



**2022 - 2023  
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.

# CONTENT

<b>MESSAGE FROM THE PRESIDENT &amp; REGISTRAR</b>	<b>4</b>
.....	
<b>STRATEGIC DIRECTIONS AND KEY PRIORITIES</b>	<b>7</b>
.....	
<b>COUNCIL, NON-COUNCIL COMMITTEE AND STAFF MEMBERS</b>	<b>8</b>
.....	
<b>COMMITTEE LIST</b>	<b>9</b>
.....	
<b>STATISTICS AND DEMOGRAPHICS</b>	<b>11</b>
.....	
<b>EXECUTIVE COMMITTEE REPORT</b>	<b>14</b>
.....	
<b>PATIENT RELATIONS COMMITTEE REPORT</b>	<b>15</b>
.....	
<b>REGISTRATION COMMITTEE REPORT</b>	<b>17</b>
.....	
<b>QUALITY ASSURANCE COMMITTEE REPORT</b>	<b>19</b>
.....	
<b>INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT</b>	<b>21</b>
.....	
<b>FITNESS TO PRACTISE COMMITTEE REPORT</b>	<b>23</b>
.....	
<b>DISCIPLINE COMMITTEE REPORT</b>	<b>23</b>
.....	
<b>FINANCE &amp; AUDIT COMMITTEE REPORT</b>	<b>24</b>
.....	
<b>SUMMARY FINANCIAL STATEMENTS</b>	<b>26</b>



MESSAGE FROM THE 

---

PRESIDENT &  
REGISTRAR

# WELCOME

## TO OUR 2022 - 2023 ANNUAL REPORT.



**Lindsay Martinek, RRT**  
President & Board Chair



**Carole Hamp, RRT**  
Registrar & CEO

On behalf of our Council, Committees and staff, we are pleased to present our 2022 - 2023 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 saw the waning of a prolonged global pandemic that has profoundly and likely permanently, impacted the provision of healthcare in Ontario. Workforce shortages and supply chain disruptions have pushed the system – and those that work within it – to the breaking point. Throughout it all, Respiratory Therapists (RTs) across Ontario have stepped up, stood strong and supported one another. We, at the CRTO, are beyond proud of our Members and are committed to supporting them as they continue to provide the best possible patient care.

Between March 2022 and the end of February 2023, the CRTO Council and Committee members, as well as our staff, have been kept very busy with the following initiatives:

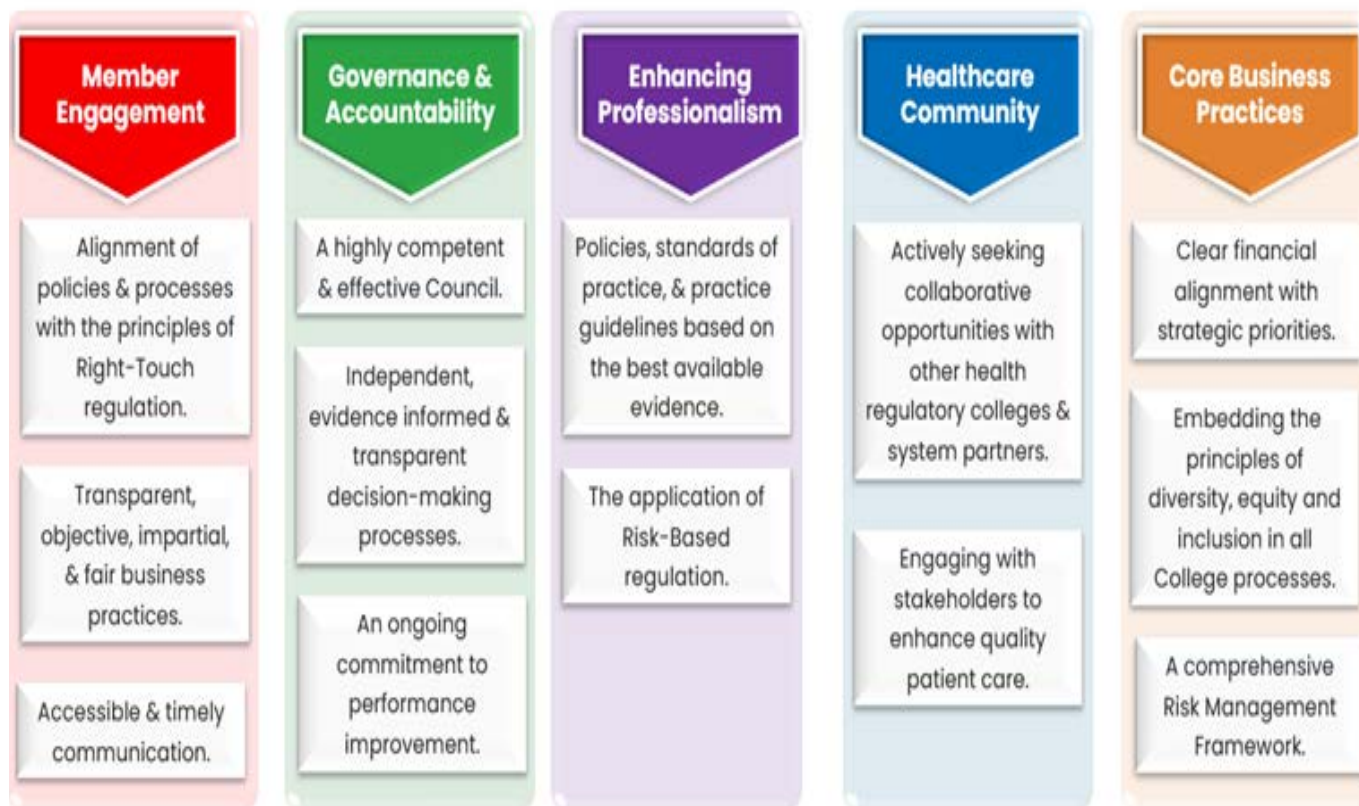
- The release of our [Diversity, Equity and Inclusion \(DEI\) Strategy](#) and several DEI educational sessions
- Completion of an external review of all Professional Conduct (PC) processes and implementation of the reports' recommendations
- Revision of the CRTO By-Laws to include, among other items, an updated Code of Conduct
- Numerous virtual and in-person meetings with RT educational facilities and practice sites
- Ongoing training provided to Council & Committee members on such topics as Financial Literacy and Cybersecurity
- The review and revision of 30 CRTO policies and three Professional Practice Guidelines (PPGs) as part of the CRTO's [Policy Framework](#)
- The development and approval of the CRTO's [Risk Management Framework](#)
- The creation of a [Succession Plan for Senior Leadership](#)
- The submission of the 2021 [College Performance Measurement Framework](#) to the Ontario Ministry of Health.

