patricia Latimer

DISCIPLINE COMMITTEE

| | |
|------------------------|-------------------------|
| Allan Cobb Chair | Concetta Martins, RRT |
| Al MacLean Vice-Chair | Jody Saarvala, RRT |
| Julie Boulianne, RRT | Christina Sperling, RRT |
| Alexandra Brazeau, RRT | Cary Ward, RRT |
| Monique Forster | Carol-Ann Whalen, RRT |
| Daniel Fryer, RRT | Andrea Winters, RRT |

FITNESS TO PRACTISE COMMITTEE

| | |
|------------------------|-------------------------|
| Allan Cobb Chair | Concetta Martins, RRT |
| Al MacLean Vice-Chair | Jody Saarvala, RRT |
| Julie Boulianne, RRT | Christina Sperling, RRT |
| Alexandra Brazeau, RRT | Cary Ward, RRT |
| Monique Forster | Carol-Ann Whalen, RRT |
| Daniel Fryer, RRT | Andrea Winters, RRT |

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

| | |
|-------------------------------|----------------------------|
| Allison Chadwick, RRT Chair | Patricia Latimer |
| Jeff Earnshaw, RRT Vice-Chair | James Lexovsky |
| Michelle Causton | Lindsay Martinek, RRT |
| Jacqueline Conant | Kelly Munoz, RRT |
| Rhonda Contant, RRT | Denise Murphy, RRT |
| Ginette Greffe-Laliberté, RRT | Kathleen Olden-Powell, RRT |
| Antonio Guglietti, RRT | Holly Syer, RRT |
| Christa Krause, RRT | Bruno Tassone, RRT |

COMMITTEE MEMBERS as of February 28, 2018

PATIENT RELATIONS COMMITTEE

Julie Boulianne, RRT Chair
 Jacqueline Conant Vice-Chair
 Alexandra Brazeau, RRT
 Allison Chadwick, RRT
 Daniel Fryer, RRT

James Lexovsky
 Concetta Martins, RRT
 Christina Sperling, RRT
 Carol-Ann Whalen, RRT

QUALITY ASSURANCE COMMITTEE

Rhonda Contant, RRT Chair
 Ginette Greffe-Laliberté, RRT Vice-Chair
 Michelle Causton
 Allan Cobb
 Monique Forster
 Daniel Fryer, RRT

Al MacLean
 Lindsay Martinek, RRT
 Concetta Martins, RRT
 Kelly Munoz, RRT
 Denise Murphy, RRT
 Holly Syer, RRT

REGISTRATION COMMITTEE

Patricia Latimer Chair
 Christa Krause, RRT Vice-Chair
 Julie Boulianne, RRT
 Jacqueline Conant
 Jeff Earnshaw, RRT
 Monique Forster

Antonio Guglietti, RRT
 Kathleen Olden-Powell, RRT
 Jody Saarvala, RRT
 Bruno Tassone, RRT
 Cary Ward, RRT
 Andrea Winters, RRT

OUTREACH

Our goal is to promote communication between stakeholders and the CRTO.



SOCIAL Media

46 Tweets Sent

40 Retweets

The CRTO tweets links to new or updated content on our website to give users another way to quickly see information related to their practice. Follow us on Twitter @TheCRTO



CRTO Website

21.2% of visitors to the CRTO website are new

78.8% of visitors to the CRTO website are returning



Practice FAQs

8 FAQs

FAQs published in the monthly ebulletin. Topics are determined based on practice questions received throughout the year.



Professional Practice BLOG

10 BLOG Posts

The CRTO publishes a regular BLOG, available on our website. Posts relating to practice questions, current events and new legislation are highlighted.

OUTREACH



EMAILS

The CRTO publishes approximately 12-14 bulletins throughout the year. It is the goal of the CRTO to keep Members and stakeholders informed with on-going updates through clear and consistent communication. The electronic mailings contain time sensitive material relevant to the practice of Respiratory Therapy.



CONDUCT COUNTS Case Studies

Several times per year, the CRTO publishes a case study looking at different issues around a Members' practice. Although some details have been changed to protect individual identities, the issues, process and outcomes illustrated in the Case Studies are all based on actual CRTO investigations.

48,487 EMAILS WERE SENT TO MEMBERS AND STAKEHOLDERS

99.4%

were successfully delivered

0.6%

were undeliverable (due to invalid email addresses or full mailboxes)

6 CASE STUDIES WERE PUBLISHED IN 2017/2018

Topics included:

- Falsifying Documentation
- Authorized Acts
- General Documentation
- Professional Conduct
- Bullying
- Social Media

