

2023 - 2024

ANNUAL REPORT



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

180 Dundas Street West
Suite 2103
Toronto, Ontario

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ABOUT THE COLLEGE

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.

LAND ACKNOWLEDGEMENT

We would like to acknowledge the Indigenous Peoples of all the lands that we are on today, the traditional and unceded lands of the Anishinaabe peoples, and the people who have and do reside here.

As we present this annual report, it is crucial to take a moment to acknowledge the importance of the land which we each call home. We do this to reaffirm our commitment and our responsibility to improve relationships between nations and to improve our own understanding of local Indigenous peoples and their cultures.

From coast to coast to coast, we wish to acknowledge the ancestral and unceded territory of all the Inuit, Métis, and First Nations people that call this nation home.



MESSAGE FROM THE PRESIDENT & REGISTRAR



Carole Hamp RRT
Registrar & CEO



Lindsay Martinek RRT
Council President

On behalf of Council, Committees and staff, we are pleased to present our 2023 – 2024 Annual Report for the College of Respiratory Therapists of Ontario (CRTO).

The theme of this year’s Annual Report is Risk Management. As we all become increasingly reliant on technology, we find an ever-increasing number of tools at our disposal that enhance our work and personal lives. However, this reliance makes us all vulnerable to both accidental (e.g., internet outages) and intended technological threats (e.g., phishing attacks, ransomware). Although no organization can guarantee that a cyberattack will never occur, the CRTO remains committed to doing its utmost to secure our membership and other sensitive data.

Over the past several years, the CRTO has embarked on several large-scale projects aimed at safeguarding all personal information while at the same time ensuring business continuity in the face of unforeseen events. In addition to best-practice controls we already have in place (e.g., regular software updates and patch management, firewall and antivirus protection), the CRTO increased its level of data protection by:

- retaining a cybersecurity company to assess the CRTO IT infrastructure and to provide 24/7/365 incident response services in the event of an attack;
- providing comprehensive cybersecurity training program for all CRTO staff; and
- beginning the implementation of a new database that offers up-to-date data storage and security features.

The CRTO believes that adequate preparation is the best defence against a cyberattack. To that end, the CRTO recently conducted a tabletop exercise to assist us in determining what we would do in response to any threat. The goal of this activity was to secure our digital assets and enable effective communication with all impacted parties.

In addition to cyber risk, several other factors can be considered part of the CRTO’s risk profile: fiscal risk and accountability, risk to the public, and reputational risk for the profession.

Fiscal risk is generally low with a non-profit regulatory body with a relatively fixed income and anticipated annual expenses. Nevertheless, the CRTO has undertaken several initiatives to mitigate the organization's financial risk and ensure fiscal responsibility with the revenue collected.

The initiatives taken throughout the past year include:

- formalizing a Finance and Audit Committee to provide additional oversight and to make recommendations to the Council regarding decisions that have a financial impact;
- tendering of a new financial management team to provide advice on responsible investment practices (i.e. low risk, in alignment with the values of the CRTO, return on investment, etc.); and
- retaining a new audit team to provide a fresh perspective into the optimal use of internal financial controls

Risk mitigation to the public and reputational risk mitigation for the profession in Ontario have centred

around two main components:

1. Our guidance documents must be up-to-date and readily accessible to support the provision of optimal RT care. To that end, several practice documents have been revised this year to better align with the post-COVID working reality for Ontario RTs. This has been done in consultation with our Members to ensure we keep on top of the ever-changing landscape of post-pandemic healthcare.
2. The information our Professional Conduct team receives from the public, Members of the profession, and their employers provides the CRTO with valuable information on emerging issues in the practice environment. This knowledge enables us to create systems and put structures in place to hopefully prevent the potential for recurrence.

The CRTO staff and Council have put in an incredible year of work, which has fueled the teams' excitement about continuing this work in service of protecting the public in the coming year.



CRTO 2021 – 2025 Strategic Direction

Member Engagement

Alignment of policies & processes with the principles of Right-Touch regulation.

Transparent, objective, impartial, & fair business practices.

Accessible & timely communication.

Governance & Accountability

A highly competent & effective Council.

Independent, evidence informed & transparent decision-making processes.

An ongoing commitment to performance improvement.

Enhancing Professionalism

Policies, standards of practice, & practice guidelines based on the best available evidence.

The application of Risk-Based regulation.

Healthcare Community

Actively seeking collaborative opportunities with other health regulatory colleges & system partners.

Engaging with stakeholders to enhance quality patient care.

Core Business Practices

Clear financial alignment with strategic priorities.

Embedding the principles of diversity, equity and inclusion in all College processes.

A comprehensive Risk Management Framework.



Council & Committee Appointees

Council

The CRTO Council consists of elected Respiratory Therapists and government-appointed public members collaborating to oversee the governance of the College of Respiratory Therapists of Ontario and to set overall policy direction for the CRTO.