As we continue to learn and grow from the impacts of the global pandemic, as a profession, it is essential to continue to look out for one another as colleagues and as people. Self-care, exercises in resilience and continuing to support the needs of a challenged system, are exceptionally difficult with the health human resources shortages that continue to challenge the profession. While COVID remains a reality in healthcare, the CRTO will continue to support RTs, in the public interest and with our stakeholders and partners, through the constant evolution of the most challenging time we have faced as a profession.

We continue to be incredibly proud of our members' tenacity, courage, and perseverance. Additionally, the CRTO is proud of the work done throughout the past year to create solid foundations for the future of Respiratory Therapy: a) ethics; b) diversity and inclusion; c) risk management; d) competence; and e) accountability in Ontario.

# CRTO 2021 – 2025 Strategic Direction

The CRTO regulates the practice of Respiratory Therapy in the public interest through:



# COUNCIL MEMBERS, NON-COUNCIL COMMITTEE MEMBERS AND STAFF MEMBERS as of February 28, 2023



**14 COUNCIL**

- Derek Clark
- Jeffrey Dionne, RRT
- Shawn Jacobson, RRT
- Andriy Kolos
- Christa Krause, RRT
- Katherine Lalonde, RRT
- Lindsay Martinek RRT
- Angela Miller, RRT
- Kim Morris
- Kelly Munoz RRT
- Allison Peddle
- Jody Saarvala, RRT
- Jeffrey Schiller
- Jillian Wilson, RRT



**12 NON-COUNCIL COMMITTEE**

- Tracy Bradley, RRT
- Laura Dahmann, RRT
- Aaron Giba, RRT
- Ginette Greffe-Laliberté, RRT
- Antonio Guglietti, RRT
- Patricia Harris, RRT
- Sheena Lykke, RRT
- Ginny Martins, RRT
- Travis Murphy, RRT
- Pamela Robertson, RRT
- Ronald Southwell, RRT
- Laura Van Bommel, RRT

---

## STAFF

**Office of the Registrar**  
Carole Hamp RRT, Registrar & CEO  
Shaf Rahman JD, Deputy Registrar  
Ania Walsh, Manager, Regulatory Affairs

**Registration Services**  
Lisa Ng, Manager, Registration  
Denise Steele, Coordinator, Professional Programs

**Professional Practice & Development**  
Kelly Arndt RRT, Manager, Quality Practice

**Professional Conduct**  
Peter Laframboise, Manager, Professional Conduct  
Misbah Chaudhry, Coordinator, Professional Conduct  
Abeeha Syed, Associate, Professional Conduct

**Communications & IT**  
Janice Carson, Manager, Communications  
Temeka Tadesse, IT & Database Specialist

**Corporate Service**  
Stephanie Tjandra, Manager, Finance & Office



## COMMITTEE MEMBERS as of February 28, 2023

### EXECUTIVE COMMITTEE

---

Lindsay Martinek, RRT President  
 Kim Morris Vice-President  
 Derek Clark  
 Jeffrey Dionne, RRT  
 Jody Saarvala, RRT

### DISCIPLINE COMMITTEE

---

Lindsay Martinek, RRT Chair	Andriy Kolos
Tracy Bradley, RRT Vice-Chair	Angela Miller, RRT
Aaron Giba, RRT	Jody Saarvala, RRT
Ginette Greffe-Laliberté, RRT	Jeffrey Schiller
Antonio Guglietti, RRT	Ronald Southwell, RRT
Shawn Jacobson, RRT	Jillian Wilson, RRT

### FINANCE & AUDIT COMMITTEE

---

Michelle Causton Chair	Andriy Kolos
Jeffrey Dionne, RRT Vice-Chair	Lindsay Martinek, RRT
Derek Clark	Kelly Munoz, RRT