ON-SITE VISITS

6

VISITS TO RT SCHOOLS IN ONTARIO

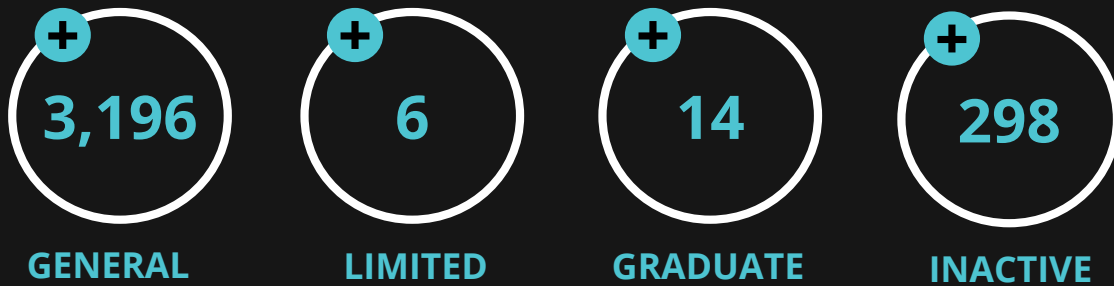
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HEALTH CARE FACILITIES IN ONTARIO

STATISTICS & DEMOGRAPHICS

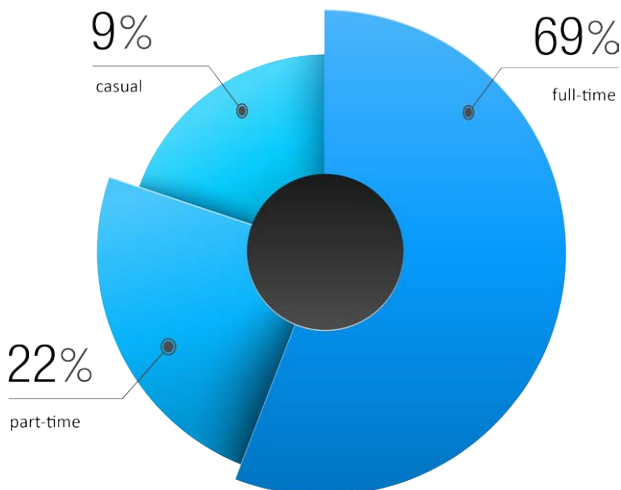
AS OF FEBRUARY 28, 2018

NUMBER OF RTs 3,514

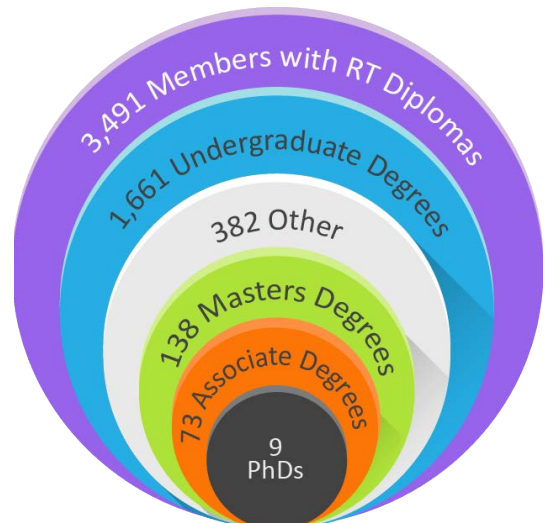


For more information on classes of registration please visit:
www.crto.on.ca/members/about-your-certificate-of-registration/classes-registration/

EMPLOYMENT STATUS (Based on primary employer)