Elected Members

- Lindsay Martinek RRT (President)
- Jeffrey Dionne RRT
- Sandy Fodey RRT
- Shawn Jacobson RRT
- Christa Krause RRT
- Angela Miller RRT
- Kelly Munoz RRT
- Jody Saarvala RRT
- Jillian Wilson RRT

Public Members

- Kim Morris (Vice-President)
- Derek Clark
- Andriy Kolos
- Jeffrey Schiller
- Pappur Shankar

Committees

Committees play a crucial role in advancing the CRTO's mandate of regulating the respiratory therapy profession in the public interest. They support the work of the Council and help to carry out the core functions of the CRTO. The CRTO has seven (7) statutory Committees whose functions are defined under the Regulated Health Professions Act, 1991 (RHPA). The CRTO may also establish non-statutory committees such as the Finance and Audit Committee. The committees are composed of Council members and appointed Professional and Public Committee Members.

Professional Committee Appointees

- Tracy Bradley RRT
- Laura Dahmann RRT
- Aaron Giba RRT
- Ginette Greffe-Laliberte RRT
- Antonio Guglietti RRT
- Patricia Harris RRT
- Sheena Lykke RRT
- Ginny Martins RRT
- Travis Murphy RRT
- Pamela Robertson RRT
- Katherine Lalonde RRT
- Laura Van Bommel RRT

Public Committee Appointees

- Michelle Causton

COMMITTEE LIST

As of February 29, 2024

Executive Committee

Lindsay Martinek RRT (Chair)	Jeffrey Dionne RRT
Kim Morris (Vice-Chair)	Jody Saarvala RRT
Derek Clark	

Registration Committee

Kelly Munoz RRT (Chair)	Shawn Jacobson RRT
Christa Krause RRT (Vice-Chair)	Andriy Kolos
Tracy Bradley RRT	Ginny Martins RRT
Jeffrey Dionne RRT	Kim Morris
Sandy Fodey RRT	Jody Saarvala RRT
Aaron Giba RRT	Jeffrey Schiller

Quality Assurance Committee

Laura Dahmann RRT (Chair)	Christa Krause RRT
Jillian Wilson RRT (Vice-Chair)	Katherine Lalonde RRT
Sandy Fodey RRT	Sheena Lykke RRT
Antonio Guglietti RRT	Travis Murphy RRT
Andriy Kolos	Jeffrey Schiller

Inquiries, Complaints and Reports Committee

Kim Morris (Chair)	Sheena Lykke RRT
Kelly Munoz RRT (Vice-Chair)	Lindsay Martinek RRT
Laura Dahmann RRT	Ginny Martins RRT
Patricia Harris RRT	Travis Murphy RRT
Andriy Kolos	Jeffrey Schiller
Christa Krause RRT	Laura Van Bommel RRT
Katherine Lalonde RRT	

Patient Relations Committee

Derek Clark (Chair)	Shawn Jacobson RRT
Katherine Lalonde RRT (Vice-Chair)	Pappur Shankar
Ginette Greffe-Laliberté RRT	Laura Van Bommel RRT
Patricia Harris RRT	

Fitness to Practise Committee

Tracy Bradley RRT (Chair)	Antonio Guglietti RRT
Jillian Wilson RRT (Vice-Chair)	Shawn Jacobson RRT
Derek Clark	Angela Miller RRT
Sandy Fodey RRT	Kim Morris
Aaron Giba RRT	Jody Saarvala RRT
Ginette Greffe-Laliberté RRT	Pappur Shankar

Discipline Committee

Tracy Bradley RRT (Chair)	Antonio Guglietti RRT
Jillian Wilson RRT (Vice-Chair)	Shawn Jacobson RRT
Derek Clark	Angela Miller RRT
Sandy Fodey RRT	Kim Morris
Aaron Giba RRT	Jody Saarvala RRT
Ginette Greffe-Laliberté RRT	Pappur Shankar

Finance and Audit Committee

Michelle Causton (Chair)	Lindsay Martinek RRT
Jeffrey Dionne RRT (Vice-Chair)	Kelly Munoz RRT
Derek Clark	Pappur Shankar

CRTO BY THE NUMBERS



MEMBER STATISTICS
MARCH 1, 2023 - FEBRUARY 29, 2024

TOTAL REGISTRANTS **3,916**



GENERAL
3,589



LIMITED
4



GRADUATE
11



INACTIVE
312

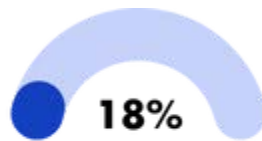


EMPLOYMENT STATUS

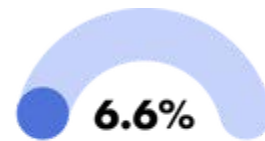
(Based on primary employer of General, Graduate & Limited Members)



FULL TIME



PART TIME



CASUAL



ELECTORAL DISTRICT

- 1. Territorial Districts of Kenora, Rainy River & Thunder Bay
Aaron Giba RRT, Patricia Harris RRT, Shawn Jacobson RRT
- 2. Muskoka, Nipissing, North Bay Area, Sudbury
Sheena Lykke RRT, Travis Murphy RRT, Jillian Wilson RRT
- 3. Ottawa-Carlton, Renfrew, Hastings
Sandy Fodey RRT, Tracy Bradley RRT, Katherine Lalonde RRT,
Ginette Greffe-Laliberté RRT
- 4. Greater Toronto, Haliburton, Northumberland, Simcoe
Jeffrey Dionne RRT, Lindsay Martinek RRT, Ginny Martins RRT
- 5. Hamilton, Kitchener, Niagara, Wellington
Christa Krause RRT, Angela Miller RRT, Laura Van Bommel RRT
- 6. Bruce, Essex, Huron, Middlesex
Laura Dahmann RRT, Kelly Munoz RRT, Antonio Guglietti RRT
- 7. Academic, Whole Province of Ontario
Jody Saarvala RRT