### FITNESS TO PRACTISE COMMITTEE

---

Lindsay Martinek, RRT Chair	Andriy Kolos
Tracy Bradley, RRT Vice-Chair	Angela Miller, RRT
Aaron Giba, RRT	Jody Saarvala, RRT
Ginette Greffe-Laliberté, RRT	Jeffrey Schiller
Antonio Guglietti, RRT	Ronald Southwell, RRT
Shawn Jacobson, RRT	Jillian Wilson, RRT

## COMMITTEE MEMBERS as of February 28, 2023

### INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

Kim Morris Chair	Lindsay Martinek, RRT
Kelly Munoz, RRT Vice-Chair	Ginny Martins, RRT
Derek Clark	Angela Miller, RRT
Laura Dahmann, RRT	Travis Murphy, RRT
Aaron Giba, RRT	Pamela Robertson, RRT
Patricia Harris, RRT	Jeffrey Schiller
Andriy Kolos	Ronald Southwell, RRT
Christa Krause, RRT	Laura Van Bommel, RRT
Katherine Lalonde, RRT	Jillian Wilson, RRT
Sheena Lykke, RRT	

### PATIENT RELATIONS COMMITTEE

Kim Morris Chair	Shawn Jacobson, RRT
Katherine Lalonde, RRT Vice-Chair	Angela Miller, RRT
Tracy Bradley, RRT	Allison Peddle
Ginette Greffe-Laliberté, RRT	Pamela Robertson, RRT
Antonio Guglietti, RRT	Laura Van Bommel, RRT
Patricia Harris, RRT	

### QUALITY ASSURANCE COMMITTEE

Laura Dahmann, RRT Chair	Katherine Lalonde, RRT
Jillian Wilson, RRT Vice-Chair	Sheena Lykke, RRT
Jeffrey Dionne, RRT	Travis Murphy, RRT
Antonio Guglietti, RRT	Jeffrey Schiller
Andriy Kolos	Ronald Southwell, RRT
Christa Krause, RRT	

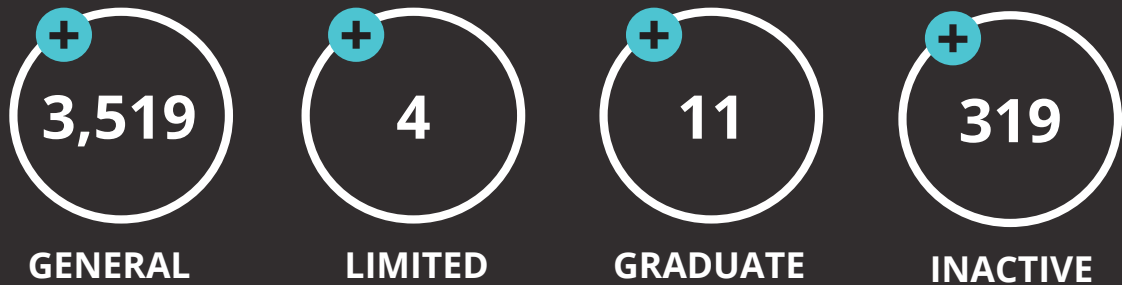
### REGISTRATION COMMITTEE

Derek Clark Chair	Ginny Martins, RRT
Christa Krause, RRT Vice-Chair	Kim Morris
Tracy Bradley, RRT	Kelly Munoz, RRT
Jeffrey Dionne, RRT	Allison Peddle
Aaron Giba, RRT	Jody Saarvala, RRT
Shawn Jacobson, RRT	Jeffrey Schiller

# STATISTICS & DEMOGRAPHICS

AS OF FEBRUARY 28, 2023

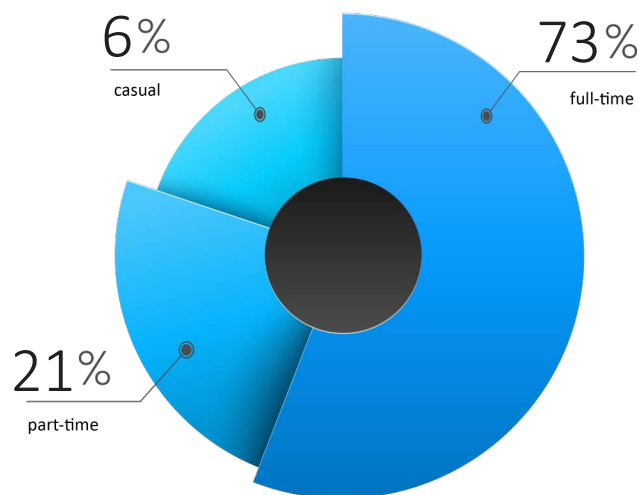
NUMBER OF RTs **3,853**



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

## EMPLOYMENT STATUS

(Based on primary employer of General, Graduate & Limited Members)

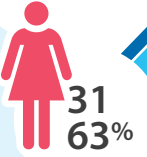


## CRTO Electoral Districts

- 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

### District 1

Territorial Districts of Kenora, Rainy River and Thunder Bay

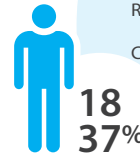


Next Election Date: Fall 2024

# of Registered Members: 49

RT Schools in District: None

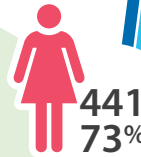
Council / Committee Reps: Aaron Giba, RRT  
Patricia Harris, RRT  
Shawn Jacobson, RRT