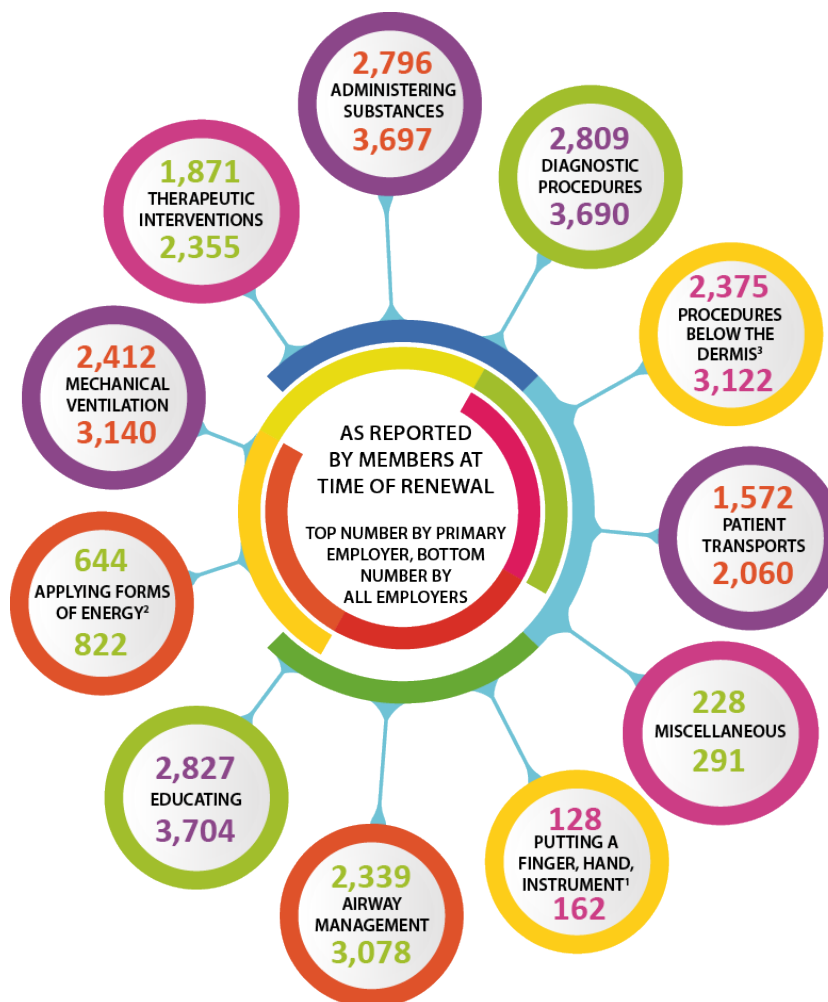
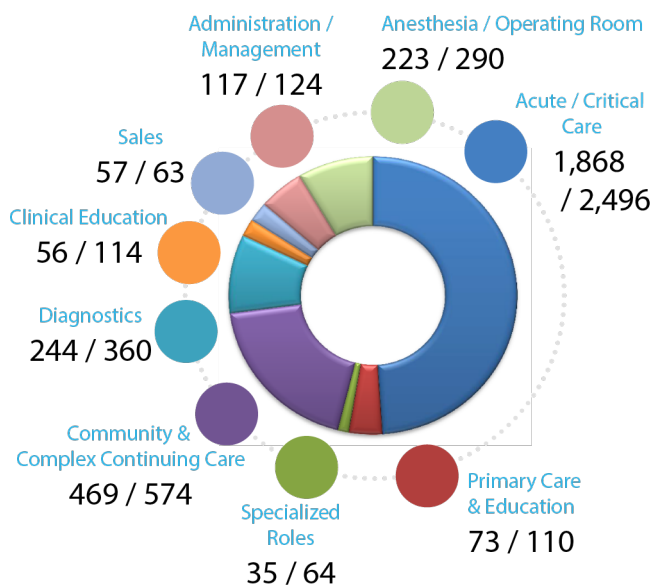


EDUCATIONAL PROFILE



MAIN AREAS OF PRACTICE

Main focus of Respiratory Therapy practice at the Members place(s) of employment. First number by primary employer, second number by all employers.