NEXT ELECTION DATE

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5	DISTRICT 6	DISTRICT 7
FALL 2024	FALL 2024	FALL 2026	FALL 2026	FALL 2024	FALL 2026	FALL 2024



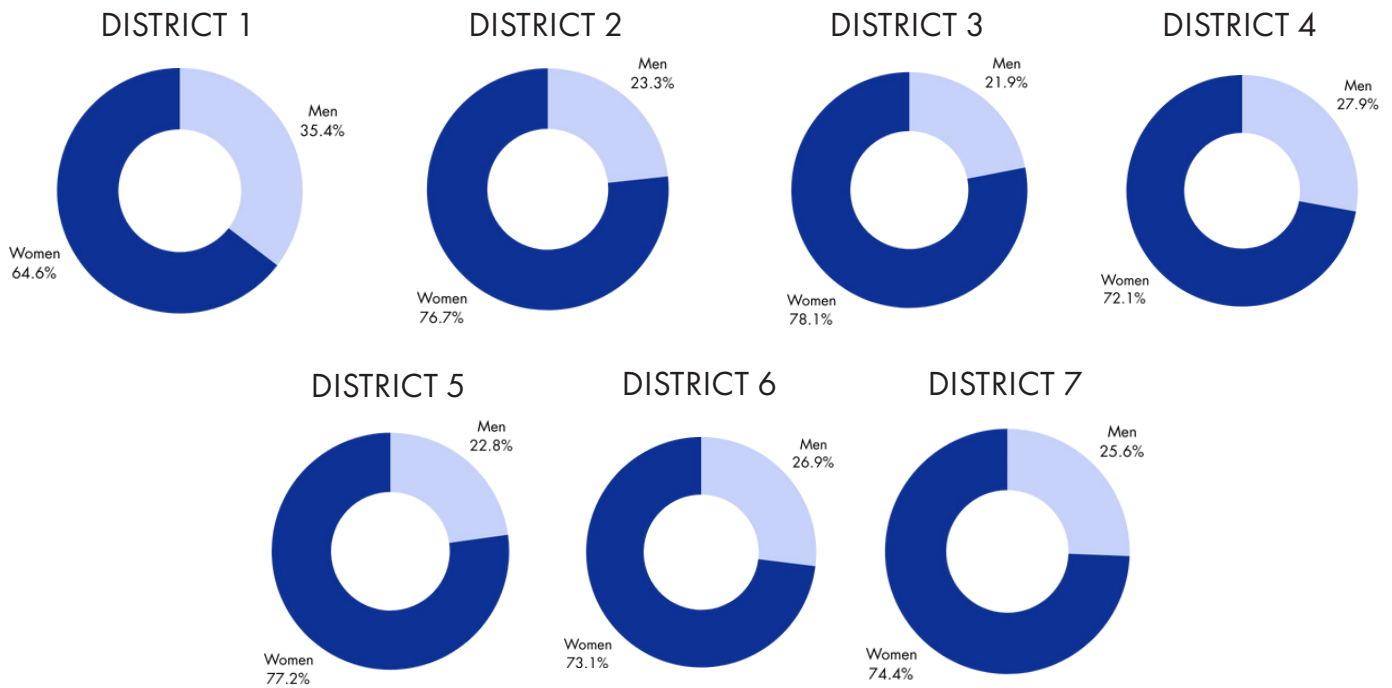
NUMBER OF RTs

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5	DISTRICT 6	DISTRICT 7
48	176	698	1,639	716	609	3,886

Note: There are 30 Members of the CRTO that reside outside Ontario and are not captured within the voting districts.



RTs by Gender



RTs by Age

AGE	DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5	DISTRICT 6	DISTRICT 7
Under 30	8	36	131	232	109	109	625
30 - 39	18	43	220	568	256	220	1,325
40 - 49	12	48	200	399	173	120	952
50 & Over	10	49	147	440	178	160	984



EXECUTIVE COMMITTEE

Lindsay Martinek RRT (Chair)

Mandate

The Executive Committee acts on behalf of the CROTO Council and is accountable to Council for the decisions and actions it takes. It has all the powers of Council between Council meetings except for making, amending, or revoking by-laws or regulations.

Key Risk-Based Activities of the Executive Committee in 2023/24:

- Conducted a quarterly review of the CROTO's financial statements and investment portfolio, and the annual review of the budget and external audit findings. This was done to ensure that the CROTO's assets are managed appropriately and are being utilized in alignment with the CROTO's strategic direction.
- Oversaw the 2023 elections in districts 3, 4 and 6, which resulted in 4 professional member appointments to Council (3 reappointments and 1 new appointment).

The CROTO's election process is essential to maintain adequate Council composition and the continuation of professional self-regulation.