Age	#	%
Under 30	13	27%
30 - 39	15	31%
40 - 49	10	20%
50 & Over	11	22%

### District 6

Bruce, Essex, Huron, Middlesex

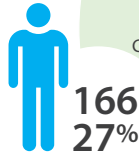


Next Election Date: Fall 2023

# of Registered Members: 607

RT Schools in District: Fanshawe College, London  
St. Clair College, Windsor

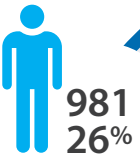
Council / Committee Reps: Laura Dahmann, RRT  
Kelly Munoz, RRT  
Antonio Guglietti, RRT



Age	#	%
Under 30	116	19%
30 - 39	205	34%
40 - 49	124	20%
50 & Over	162	27%

### District 7

Academic, Whole Province of Ontario

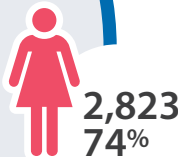


Next Election Date: Fall 2024

# of Registered Members: 3,804

Council / Committee Reps: Jody Saarvala, RRT

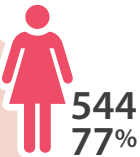
**Note:** There are 49 Members of the CRTO that reside outside Ontario and are not captured within the voting districts.



Age	#	%
Under 30	621	16%
30 - 39	1,281	34%
40 - 49	945	25%
50 & Over	957	25%

### District 5

Hamilton, Kitchener, Niagara, Wellington

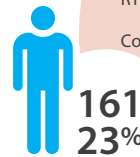


Next Election Date: Fall 2024

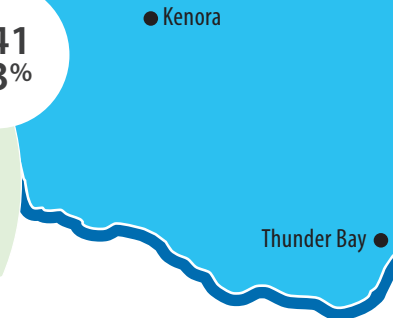
# of Registered Members: 705

RT Schools in District: Conestoga College, Kitchener

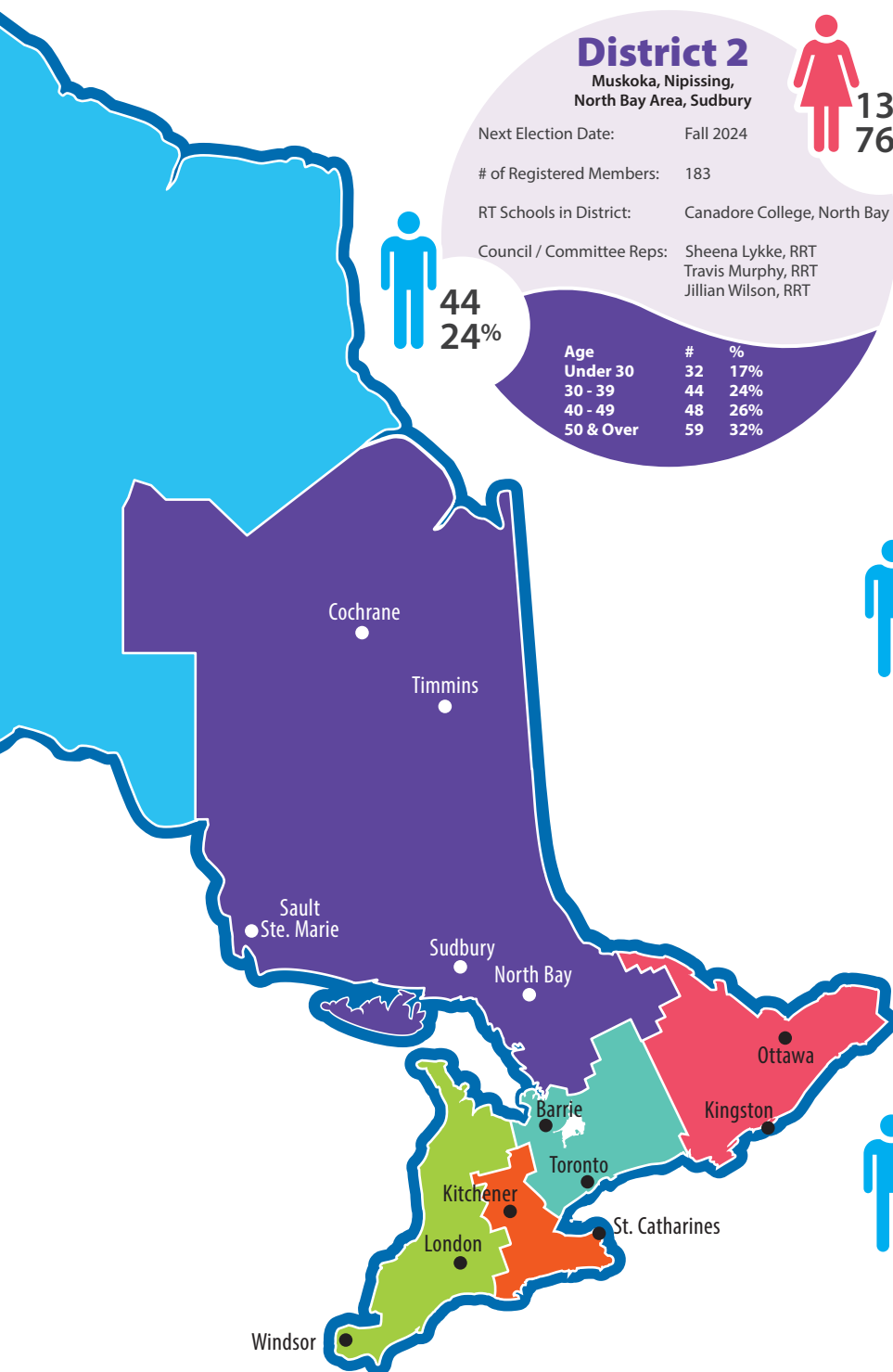
Council / Committee Reps: Christa Krause, RRT  
Angela Miller, RRT  
Pamela Robertson, RRT  
Laura Van Bommel, RRT