RT ACTIVITIES PERFORMED BY MEMBERS

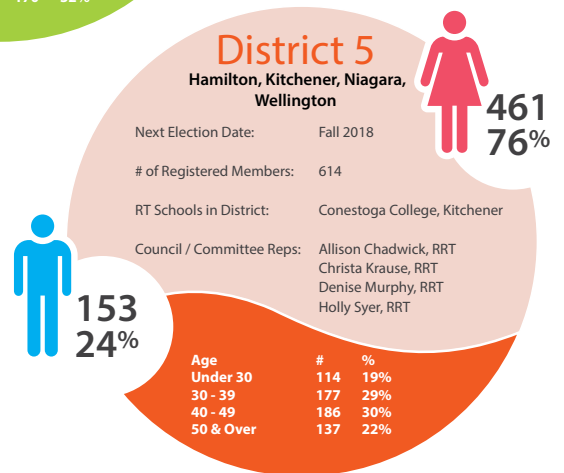
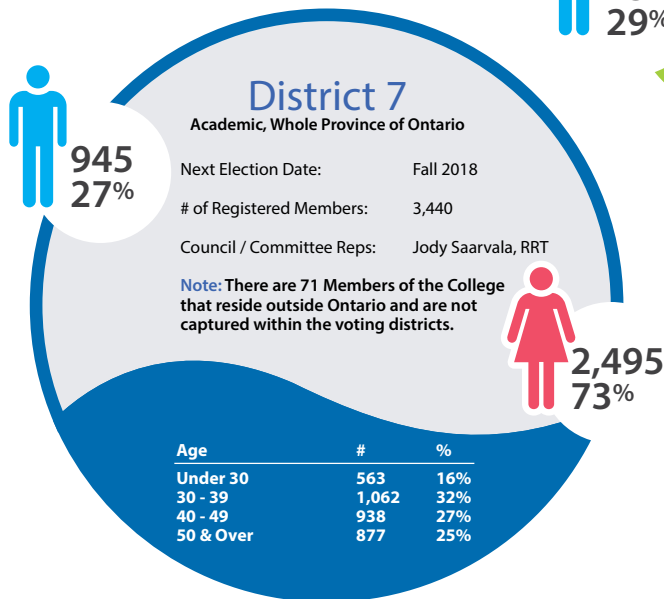
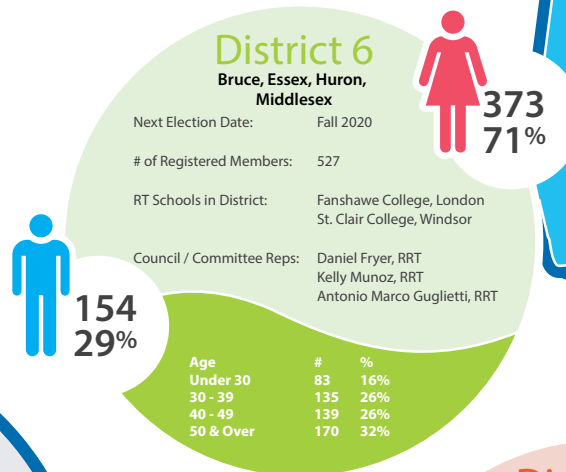
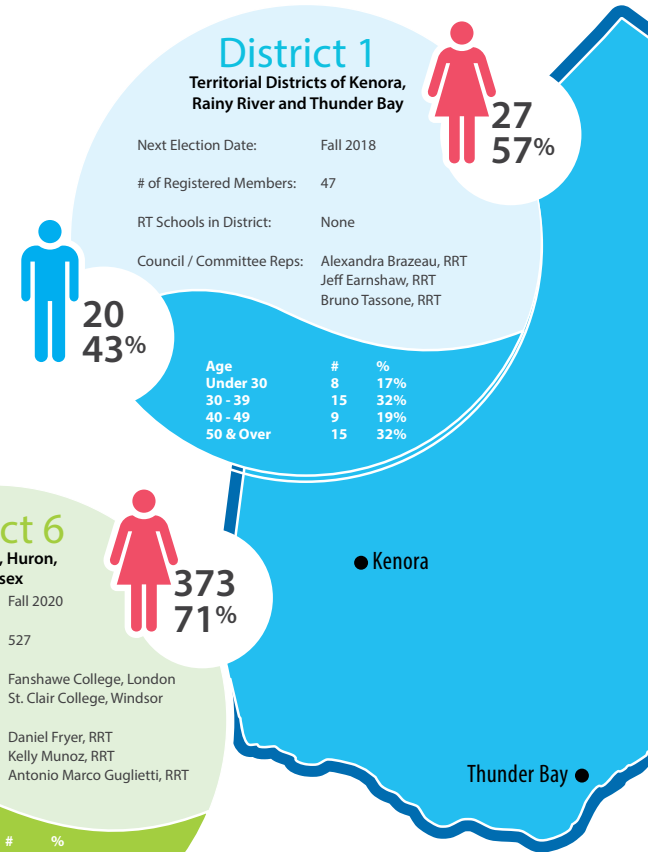
¹ E.g., Into an artificial opening into the body.

² E.g., Defibrillation, Cardioversion, Automatic External Defibrillator (AED)

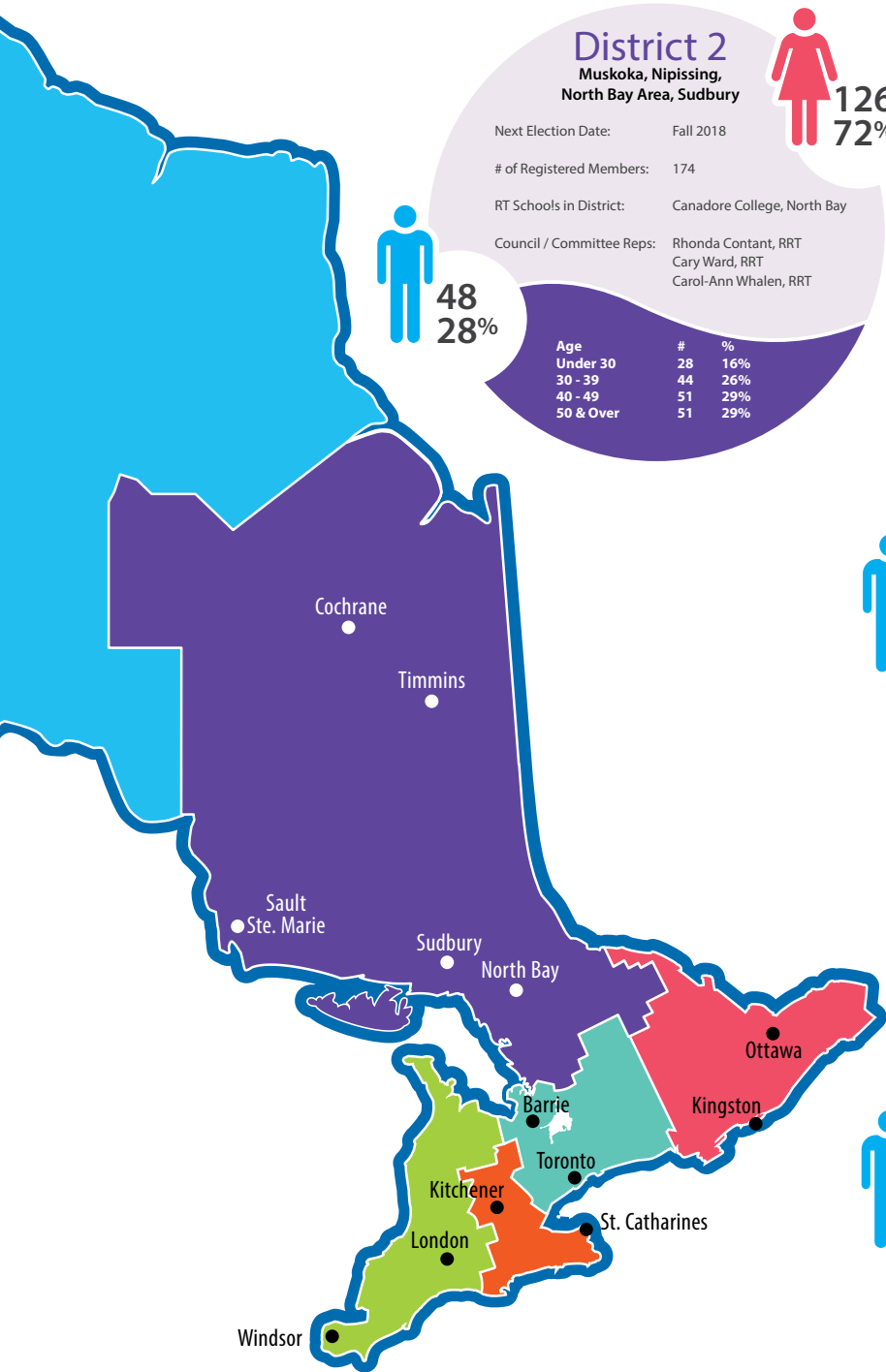
³ E.g., Arterial Cannulation, Chest Tubes, Epidural, Venipuncture.