- Assisted in the development of the new Vulnerable Sector Checks (VSC) policy aimed at strengthening the CROTO's ability to support the Respiratory Therapists' provision of safe, competent, and ethical patient care.
- Reviewed the draft revisions to the CROTO By-Laws (By-Law 3: Membership), which were required to add the new Emergency Class of Registration. This change was necessary to comply with the Ontario Ministry of Health's requirement that all health regulatory Colleges have an emergency class of registration.

PATIENT RELATIONS COMMITTEE

Derek Clark (Chair)

Mandate

The 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 2023-2024 fiscal year, there were no applications for funding for therapy submitted to the PRC.

During the year, the PRC aimed to manage the risk of lack of engagement from the public, membership, and Council by reviewing relevant items and ensuring that language was inclusive, clear, and removing any unintended barriers to the information that may have existed.

Key Risk-Based Activities of the Patient Relations Committee in 2023/24:

1. Updating the documentation and procedure for administering funding for therapy/counselling for patients who have been sexually abused by a Member of the CRTO.
 - The PRC updated the applicable documentation, moving away from a lengthy policy on the implementation of the funding to a more accessible and easier to understand factsheet outlining the application process for patients, the funding available, and how the administration of the funding will occur. In addition, the applications to apply for funding were also updated to ensure that the language contained was easy to navigate for a patient.

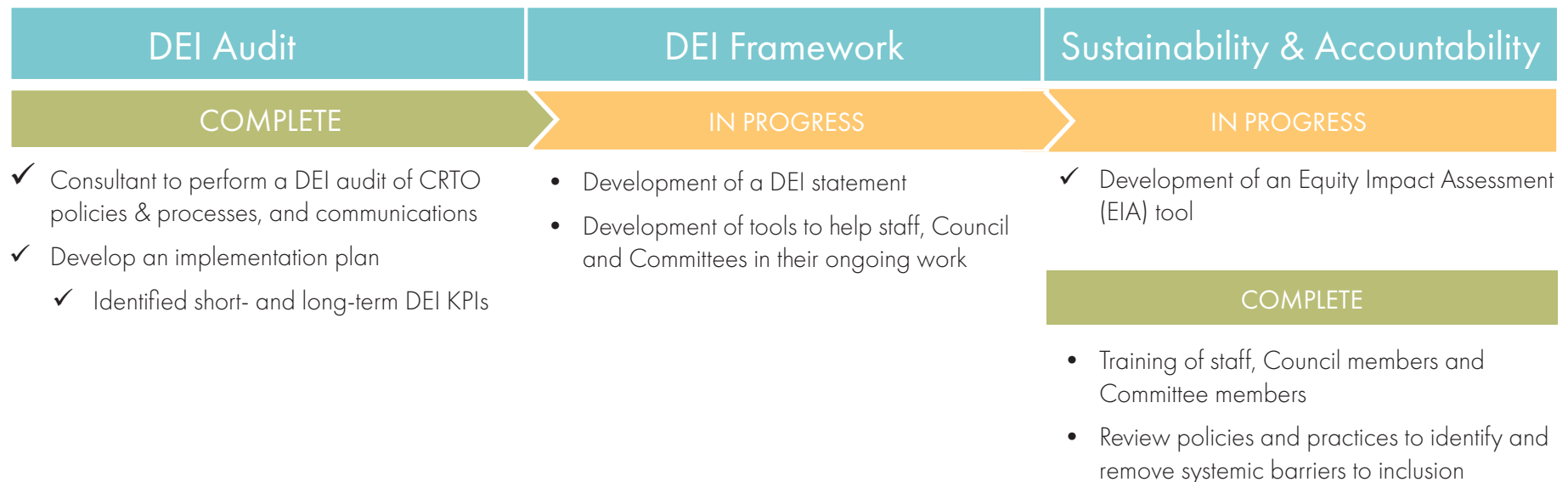


2. Starting the implementation of CRTC's Diversity, Equity & Inclusion Plan that was developed in consultation with Canadian Equity Consulting (CEC). Some of the initiatives taken include:
 - The CRTC developed a DEI Steering Committee. This committee consists of several members of the Patient Relations Committee (PRC) and two CRTC staff members.
 - Embed more structure into CRTC's approach to compensation, career advancement, and HR policies.
 - Acknowledge the diversity across CRTC through the celebration of various culturally significant days.
 - Create and conduct an internal survey to identify which key holidays, celebrations, and culturally significant days each staff member recognizes and would like to celebrate.
 - Develop a calendar with key days highlighting that CRTC is committed to acknowledging as an organization and how the organization plans on celebrating these days or events.
 - Creating a sense of belonging, community and safety across the organization.
 - Created opportunities for employees to engage and build connections by creating a Social Committee, which consists of staff representatives. The Committee focuses on staff events, activities, and learning to foster inclusivity.
 - Encouraged the use of pronouns in email signatures, on conference call platforms and in personal meeting introductions.
 - The CRTC identified several Key Performance Indicators (KPIs) in relation to its DEI strategy and started reporting on these KPIs in the quarterly Strategic Direction Updates (see visual aids on pg. 14-15).
 - CRTC Council has regularly been updated on the initiatives identified within the DEI Action Plan, the purpose of these initiatives, and the actions taken. At each Council meeting, staff present the CRTC's Strategic Plan Progress Tracking Report, which includes the progress the College is making on its DEI initiatives.