Age	#	%
Under 30	107	15%
30 - 39	248	35%
40 - 49	175	25%
50 & Over	175	25%

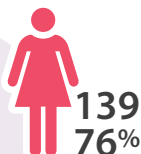


# 2022/2023

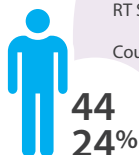


## District 2

Muskoka, Nipissing, North Bay Area, Sudbury



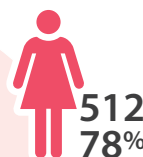
Next Election Date: Fall 2024  
 # of Registered Members: 183  
 RT Schools in District: Canadore College, North Bay  
 Council / Committee Reps: Sheena Lykke, RRT  
 Travis Murphy, RRT  
 Jillian Wilson, RRT



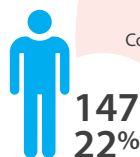
Age	#	%
Under 30	32	17%
30 - 39	44	24%
40 - 49	48	26%
50 & Over	59	32%

## District 3

Ottawa-Carlton, Renfrew, Hastings



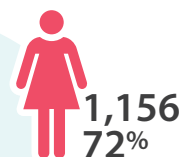
Next Election Date: Fall 2023  
 # of Registered Members: 659  
 RT Schools in District: Algonquin College, Ottawa  
 La Cité collégiale, Ottawa  
 Council / Committee Reps: Tracy Bradley, RRT  
 Ginette Greffe-Laliberté, RRT  
 Katherine Lalonde, RRT



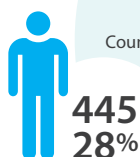
Age	#	%
Under 30	126	19%
30 - 39	199	30%
40 - 49	192	29%
50 & Over	142	22%

## District 4

Greater Toronto, Haliburton, Northumberland, Simcoe



Next Election Date: Fall 2023  
 # of Registered Members: 1,601  
 RT Schools in District: The Michener Institute for Applied Health Sciences, Toronto  
 Council / Committee Reps: Jeffrey Dionne, RRT  
 Lindsay Martinek, RRT  
 Ginny Martins, RRT  
 Ronald Southwell, RRT



Age	#	%
Under 30	227	14%
30 - 39	570	36%
40 - 49	396	25%
50 & Over	408	25%

# EXECUTIVE

## COMMITTEE REPORT

**Lindsay Martinek, RRT**  
Executive Committee Chair

**R**eporting 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.

### Key Initiatives:

- Review of the Mid-Year Financial Summary
- Review and revision of the Executive Goals & Terms of Reference
- Approval of the 2023 Committee Appointments
- Recommend Council approve the:
  - 2021-2022 financial audit and the continued use of the auditing services of Hilborn LLP
  - Revised CRTO By-Laws and Fee Schedule
  - CRTO 2023/24 Budget
  - Draft Membership Fee Assessment Tool.

# PATIENT RELATIONS

## COMMITTEE REPORT

**Kim Morris**

Patient Relations Committee Chair

**T**he Patient Relations Committee (PRC) 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/counselling for patients who have been sexually abused by our Members.

During the 2022-2023 fiscal year, there were no applications for funding for therapy submitted to the PRC.

### Key Initiatives:

- Search & retention of Canadian Equity Consulting (CEC) to aid the development of the CRTO's Diversity, Equity & Inclusion (DEI) plan
- Implementation of an Equity Impact Assessment

### Key Takeaways for the CEC's DEI Summary Report

(presented to the CRTO Council December 2022)

#### **Staff**

- The diversity of CRTO's staff team is a strength for the organization and provides an opportunity to intentionally advance this work over the long term.
- Respect and belonging are embedded into the organizational culture, and there is a readiness to explore emotional and psychological safety as concepts.
- There is a strong desire at the staff level to collaborate on defining what DEI means to the organization and to tackle some difficult conversations with each other.

# PATIENT RELATIONS

## COMMITTEE REPORT (CONTINUED)

- Staff highlighted the importance of getting to know one another's personal stories and backgrounds through team-building opportunities.
- CRTO's employee policies are comprehensive and only require subtle adjustments to be aligned with equitable and inclusive policy practices.