CRTO Electoral Districts

- 1 - Territorial Districts of Kenora, Rainy River and Thunder Bay
- 2 - Muskoka, Nipissing, North Bay Area, Sudbury
- 3 - Ottawa-Carlton, Renfrew, Hastings
- 4 - Greater Toronto, Haliburton, Northumberland, Simcoe
- 5 - Hamilton, Kitchener, Niagara, Wellington
- 6 - Bruce, Essex, Huron, Middlesex
- 7 - Academic, Whole Province of Ontario

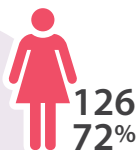


2017/2018

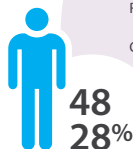


District 2

Muskoka, Nipissing,
North Bay Area, Sudbury



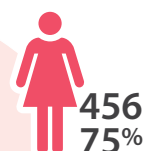
Next Election Date: Fall 2018
of Registered Members: 174
RT Schools in District: Canadore College, North Bay
Council / Committee Reps: Rhonda Contant, RRT
Cary Ward, RRT
Carol-Ann Whalen, RRT



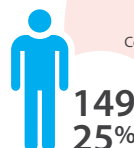
| Age | # | % |
|-----------|----|-----|
| Under 30 | 28 | 16% |
| 30 - 39 | 44 | 26% |
| 40 - 49 | 51 | 29% |
| 50 & Over | 51 | 29% |

District 3

Ottawa-Carlton, Renfrew,
Hastings



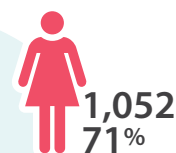
Next Election Date: Fall 2020
of Registered Members: 605
RT Schools in District: Algonquin College, Ottawa
La Cité collégiale, Ottawa
Council / Committee Reps: Julie Boulianne, RRT
Ginette Greffe-Laliberté, RRT
Andrea Winters, RRT



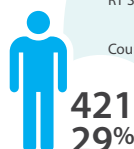
| Age | # | % |
|-----------|-----|-----|
| Under 30 | 98 | 16% |
| 30 - 39 | 218 | 36% |
| 40 - 49 | 149 | 25% |
| 50 & Over | 140 | 23% |

District 4

Greater Toronto, Haliburton,
Northumberland, Simcoe



Next Election Date: Fall 2020
of Registered Members: 1,473
RT Schools in District: The Michener Institute
for Applied Health Sciences, Toronto
Council / Committee Reps: Lindsay Martinek, RRT
Concetta Martins, RRT
Kathleen Olden-Powell, RRT
Christina Sperling, RRT



| Age | # | % |
|-----------|-----|-----|
| Under 30 | 232 | 16% |
| 30 - 39 | 473 | 32% |
| 40 - 49 | 404 | 27% |
| 50 & Over | 364 | 25% |

EXECUTIVE

COMMITTEE REPORT



Christina Sperling, RRT
Executive Committee Chair

Reporting to Council, the Executive Committee consults with the Registrar & CEO to oversee the administration of the CRTO. The Executive Committee can exercise all the powers of Council on matters that require immediate attention except making, amending or revoking regulations or By-Laws. The President and Vice-President, elected by the Council, are automatically Executive Members.