Diversity, Equity and Inclusion Strategy

The CRTO's [Diversity, Equity and Inclusion Strategy](#) serves as a roadmap to accomplish its objectives. It sets a clear direction and commitment for the CRTO to collaborate respectfully with system partners and prioritize diversity to foster a more inclusive community. The plan includes three primary goals, detailing the associated priorities and actions to be under taken over the next three years. Additionally, it outlines key roles, assigns responsibilities, and establishes mechanisms for monitoring progress to gauge success.



**College of Respiratory
Therapists of Ontario**

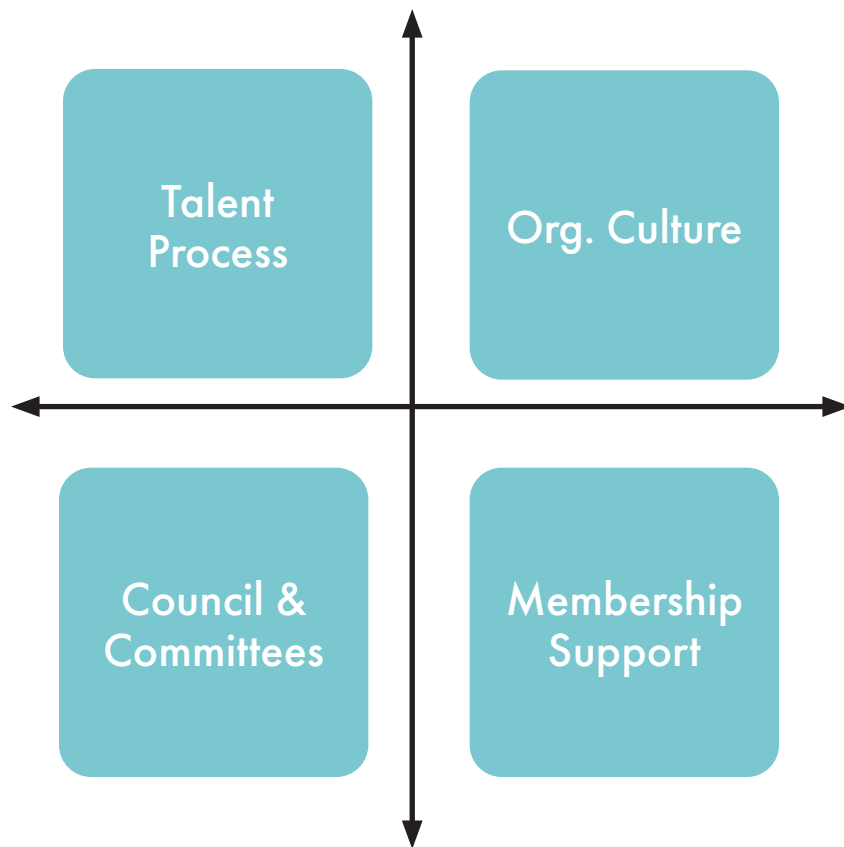
**Ordre des thérapeutes
respiratoires de l'Ontario**

DEI ACTION PLAN



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario



- Develop inclusive interview question bank
- ✓ Develop anonymous feedback mechanism for staff
- ✓ Update compensation packages, salary grades, and job-level competencies
- ✓ Conduct (biannual) compensation/career progression conversations
- ✓ Develop an approach to acknowledge observances at CRTO
- ✓ Encourage to include pronouns in communications

REGISTRATION COMMITTEE

Kelly Munoz RRT (Chair)

Mandate

The mandate of the Registration Committee (RC) 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.

The RC endeavours to fulfill its mandate by adopting a risk-based approach in its policy considerations and registration decisions. To this end, the RC develops transparent and comprehensive criteria for assessing applicants' suitability to practice while ensuring that the CRTO's registration processes are efficient, fair, and based on best practices.

Key Risk-Based Activities of the Registration Committee in 2023/24:

- Reviewed and revised the CRTO's Registration Regulation (ON. Regulation 596/94, Part VIII) to include the Emergency Class of Registration and proposed several other amendments to the regulation to the Ontario Ministry of Health.
- Reviewed the Exemption – Restricted Titles Regulation (ON. Reg. 199/23), under the Respiratory Therapy Act, 1991. This regulation was drafted as part of the government's "As of Right" initiative to enable out-of-province regulated Respiratory Therapists (Inter-jurisdictional RTs) who meet specific conditions to start working in public Ontario hospitals, long-term care homes and the University of Ottawa Heart Institute without having to first register with the CRTO.
- Reviewed other regulatory amendments introduced to enable Respiratory Therapists in the Emergency Class and those practising under the "As of Right" exemption to perform controlled acts authorized to the profession. These include changes to the Prescribed Procedures and Prescribed Substances Regulations (Parts VII and VII.1 of the O. Reg. 596/94 General) and the Controlled Acts Regulation (O. Reg. 107/96).
- Oversaw the implementation of the regulatory changes mentioned above, which included changes to several policy documents, processes, and guidelines.
- Ensured that risk management was embedded into the Registration Committee's decision-making process, through the utilization of the decision-making process tree when considering application files.
- 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](#).