### **Council/Committees**

- Council/Committees understand that diversity is key to the College's future success, but there is room to improve from a representation perspective.
- There is a keenness to understand how to advance diversity despite the constraints of elections and government appointments to Council/Committees.
- Members of Council/Committees are being supported by one another on an individual level and by CRTO through its systems and processes.
- Belonging, respect, and safety define the Council/Committees culture, which results in effective communication and decision-making at this table.
- Members of Council/Committees are looking for DEI learning opportunities on various critical topics (e.g., the use and importance of pronouns, racism in healthcare, and bias awareness, as examples).



# REGISTRATION

## COMMITTEE REPORT

**Derek Clark**

Registration Committee Chair

**T**he mandate of the Registration Committee is to consider policy issues related to registration and review applications referred by the Registrar to the Committee, for example, when an application does not meet the requirements for registration.

### Key Initiatives:

- Conducted a thorough review of the Registration Regulation and considered several amendments to the regulation related to Emergency Class of registration, suitability to practice, education, exam and currency requirements, and the terms imposed on Graduate Certificates of Registration
- Monitored the Respiratory Therapy education programs' accreditation status
- Reviewed and approved two certification programs for advanced prescribed procedures below the dermis
- Reviewed and revised registration policies in accordance with the CRTO's [Policy Framework](#)
- Nine Policies reviewed and updated during the registration year:
  - Graduate Certificate of Registration Policy
  - Approval of Canadian Education Programs Policy
  - Application for Registration Document Policy
  - Application for Registration – File Closure Policy
  - Entry-to-Practice Competency Assessment Policy
  - Entry-to-Practice Competency Assessment Appeals Policy
  - Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy
  - Language Proficiency Requirements Policy
  - Registration Currency Policy

- Three Policies reviewed and rescinded under the CRTO’s Policy Framework:
  - Change of Name Requests Policy
  - Professional Liability Insurance (PLI) Policy
  - Public Register – Notations of Suspensions/Revocation of a Certificate of Registration Policy

# 20 TOTAL REFERRALS

## 5 CURRENCY REFERRALS

Applicants who have not been engaged in the practice of Respiratory Therapy within the two years preceding their application to the CRTO.

## 1 ENTRY-TO-PRACTICE

An internationally educated applicant who had completed the CRTO’s entry-to-practice assessment.

## 1 LABOUR MOBILITY REFERRAL

An applicant from another Canadian RT jurisdiction.

## 6 RATIFY THE REGISTRAR’S OFFER

Reviewed the Registrar’s offer to issue a certificate of registration with terms, conditions and limitations.

## 7 APPLICATIONS FOR CHANGE TO TERMS, CONDITIONS AND LIMITATIONS (TCLS)

Applications for change to terms, conditions and limitations imposed on Members’ Certificates of Registration.

## 1 HEALTH PROFESSIONS APPEAL BOARD AND REVIEW (HPARB)

All decisions of the Registration Committee may be appealed to an independent adjudicative body, the Health Professions Appeal and Review Board (“HPARB”). One decision of the Registration Committee was considered and subsequently confirmed by HPARB during the reporting period.

View the CRTO’s 2021 Fair Registration Practices Report to the Office of the Fairness Commissioner (OFC) at:

[www.crto.on.ca/pdf/Reports/2021.OFC.Report.pdf](http://www.crto.on.ca/pdf/Reports/2021.OFC.Report.pdf)

# QUALITY ASSURANCE

## COMMITTEE REPORT

**Laura Dahmann, 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.

### Key Initiatives:

- QAC reviewed and approved the revised PDP policy to include the \$25 penalty fee for overdue QA requirements
- Practice Guidelines revised/approved after March 2022:
  - Administering and Dispensing Medications Professional Practice Guideline (PPG)
  - Conflict of Interest PPG
  - Oxygen Therapy Clinical Best Practice Guideline (CBPG)
  - Infection Control CBPG

### QA Requirements:

- **Launch RT Jurisprudence Assessment** is completed by new or recently reinstated Members
- **Relevant eLearning Module** is completed annually by all Members
- **Portfolio Online for Respiratory Therapists (PORTfolio<sup>OM</sup>)** 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/Policy.QA-101.pdf](http://www.crto.on.ca/pdf/Policies/Policy.QA-101.pdf)

## By the Numbers



### LAUNCH RT JURISPRUDENCE ASSESSMENT\*

- 184** Members have completed Launch RT during this time period (*Average score 81%*)
- 17** Received a score below 70% and were required to repeat Launch RT.
- 0** Number of SCERPs (fell below benchmark twice)

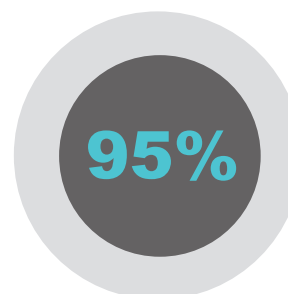
### Professional Development Program (PDP)

- 781** Members selected to submit their PORTfolio
- NA** Number of Members who deferred to submit their PORTfolio \*
- 32** Number of peer coaching sessions required

\* **PORTfolio Deferrals Note:** Automatic PORTfolio deferral program continued during the 2022 fiscal year.