This year the Committee:

- Monitored the CRTO's budget, financial position and investments
- Reviewed the CRTO's audited financial statements
- Proposed amendments to the CRTO's investment policy to reduce the financial risk to the College reserves
- Appointed the Council and Non-Council Members to the CRTO's various statutory committees
- Considered the issue of telepractice for RTs
- Considered a proposal from the National Alliance of Respiratory Therapy Regulatory Bodies to adopt a proportional fee model for its members
- Oversaw the Election of Members in Districts 3, 4 and 6.

PATIENT RELATIONS

COMMITTEE REPORT



Julie Boulianne, RRT
Patient Relations
Committee Chair

The Patient Relations Committee is responsible for developing, establishing and maintaining a Patient Relations Program, including measures for preventing and/or dealing with sexual abuse of patients by Members of the CRTO and administering funding for therapy/counseling for patients who have been sexually abused by our Members. This committee also advises Council on communications plans.

Patient Relations Program

During the 2017-2018 fiscal year there were no applications for funding for therapy submitted to the Patient Relations Committee.

The Patient Relations Committee reviewed the “To Zero: Independent Report of the Minister’s Task Force on the Prevention of Sexual Abuse of Patients and the Regulated Health Professions Act, 1991” that was released by the Ministry of Health and Long-Term Care. This report contained 34 recommendations on how to better prevent and respond to the sexual abuse of patients by regulated health professions.

Other Areas of Focus

The planning priorities of the PRC are closely linked to several of the CRTO 2016 - 2020 strategic directions and key priorities.

Related ongoing Committee activities include:

- Member engagement,
- public awareness, and
- student engagement.

REGISTRATION

COMMITTEE REPORT



Patricia Latimer
Registration Committee Chair

The Registration Committee directs the Registrar on issuing certificates if registration to applicants and may impose terms, conditions and limitations on these certificates. The Registration Committee also reviews and develops policies related to registration such as approved RT educational programs, prior learning assessments and registration criteria.

This year the Committee:

- Reviewed and approved changes to the Registration Committee’s Goals and Terms of Reference
- Monitored the Respiratory Therapy programs’ accreditation status
- Monitored the entry-to-practice assessment process
- Approved one certification program for prescribed procedures below the dermis (intraosseous needle insertion)
- Reviewed and amended the following policies:
 - Approval of Canadian Respiratory Therapy Programs Policy
 - Determining Good Character Policy
- Reviewed and considered referrals from the Registrar.

17 TOTAL REFERRALS

9 **CURRENCY REFERRALS**
From applicants who have not been engaged in the practice of Respiratory Therapy within the two years preceding their application to the CRTO

4 **ENTRY-TO-PRACTICE**
Review of the Entry-to-Practice Assessment Results

4 **CHANGES TO TCLs**
Applications for change to terms, conditions and limitations imposed on a Members' Certificates of Registration

1 **HPARB APPEAL**
In August 2017 the Health Professions and Appeal and Review Board (HPARB) issued an order confirming a decision of the Registration Committee to refuse to issue a certificate of registration.

View the CRTO's 2017 Fair Registration Practices Report to the Office of the Fairness Commissioner (OFC) at:

www.crto.on.ca/pdf/Reports/2017.OFC.Report.pdf

QUALITY ASSURANCE

COMMITTEE REPORT



Rhonda Contant, RRT
Quality Assurance
Committee Chair

The Quality Assurance Committee develops, implements and maintains the CRTO’s QA program, encouraging continued professional improvement of RT Members. This Committee conducts a review of the Quality Assurance Program’s effectiveness every five years. The QA Committee also monitors compliance with the QA program and makes decisions about Members who have been identified with unsatisfactory knowledge, skills, or judgement through this framework.

This year the Committee:

- Officially released the new Professional Development Program (PDP), formerly Quality Assurance Program
- Released the newly revised PORTfolio platform
- Assigned PORTfolio review years to all current Members
- Notified 30 Members who are scheduled to submit their PORTfolios in 2018. These notifications were primarily to Members who had received deferrals in 2015
- Successfully released the first RelevantT eLearning module and reviewed results and feedback
- Continued to implement and review the Launch RT Jurisprudence Assessment

QA Requirements:

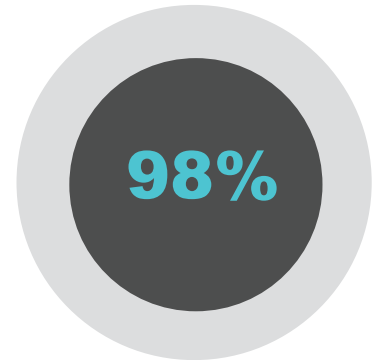
- **Launch RT Jurisprudence Assessment** is completed by new or recently reinstated Members
- **RelevantT eLearning Module** is completed annually by all Members
- **Portfolio Online for Respiratory Therapists (PORTfolio^{OM})** must be maintained by all Members on an ongoing basis, with submission for peer review up to once every five years.
- **Specified Continuing Education or Remediation Program (SCERP) / Practice Assessment** in specific instances