3 Policies were reviewed and updated during the registration year:

- Emergency Registration
- Graduate Certificate of Registration Policy
- Application for Registration – File Closure Policy

1 New policy was drafted:

- New Vulnerable Sector Checks Policy

1 Health Professions Appeal and Review Board (HPARB) Review

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 is being considered by HPARB during the reporting period.

16 Referrals from the Registrar

04

CURRENCY REFERRALS

Applicants who have not been engaged in the practice of Respiratory Therapy within the two (2) years preceding their application to the CRTO.

04

ENTRY-TO-PRACTICE REFERRAL

Internationally educated applicants who had completed the CRTO’s entry-to-practice assessment.

02

RATIFY THE REGISTRAR’S OFFER

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

04

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

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

02

CONDUCT RELATED REFERRAL

Reviewed the applicants’ conduct.

QUALITY ASSURANCE COMMITTEE

Laura Dahmann RRT (Chair)

Mandate

The Quality Assurance Committee develops, establishes, and maintains the Professional Development Program, promoting Members' continuing competence and quality improvement.

Key Risk-Based Activities of the Quality Assurance Committee in 2023/24:

QAC reviewed and approved a change to the PDP deferral policy to include a requirement for submission of deferral requests to be received by the CRTO 15 days prior to the submission deadline.

Practice Guidelines and Policies Revised/Approved during the fiscal year:

- Interpretation of Authorized Acts PPG
- Delegation of Controlled Acts PPG
- Abuse Prevention and Awareness PPG
- RTs Providing Education PPG
- Possession, Administration and Dispensing of Controlled Substances Practice Policy
- RTs as Anesthesia Assistants PPG
- Registration and Use of Title PPG

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^{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.

Current Projects

- Review of the Launch Jurisprudence exam, including data related to unsuccessful attempts and school the Member attended. Further review of common themes that are misunderstood in questions that were answered incorrectly will be performed.
- Targeted education to schools that are overly represented in unsuccessful Launch attempts.
- Review of the Internationally Educated Healthcare Professionals (IEHP) program statistics, specifically common areas of gaps, country of origin and exam/employment outcomes.
- Addition of a neonatal and paediatric scenario for the IEHP Clinical Skills Assessment process.
- Collection of data related to Portfolios that required additional coaching and demographics of the Member (length of practice).

Professional Practice Guideline Revisions for 2024

- Community Respiratory Therapy Practice
- Orders of Medical Care
- Certification Programs Advanced Prescribed Procedures Below the Dermis

Launch 2023

Completed: 179

Received a score below 70% : 50

SCERPs (below benchmark twice): 1

PORTfolio 2023

Members selected: 753

Members who deferred to submit: 39

Peer Coaching Sessions Required: 30

Members who did not submit (referral to ICRC from QAC): 11

Relevant 2023

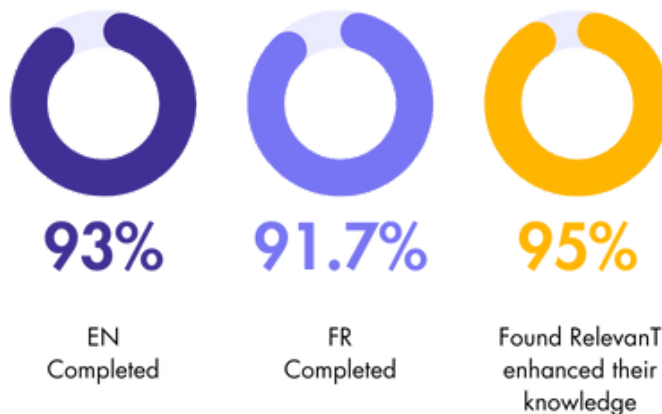
3,907

Members who completed

322

Members who did not complete by deadline

Relevant Survey Results

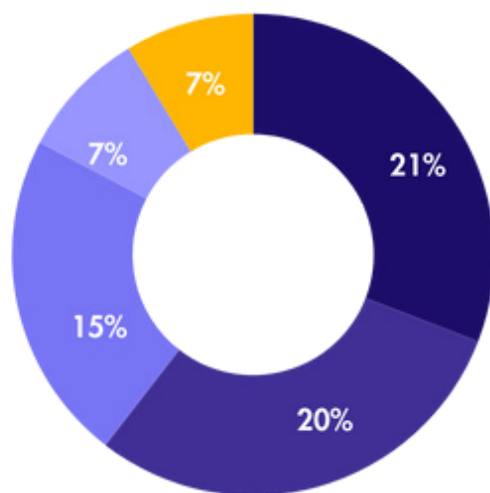


Risk based practice

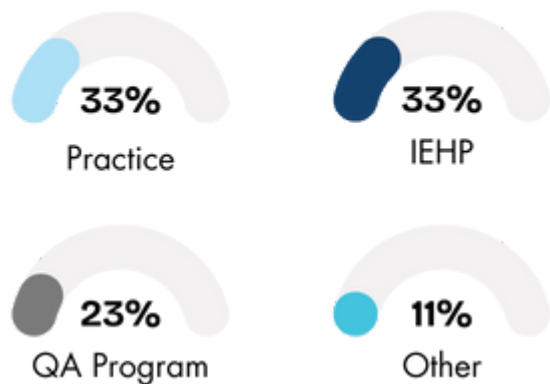
Two learning modules were created to provide an additional resource for the most common professional practice inquiry themes.