### Relevant eLearning Module

- 3,865** Members completed the RelevantT eLearning module
- 392** Did not submit their RelevantT by the deadline



**Compliance**  
of RelevantT

**Survey Results** from 94% of the Members who completed the RelevantT eLearning Module

**95%** of survey respondents found the module easy to access and complete

# INQUIRIES, COMPLAINTS & REPORTS

## COMMITTEE REPORT

### Kim Morris

Inquiries, Complaints & Reports Committee Chair

The Inquiries, Complaints and Reports Committee (ICRC) 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.

### Key Initiatives:

- The CRTO retained a regulatory expert to undertake a review of the professional conduct process. The expert's report was reviewed by professional conduct staff and recommendations were implemented into the professional conduct process. The professional conduct team proceeded to create detailed process documents that outline the steps involved from receipt of a complaint or report until disposition by the ICRC.
- The Professional Conduct team developed tracking processes to ensure that receipt of a matter, its status, progress and completion are tracked and documented.
- The process of scheduling of ICRC meetings was altered to provide for faster dispositions.
- The Panel decision review process was revised to allow decisions to be sent out sooner.
- The following Professional Conduct policies were reviewed, revised, sent out for public consultation, approved by Council, and have been posted on the CRTO website:
  1. Disclosure of Witness Statements
  2. Health Professions Appeal and Review Board Appeals for ICRC
  3. Unauthorized Use of Title and Holding out Prior to Registration.

14 meetings were conducted in total. Of the 14 meetings, three meetings related to ICRC ongoing orientation and training, and the remaining 11 meetings were to discuss investigations and render a decision. The outcomes of these decisions are detailed below.

# INQUIRIES, COMPLAINTS & REPORTS

## COMMITTEE REPORT (CONTINUED)

### Summary of New Matters:

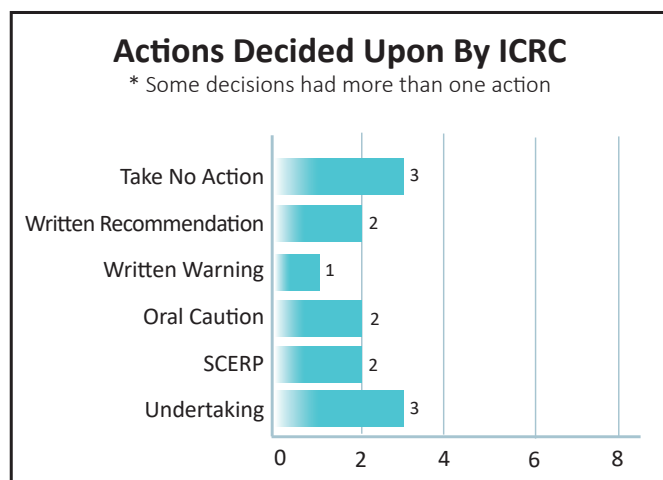
In 2022-2023, the CRTO received 46 new matters. Of those 46, 20 were addressed at the inquiry level via Registrar action, while 26 were referred to the ICRC. Currently the CRTO has two open inquiries, and 30 ongoing investigations, including three health inquiries.

### Overview of New Matters Received:

Of the 46 new matters, five matters strictly related to the competency of the Member, 35 related strictly to the conduct of the Member, while three related to both competency and conduct, and three matters related to the Member’s health.

In regards to the conduct matters, the areas of concern included documentation, fraud/breach of trust, privacy breaches, inappropriate communication, unprofessional social media activity, lack of usage of personal protective equipment, failure to abide by facility COVID 19 policies, failure to complete the requirements of the CRTO Quality Assurance Program (QAC), practising while unauthorized to practice, and a lack of interprofessional collaboration and communication.

Of the matters relating to competency, the concerns included lacking the core competencies of the profession, inappropriate documentation and inadequate assessment and intervention.



**Concerns about RTs were reported to the CRTO through:**

- 7** Complaints
- 21** Employer Reports
- 3** Self-Reports by Members (both in parallel to an employer report)
- 15** Quality Assurance Committee (QAC) Referrals

---

**46 Matters Received**

# FITNESS TO PRACTISE

## COMMITTEE REPORT

**Lindsay Martinek, RRT**

Fitness to Practise Committee Chair

**O**n 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 were no referrals to the Fitness to Practise Committee.

# DISCIPLINE

## COMMITTEE REPORT

**Lindsay Martinek, RRT**

Discipline Committee Chair

**P**anels 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/](http://www.crto.on.ca/public/concerns-about-a-respiratory-therapist/hearings/about-discipline/)

In 2022-2023, there were no referrals to the Discipline Committee.

# FINANCE & AUDIT

## COMMITTEE REPORT

### **Michelle Causton**

Finance & Audit Committee Chair

**T**he Finance and Audit Committee (FAC) is a newly created Committee of the College of Respiratory Therapists of Ontario (CRTO). The FAC is a non-statutory committee, which means that it is not bound by any specific requirements under the Regulated Health Professions Act, 1991 (RHPA). However, the approach of the CRTO will be to have the FAC mimic the requirements for all statutory committees as outlined in the RHPA. Therefore, the FAC will report all activities to the CRTO's Council, and its composition will mirror the same requirements as outlined in the RHPA and the CRTO's By-Laws for statutory committees.

### **Responsibilities and Accountability:**

The FAC is responsible for assisting the CRTO in fulfilling its obligations and oversight responsibilities relating to financial planning and reporting, external audit, internal control systems, investments, and relevant policies. The responsibilities of the FAC are split into two categories: Finance and Audit.