For more details visit www.crto.on.ca/pdf/Policies/QA_Program_Policy_101.pdf

Quality Assurance by the Numbers

Relevant eLearning Module

- 3,531** Members completed the module by the February 28th deadline
- 81** Reminder notices had to be sent to Members who did not meet the deadline
- 1** Member remains outstanding on completing RelevantT



Compliance
in 1st year of RelevantT

Survey Results from RelevantT eLearning Module

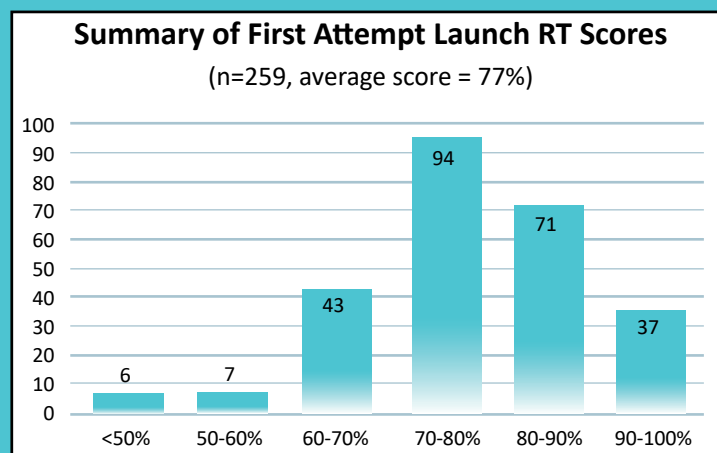
- 2,536** Members completed the short survey that accompanied the module
- 99%** of respondents stated they found the module easy to access and complete, and stated that the module enhanced their knowledge of recent changes to the practice standards and guidelines that govern RT practice in Ontario



LAUNCH RT JURISPRUDENCE TEST

Launch RT Jurisprudence Assessment has been running since October 2016

- 259** Members have completed Launch RT since October 2016
- 55** Received a score below 70% and were required to repeat Launch RT. All but one of these passed the assessment on the second attempt.
- 77%** Overall average for first time writers (range 38%- 100%)



INQUIRIES, COMPLAINTS & REPORTS

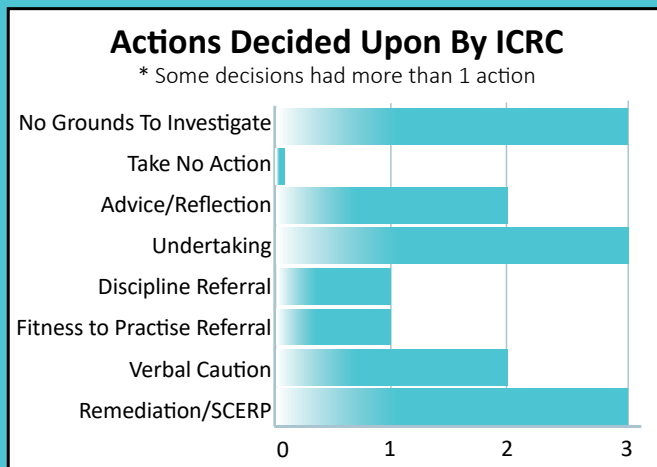
COMMITTEE REPORT



Allison Chadwick, RRT
ICR Committee Chair

The Inquiries, Complaints and Reports Committee is responsible for investigating concerns brought to the CRTO’s attention through complaints or reports, such as termination reports from employers. The Committee considers concerns related to a Member’s conduct, capacity and competence to determine if a referral to the Discipline or Fitness to Practise Committee is warranted, or if another method of addressing the issue would be suitable.

In 2017/2018, the CRTO initiated 19 investigations. The Committee made decisions in 14 of the investigation cases by February 28, 2018. The outcomes of these decisions are detailed in the adjacent list.



Matters investigated by the CRTO took **135 days**, on average, from receipt of the concern to the decision being rendered.

Concerns about RTs were reported to the CRTO through:

- 3** Complaints
- 11** Employer Reports
- 3** Self-Reports by Members
- 2** Registrar’s Referrals

19 Investigations Initiated

Types of Advice/Reflection

- Professionalism (1)
- Scope of Practice (1)

Types of Remediation

- Documentation (2)
- Standards of Practice (1)

Undertakings or Agreements

- Not to Practice (2)
- To Refrain from Bullying (1)

FITNESS TO PRACTISE

COMMITTEE REPORT



Allan Cobb

Fitness to Practise Committee Chair

On referral from a Panel of the Inquiries, Complaints and Reports Committee, the Fitness to Practise Committee conducts hearings to determine whether a Member is incapacitated. In the interest of the public, sometimes a Member suffering from a physical or mental condition/disorder can no longer practise safely or must practise with restrictions. A Fitness to Practise hearing is generally closed to the public unless the Member requests otherwise.