Total number of inquiries (beginning July 2023-February 2024): 364

Top Practice Inquiries by Theme



Top Inquiries by Themes



- Authorizing Mechanisms
- RTs as Anesthesia Assistants
- Workplace Concerns
- Documentation
- Other Professions

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

KIM MORRIS (CHAIR)

Mandate

The Inquiries, Complaints and Reports Committee (ICRC) reviews complaints and reports related to the conduct of Respiratory Therapists that have been brought to the CRTO by members of the public, employers, or other healthcare providers.

Key Risk-Based Activities of the ICRC Committee in 2023/24:

- The Professional Conduct team further developed tracking processes to ensure that receipt of a matter, its status, progress and completion are tracked and documented.
- The Professional Conduct team developed various operating procedures to ensure processes were clearly defined and documented.
- The process of review and signing of ICRC decisions was updated to provide for a clearer and more efficient process.
- Professional Conduct staff developed a process and templates to allow for some investigations to be completed by internal staff.
- Professional Conduct staff developed a process and templates to allow for some ICRC decisions to be completed by internal staff.



16 meetings were conducted in total. The 16 meetings were to discuss investigations and render a decision. The outcomes of these decisions are detailed below.

Summary of New Matters

In 2023-2024, the CRTO received 65 new matters. Of those 65, 21 were addressed at the inquiry level via Registrar action, while 35 were referred to the ICRC. Currently the CRTO has 9 open inquiries, and 29 ongoing investigations.

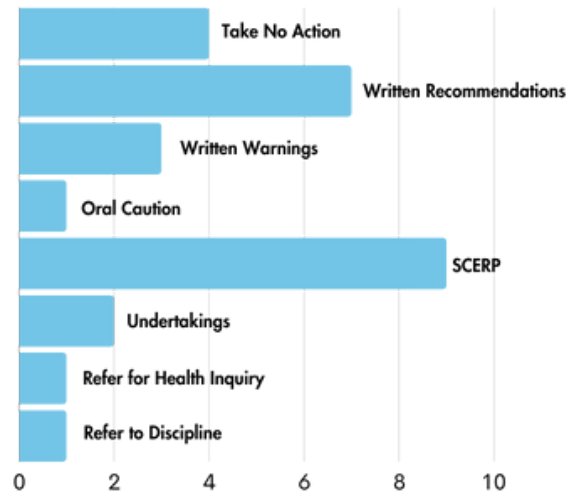
Of the 65 new matters, 21 matters related strictly to the competency of the Member, 36 related strictly to the conduct of the Member, 2 matters related to illegal practitioners, 4 matters related to the Member's health, and 2 matters did not involve a regulatory issue.

Overview of New Matters

In regards to the conduct matters, the areas of concern included fraud/breach of trust, failure to maintain professional boundaries, privacy breaches, inappropriate communication, unprofessional social media activity, unprofessional conduct in a Member's personal life, failure to complete the requirements of the CRTO's Quality Assurance Program, failure to comply with an order of the ICRC, practising while unauthorized to practice, and a lack of interprofessional collaboration and communication.

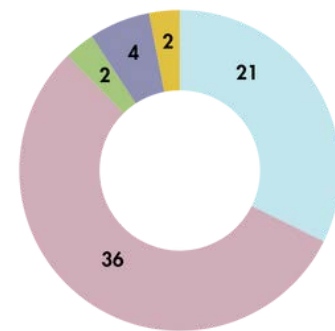
Of the matters relating to competency, the concerns included lacking the core competencies of the profession, inappropriate documentation and inadequate assessment and intervention.

Actions Decided Upon by ICRC



* Some decisions had more than 1 action

65 New Matters



- Competency of the Member
- Conduct of the Member
- Illegal Practitioners
- Member's Health
- Did Not Involve a Regulatory Issue

Concerns about RTs were reported to the CRTO through



FITNESS TO PRACTICE COMMITTEE

Tracy Bradley RRT (Chair)

Mandate

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 were no referrals to the Fitness to Practise Committee.

DISCIPLINE COMMITTEE

Tracy Bradley RRT (Chair)

Mandate

Panels of the Discipline 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. Click [here](#) to get more information on what a Discipline Committee may do.

In 2023/24, the Discipline Committee received one referral. No Discipline hearings took place.



FINANCE AND AUDIT COMMITTEE

Michelle Causton (Chair)

Mandate

The Finance and Audit Committee (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 CRTO's approach is to have the FAC mimic the requirements for all statutory committees as outlined in the RHPA. The FAC reports all activities to the CRTO's Council, and its composition mirrors 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. Its responsibilities 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.
2. In the previous fiscal year, the FAC developed a tool for CRTO Council to annually review the CRTO's financial status and recommend to Council if there is a need to increase membership fees. This fiscal year, the FAC met to collect data based on the tool requirements, analyzed the data, and provided updates and recommendations to the Executive Committee and Council regarding the financial health of the organization and the need for a membership fee increase. Through quantitative analysis of the necessity for a fee increase, the FAC contributed to better managing the risk of ensuring that the CRTO has sufficient funds to fulfil its regulatory objectives.