#### **Finance:**

1. Review the quarterly unaudited financial statements for recommendation to Council.
2. Monitor and report quarterly on the control and management of investments.
3. Review the draft annual budget prior to recommendation to Council.
4. Monitor and recommend strategies to Council with respect to maintaining the not-for-profit status.
5. Review expenditures in excess of \$30,000 in compliance with the By-Laws.
6. Inform and advise Council on any financial matters as requested, including special projects and initiatives.



## Audit

1. Review and approve the audit plan, including scope, timelines, and fees.
2. Review and ensure external auditor's independence from management.
3. Monitor and evaluate the performance of the external auditor.
4. Recommend, where appropriate, approval of the audited financial statements to Council.
5. Recommend to Council the appointment of an audit firm.
6. Other recommendations with respect to the audit as requested by Council.

## Key Highlights:

Since inauguration, the FAC has met a total of 6 times during the 2022-2023 fiscal year. During these meetings, the FAC developed and/or updated the following items:

1. Terms of Reference for the FAC – this document outlines the role and responsibilities of FAC members, and the relationship to CRTO staff and Council.
2. An Investment Policy, which will guide the investment approaches of the CRTO.
3. A Reserves Policy, which outlines reserve funds that the CRTO must retain to fulfill its regulatory mandates.
4. Development of a tool to assist CRTO Council in annual review of the CRTO financial status, and if there is a need to increase membership fees.
5. Updating the Honoraria & Reimbursement of Expenses policy.
6. Updating the Signing Officers & Authorized Personnel – Banking & Investment Policies.
7. Conducting a search for a financial advisor to assist the CRTO in managing its investments portfolio.

All seven items were brought forward to Council throughout the fiscal year and were approved by Council.



# FINANCIAL SUMMARY 2022-2023

# Report of the Independent Auditor on the Summary Financial Statements

TO THE COUNCIL OF THE COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

## Opinion

The summary financial statements, which comprise the summary balance sheet as at February 28, 2023, and the summary statement of operations for the year then ended are derived from the audited financial statements of College of Respiratory Therapists of Ontario (the “College”) for the year ended February 28, 2023.

In our opinion, the accompanying summary financial statements are a fair 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 as further described in the Summary Financial Statements.

## Summary Financial Statements

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 and the auditor’s report thereon, therefore, is not a substitute for reading the audited financial statements of the College and the auditor’s report thereon.

## The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated May 26, 2023.

## Management’s Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary 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 whether the summary financial statements are a fair summary of the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, *Engagements to Report on Summary Financial Statements*.

Toronto, Ontario  
May 26, 2023



Chartered Professional Accountants  
Licensed Public Accountants

# Summary Balance Sheet

FEBRUARY 28	2023 \$	2022 \$
<b>ASSETS</b>		
Current assets		
Cash	2,004,732	1,987,584
Investments held for operating	271,527	243,493
Prepaid expenses	53,734	70,966
	<b>2,329,993</b>	2,302,043
Non-current assets		
Investments held for reserves	1,280,000	1,280,000
Capital assets	69,344	99,491
	<b>1,349,344</b>	1,379,491
	<b>3,679,337</b>	3,681,534
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities	82,448	88,797
Deferred revenue - registration fees	2,158,400	2,127,500
Obligation under a capital lease - current portion	8,292	7,959
	<b>2,249,140</b>	2,224,256
Non-current liabilities		
Obligations under capital lease - non-current portion	17,597	28,900
	<b>2,266,737</b>	2,253,156
<b>NET ASSETS</b>		
Internally restricted		
Abuse therapy fund	80,000	80,000
General contingency reserve fund	500,000	500,000
General investigations and hearings fund	150,000	150,000
Special projects reserve	300,000	300,000
Fee stabilization reserve	250,000	250,000
Unrestricted		
Operating fund	132,600	148,378
	<b>1,412,600</b>	1,428,378
	<b>3,679,337</b>	3,681,534

Copies of 2022 / 2023 complete audited financial statements are available on our website at [www.crto.on.ca](http://www.crto.on.ca) or on request from the Registrar at 416-591-7800.

## Summary Statement of Operations

YEAR ENDED FEBRUARY 28	2023 \$	2022 \$
<b>REVENUES</b>		
Registration, renewal and application fees	2,433,288	\$ 2,390,407
Investment income	47,584	12,548
	<b>2,480,872</b>	<b>2,402,955</b>
<b>EXPENSES</b>		
Salaries and benefits	1,363,599	1,286,064
Occupancy costs	209,880	209,565
Quality assurance	61,725	75,622
Professional fees	329,833	276,319
Printing, postage, stationary and delivery	13,954	23,072
Council and committee	69,140	71,113
Special projects	14,102	84,614
All other operating expenses	434,417	310,875
	<b>2,496,650</b>	<b>2,337,244</b>
Excess (deficiency) of revenues over expenses for the year	<b>(15,778)</b>	\$ 65,711

Copies of 2022 / 2023 complete audited financial statements are available on our website at [www.crto.on.ca](http://www.crto.on.ca) or on request from the Registrar at 416-591-7800.



**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 / 1-800-261-0528  
Fax: 416-591-7890

**[www.crto.on.ca](http://www.crto.on.ca)**