This year there was one referrals to the Fitness to Practise Committee; prior to the hearing taking place the Member resigned from the CRTO.

DISCIPLINE

COMMITTEE REPORT



Allan Cobb

Discipline Committee Chair

Panels of this Committee are responsible for hearing and determining allegations of professional misconduct or incompetence referred by the Inquiries, Complaints and Reports Committee. Discipline hearings are open to the public and proceedings against a Member before the Discipline Committee panel are civil in nature. Based on submitted evidence, the panel must arrive at a decision and determine a penalty if there's a finding of guilt. For more information what a Discipline Committee may do, see: www.crto.on.ca/public/concerns-about-a-respiratory-therapist/hearings/about-discipline/

In 2017/18, the Discipline Committee received two referrals. One hearing took place, for more details see: www.crto.on.ca/pdf/Discipline/002162_Discipline_03-2018.pdf



FINANCIAL SUMMARY 2017/18

Independent Auditor's Report

TO THE COUNCIL OF THE COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

The accompanying summary financial statements of the College of Respiratory Therapists of Ontario (the "College"), which comprise the summary balance sheet as at February 28, 2018, and the summary statement of operations for the year then ended, are derived from the audited financial statements of the College for the year ended February 28, 2018. We expressed an unmodified audit opinion on those financial statements in our report dated June 1, 2018.

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements therefore, is not a substitute for reading the audited financial statements of the College.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of a summary of the audited financial statements in accordance with Canadian accounting standards for not-for-profit organizations, except that information in respect of changes in net assets and cash flows has not been presented and notes to the summary financial statements have not been prepared.

Auditor's Responsibility

Our responsibility is to express an opinion on the summary financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary Financial Statements".

Opinion

In our opinion, the summary financial statements derived from the audited financial statements of the College for the year ended February 28, 2018 are a fair summary of those financial statements, in accordance with Canadian accounting standards for not-for-profit organizations, except that information in respect of changes in net assets and cash flows has not been presented and notes to the summary financial statements have not been prepared.

Toronto, Ontario

HILBORN LLP
CHARTERED ACCOUNTANTS
Licensed Public Accountants

Summary Balance Sheet

AS AT FEBRUARY 28, 2018

| | 2018 | 2017 |
|--|------------------|--------------|
| ASSETS | | |
| Current assets | | |
| Cash | \$ 1,410,579 | \$ 1,487,844 |
| Investments | 1,203,403 | 1,177,865 |
| Prepaid expenses | 49,505 | 41,626 |
| | 2,663,487 | 2,707,335 |
| Capital assets | 239,454 | 179,603 |
| | 2,902,941 | 2,886,938 |
| LIABILITIES | | |
| Current liabilities | | |
| Accounts payable and accrued liabilities | 148,100 | 71,820 |
| Deferred revenue - registration fees | 1,683,087 | 1,445,150 |
| | 1,831,187 | 1,516,970 |
| Obligations under capital lease | 45,113 | 55,582 |
| | 1,876,300 | 1,572,552 |
| NET ASSETS | | |
| Internally restricted | | |
| Abuse therapy fund | 20,000 | 20,000 |
| General contingency reserve fund | 500,000 | 500,000 |
| General investigations and hearings fund | 150,000 | 150,000 |
| Special projects reserve | 345,173 | 345,173 |
| Fees stabilization reserve | - | 150,000 |
| Invested in capital assets | 58,511 | 124,021 |
| Unrestricted | | |
| Operating fund | (47,043) | 25,192 |
| | 1,026,641 | 1,314,386 |
| | 2,902,941 | 2,886,938 |

Copies of 2017 / 2018 complete audited financial statements are available on our website at www.crto.on.ca or on request from the Registrar at 416-591-7800.

Summary Statement of Operations

AS AT FEBRUARY 28, 2018

| | 2018 | 2017 |
|---|------------------|--------------|
| REVENUES | | |
| Registration, renewal and application fees | \$ 1,699,110 | \$ 1,638,187 |
| Investment income | 18,501 | 26,815 |
| | 1,717,611 | 1,665,002 |
| EXPENSES | | |
| Salaries and benefits | 1,062,049 | 962,049 |
| Occupancy costs | 141,157 | 143,436 |
| Quality assurance | 64,383 | 28,015 |
| Professional fees | 117,609 | 87,877 |
| Printing, postage, stationary and delivery | 27,384 | 33,666 |
| Council and committee | 88,669 | 94,273 |
| Special project | 133,909 | 157,636 |
| All other operating expenses | 370,195 | 287,079 |
| | 2,005,355 | 1,794,031 |
| Deficiency of revenues over expenses for the year | (287,744) | (129,029) |

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**College of Respiratory
Therapists of Ontario**

**Ordre des thérapeutes
respiratoires de l'Ontario**

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