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.
3. The FAC did an annual review of the CRTO's Reserves Policy and updated it by adjusting the amount of money held in reserve for certain projects, allowing additional funds to be reallocated to the CRTO's operating budget.
 4. CRTO's new investment advisors met with the FAC to discuss the investment portfolio and strategy. The FAC provided feedback to the investment advisors and requested that they present the information to CRTO Council.
 5. The FAC reviewed revisions to the investment material presentation provided at CRTO Council meetings, establishing a new reporting presentation format, which contains pertinent information and chart comparison regarding the CRTO's investment portfolio. As a result, the CRTO Council will gain a clearer insight into the CRTO's investments and ensure that appropriate steps are taken to reduce the risk of sudden loss in funds for the organization.

2023-2024 FAC Highlights

Since its inauguration in 2022, the FAC aims to meet quarterly throughout the CRTO's fiscal year. This fiscal year, the FAC conducted more meetings to fulfil special projects. Here are some highlights:

1. In alignment with the CRTO's approach to risk management, at the direction of CRTO Council, a sub-committee of the FAC was tasked with developing a Request for Proposal (RFP) and recruitment of a new auditor for the CRTO. After developing the RFP and conducting a detailed selection process, the FAC forwarded their recommendations for a new auditor, which the CRTO Council adopted. This enhances risk management by adhering to best practices, which involve periodically rotating auditors to conduct the annual audit.



FINANCIAL SUMMARY

2023-2024

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

Summary Financial Statements

February 29, 2024

Report of the Independent Auditor on the Summary Financial Statements

To the Council of College of Respiratory Therapists of Ontario

Opinion

The summary financial statements, which comprise the summary balance sheet as at February 29, 2024, and the summary statement of revenue and expenses 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 29, 2024.

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 June 7, 2024.

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*.



Grewal Guyatt LLP
Chartered Professional Accountants, Licensed Public Accountants

Richmond Hill, Ontario
June 7, 2024

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

Summary Balance Sheet
As at February 29, 2024

	2024	2023
Assets		
Current assets		
Cash	\$ 2,056,898	\$ 2,004,732
Investments held for operating (Note 3)	658,568	271,527
Prepaid expenses	28,414	53,734
	<u>2,743,880</u>	<u>2,329,993</u>
Investments held for reserves (Note 3)	1,120,000	1,280,000
Capital assets (Note 4)	95,829	69,344
	<u>\$ 3,959,709</u>	<u>\$ 3,679,337</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 105,592	\$ 82,448
Deferred revenue	2,337,076	2,158,400
Current portion of obligations under capital leases (Note 6)	17,597	8,292
	<u>2,460,265</u>	<u>2,249,140</u>
Obligations under capital leases (Note 6)	-	17,597
	<u>2,460,265</u>	<u>2,266,737</u>
Net assets (Note 7)		
Abuse therapy fund	20,000	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
Fees stabilization reserve	150,000	250,000
Unrestricted - operating fund	379,444	132,600
	<u>1,499,444</u>	<u>1,412,600</u>
	<u>\$ 3,959,709</u>	<u>\$ 3,679,337</u>

Copies of the 2023/2024 complete audited financial statements are available on our website at www.crto.on.ca or on request from the Registrar at 416-591-7800.

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

Summary Statement of Revenues and Expenses
Year Ended February 29, 2024

	2024	2023
Revenue		
Registration and renewal fees	\$ 2,510,988	\$ 2,416,788
Investment income	183,043	47,584
Application fees	16,725	16,500
	<u>2,710,756</u>	<u>2,480,872</u>
Operating expenses		
Salaries and benefits	<u>1,523,652</u>	<u>1,363,599</u>
Office operations		
Occupancy	239,239	209,880
Professional fees	216,626	329,833
Information technology	188,905	179,358
Bank and credit card charges	105,080	82,389
Memberships, subscriptions and dues	76,331	29,735
Quality assurance portfolio and standards	58,573	61,725
Depreciation	39,701	47,067
Office and general	30,902	29,128
Minor equipment and software purchases	25,890	29,673
Telephone	19,867	17,591
Staff travel	18,187	11,098
Office supplies	7,907	9,825
Insurance	4,687	6,547
Equipment maintenance and rental	4,655	1,831
Postage and delivery	1,096	1,622
Printing	1,048	2,507
	<u>1,038,694</u>	<u>1,049,809</u>
Council and committee		
Per diem	43,450	46,361
Other meeting expenses	12,745	9,399
Travel, accommodation and meals	5,371	7,380
Education and training	-	6,000
	<u>61,566</u>	<u>69,140</u>
Special projects	-	14,102
Total operating expenses	<u>\$ 2,623,912</u>	<u>\$ 2,496,650</u>
Excess (deficiency) of revenues over expenses	<u>\$ 86,844</u>	<u>\$ (15,778)</u>

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