

EXECUTIVE COMMITTEE MINUTES

Agenda Item #:	2.0
Item:	<i>Draft Minutes from February 11, 2022</i>

Meeting Minutes – February 11, 2022

CRTO Executive Meeting Minutes

Scheduled on February 11, 2022 from 10:00 am to 12:00 pm

Location: Virtual meeting via Zoom Videoconference

PRESENT: Lindsay Martinek RRT, President, Chair
Kim Morris, Public Member, Vice-Chair
Jeff Dionne RRT
Jody Saarvala RRT
Yvette Wong, Public Member

STAFF: Carole Hamp RRT, Registrar
Stephanie Tjandra, Office Coordinator

GUESTS: None

REGRETS: None

1.0: APPROVAL OF AGENDA

Executive reviewed the agenda for February 11, 2022. Item #3.4 - Amendments to the CRTO By-Laws were added to the meeting agenda for decision.

MOTION # 1.0 MOVED BY Yvette Wong, and SECONDED BY Jody Saarvala, that the Executive approve the meeting agenda for February 11, 2022.

MOTION # 1.0 CARRIED.

2.0: APPROVAL OF THE MINUTES

Amendment to November 29, 2021 minutes to add Kim Morris to Present attendance list. All in favour, one abstention due to not being present in that meeting.

MOTION # 2.0 MOVED BY Kim Morris, and SECONDED BY Lindsay Martinek that the

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Executive approves the Executive Committee minutes from November 29, 2021.

MOTION # 2.0 CARRIED.

3.0: REGISTRAR'S REPORT & GENERAL UPDATES

REGISTRAR'S REPORT

INTERNAL

- **Policy Framework, Revised By-Law & Professional Practice Guidelines (PPGs)**

The review and revision of all CROTO policies and procedures continues. The only portion of our current policy framework presented to Council in March is the revised CROTO By-Laws (for final approval). To lessen the impact on our regular quarterly Council meetings, a special Council policy meeting has been scheduled on April 8. There may be a need to have another special policy meeting in the coming months to enable the completion of this project.

- **Professional Conduct & IT Infrastructure Reviews**

The CROTO is conducting a review of its Professional Conduct (PC) and IT management processes, and external consultants have been contracted to conduct both evaluations. The PC consultant has already begun their assessment, and a cybersecurity company has recently been retained to assess risks to our IT infrastructure. Both evaluations are currently in their preliminary stages, and a full report will be provided once the assessments are completed.

- **Database Management**

Despite shifting much of our Member records to an electronic format, there are still a significant number of paper documents stored in our office space. The CROTO will begin a new project in Spring 2022 to convert these remaining documents to an electronic format. This may include acquiring a new database that better serves our needs for tracking and reporting.

- **Finance & Audit Committee (FAC)**

The CROTO has a newly formed non-statutory committee to provide additional oversight relating to CROTO's financial planning and reporting, external audit, internal control systems, investments, and relevant policies. The members of the FAC are:

- Michelle Causton (Chair) – Former Public Member of Council
- Jeff Dionne, RRT – Professional Member of Council & Executive Committee
- Andriy Kolos – Public Member of Council
- Derek Clark – Public Member of Council
- Angela Miller, RRT – Professional Member of Council

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- Kelly Munoz, RRT – Professional Member of Council

There was a brief discussion on the outcome of the FAC's first meeting, including planned initiatives and next steps.

- **Staffing Changes**

The CRTO is delighted to welcome Abeeha Syed to our team and her role as Professional Conduct Associate. Her primary responsibility will be to provide administrative support to the Professional Conduct department.

EXTERNAL

- **College Performance Management Framework (CPMF)**

The CPMF was developed by the Ontario Ministry of Health in close collaboration with Ontario's health regulatory Colleges, subject matter experts, and the public to answer the question "how well are colleges executing their mandate, which is to act in the public interest?" This information is intended to:

1. strengthen accountability and oversight of Ontario's health regulatory Colleges; and
2. help Colleges improve their performance.

The deadline for our upcoming CPMF report is March 31, 2022. A preliminary summary of the draft CPMF report will be presented at the March Council meeting for discussion.

We have already embarked on some initiatives featured in the CPMF, such as a:

- Organizational Risk Management Plan
- Diversity, Equity & Inclusion Plan (including an Equity Impact Assessment)
- Succession Plan for Senior Leadership

The CRTO will be hosting an Anti-bias training for members of Council and the Patient Relations committee on March 22.

- **Governance Reform**

The MOH is once again seeking input from health regulatory Colleges on proposed reforms they are planning to submit to the government for approval, which include:

- Smaller Councils of between 10 – 12 members
- Separate Council and Committees
- Professional members selected by Council

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- Consistency in expectations regarding term-limits and eligibility to sit on Council for professional members of Council
- Elimination of the Executive Committee
- Terminology updates
- French-Language Services
- Office of the Auditor General of Ontario (OAGO) to conduct financial audits on colleges

There was a discussion regarding some of the proposed reforms, specifically: having separate Council and Committees, elimination of Executive Committee, and costs associated with these changes. The CRTO will draft a response/report, which will be circulated to Council for feedback. The response will be submitted to the Ministry by February 23.

There was a brief discussion regarding succession planning: Deputy Registrar (e.g., plans for conducting interviews, input from Executive & Council).

3.1 FINANCIAL STATEMENTS

The balance sheet and income statement were presented to the Executive using the new condensed format and summary graphs comparing current revenue and expenditure with the past several years.

There was some discussion surrounding the possibility of retaining the services of a financial advisor to assist the CRTO with investment planning.

MOTION # 3.1 MOVED BY Jeff Dionne, and SECONDED BY Jody Saarvala that the Executive approves the CRTO's Financial Statements for the period ending January 31, 2022 and recommend final approval at the Council meeting on March 4, 2022.

MOTION # 3.1 CARRIED

3.2 INVESTMENT PORTFOLIO

A statement of CRTO investments was presented to the Executive.

It was noted that the Investments & Management of Net Assets policy is still under review by the FAC. Once these documents have been completed, they will be presented to Council for consideration and approval.

MOTION # 3.2 MOVED BY Kim Morris and SECONDED BY Lindsay Martinek, that the Executive approve the Investment Portfolio and recommend that Council approve it at the March 4, 2022 meeting.

MOTION # 3.2 CARRIED

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3.3 DRAFT 2022 – 2023 BUDGET

The proposed 2022-2023 Budget was presented to the Executive, and the following items were highlighted:

- Consulting – is now broken down into 3 line items: general, core functions and governance.
- Cybersecurity and Data Management budget lines were added. It was noted that as the amount of files to be managed electronically increases, this will likely impact our cybersecurity costs.
- The former “Scope of Practice Monitoring” line item was renamed Government Relations to reflect its usage more accurately. It was also noted that there were several line items were removed as they are no longer being used.

MOTION # 3.3 MOVED BY Kim Morris, and SECONDED BY Jody Saarvala, that the Executive approve the CRTO’s Draft 2022 – 2023 Budget and recommend final approval at the Council meeting on March 4, 2022

MOTION # 3.3 CARRIED

3.4 BY-LAW AMENDMENTS

Executive reviewed the CRTO By-Law amendments package.

MOTION # 3.4 MOVED BY Yvette Wong, and SECONDED BY Jeff Dionne, that the Executive approve the CRTO By-Law Amendments and recommend final approval at the Council meeting on March 4, 2022

MOTION # 3.4 CARRIED

4.0: NEW BUSINESS

4.1 DRAFT MARCH 4, 2022, COUNCIL AGENDA

A revised draft of the March 4 Council agenda was presented to Executive.

MOTION # 4.1 MOVED BY Jeff Dionne, and SECONDED BY Kim Morris, that the Executive

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approve the Draft Council Agenda for March 4, 2022.

MOTION # 4.1 CARRIED

4.2 EXECUTIVE GOALS & TERMS OF REFERENCE

The Goals & Terms of Reference for the Executive Committee were presented. There was a discussion around revising some action items. It was decided that, due to time constraints, amendments will be made and circulated to the committee for review and approval prior to the March Council meeting.

4.3 SUCCESSION PLAN FOR SENIOR LEADERSHIP

A Succession Plan for Senior Leadership was presented to Executive. This plan will go to the March Council meeting for final approval. There was some brief discussion on the details of the hiring and interview requirements when seeking to replace key leadership positions at the CRTO.

MOTION # 4.3 MOVED BY Kim Morris, and SECONDED BY Jody Saarvala, that the Executive Committee approve the *Succession Plan for Senior Leadership* as outlined.

MOTION # 4.3 CARRIED.

5.0: NEXT MEETING

Next Executive Meeting:

To be determined.

Location:

Virtual meeting held via ZOOM Videoconference.

6.0: ADJOURNMENT

Adjournment

MOTION # 6.0 MOVED BY Jody Saarvala, and SECONDED BY Kim Morris to adjourn the Council Meeting.

MOTION # 6.0 CARRIED.

The February 11, 2022 Executive Meeting adjourned at 12:18 p.m.