

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Meeting Minutes

Scheduled on *May 16, 2022* from 10:00 am to 12:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – *May 16, 2022*

PRESENT: Lindsay Martinek, RRT, President, Chair
Kim Morris, Public Member, Vice-Chair
Jeff Dionne, RRT
Yvette Wong, Public Member
Michelle Causton, Former Public Member
Derek Clark, Public Member
Andriy Kolos, Public Member
Angela Miller, RRT

STAFF: Carole Hamp, RRT, Registrar
Shaf Rahman, Deputy Registrar
Stephanie Tjandra, Finance & Office Coordinator

GUESTS: Lanjun Wang, CPA, CA, Auditor

REGRETS: Jody Saarvala, RRT

1.0: APPROVAL OF AGENDA

Executive reviewed the meeting agenda for May 16, 2022.

MOTION # 1.0 MOVED BY Kim Morris, and SECONDED BY Jeff Dionne, RRT, that the Executive approve the meeting agenda for May 16, 2022

MOTION # 1.0 CARRIED.

2.0: APPROVAL OF THE FEBRUARY 11, 2022 MEETING MINUTES

Executive reviewed the meeting minutes from February 11, 2022. No changes were made.

MOTION # 2.0 MOVED BY Kim Morris, and SECONDED BY Jeff Dionne, RRT, that the Executive approve the Executive Committee minutes from February 11, 2022.

EXECUTIVE COMMITTEE MINUTES

MOTION # 2.0 CARRIED

3.0: REGISTRAR'S REPORT & GENERAL UPDATES

REGISTRAR'S REPORT

INTERNAL – Current Initiatives

- **Policy Framework & Professional Practice Guidelines (PPGs) & Clinical Best Practice Guidelines (CBPGs)**

The review and revision of all CRTO policies and procedures continues. At the April 8th Council meeting, eight (8) revised policies were approved, and eight (8) policies were rescinded and archived. There will be eight (8) revised policies to be presented for approval at the May 27th Council meeting.

- **Professional Conduct & IT Infrastructure Reviews**

The Professional Conduct and IT management processes reviews have now been completed. Staff in both departments are currently working on their implementation plans.

- **Database Management**

There have been ninety-four (94) banker boxes of Member records scanned into electronic files.

ADMINISTRATION – Internal

- **Staffing Changes**

The CRTO is pleased to welcome back Ania Walsh as Manager, Regulatory Affairs. There is an ongoing recruitment process for the position of Coordinator, Professional Conduct. The following staff promotions announcement was made:

- Shaf Rahman – Deputy Registrar
- Sophia Rose – Manager, Professional Conduct
- Kelly Arndt – Manager, Quality Practice
- Denise Steele – Coordinator, Professional Programs (Registration)

- **2021 – 2022 Financial Audit**

The audit for the 2021 – 2022 fiscal year has been concluded, and the results will be presented to the Executive Committee today, and Council in May. Representatives from the Finance & Audit Committee are present at this meeting to assist in the review of the audit findings and the

EXECUTIVE COMMITTEE MINUTES

appointment of the auditor for 2022 – 2023.

EXTERNAL

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

The 2021 CPMF Report has been submitted at the end of March. A summary has been created to guide the implementation of the opportunities for improvement identified in the framework. This report summary will be presented to Council at the May 27th meeting.

- **Strategic Direction Update Report**

One of the outcomes of the 2021 CPMF has been the creation of an ongoing Strategic Direction Update Report. Beginning in May 2022, a revised version of this report will be presented at each Council meeting, and the most updated version will be available on the CRTO website.

- **BoardSource Survey Results**

A summary of the BoardSource survey results has been prepared for the May 27th Council meeting. Information from this survey will assist in developing a framework to regularly evaluate the effectiveness of Council meetings and Council.

- **Bill 106 – Pandemic and Emergency Preparedness Act, 2022**

This is an omnibus Bill that has passed third reading and received Royal Assent. Bill 106 seeks to amend the *Regulated Health Professions Act* to:

- prohibit Colleges from requiring Canadian experience as a qualification for registration
- require Colleges to comply with the regulations respecting their English or French language proficiency requirements (i.e., use of language tests approved by Immigration, Refugees & Citizenship Canada)
- require the Councils of the Colleges to make regulations establishing an emergency class of registration
- establish time limits in which Colleges must make certain decisions related to registration

Regulation-making powers are to be enabled to operationalize these changes. The government has asked that Colleges provide their input regarding implementing these expectations by June 10th. The Bill does not address the proposed governance reforms and new oversight bodies subject to recent consultations.

3.1 FINANCIAL STATEMENTS

The Executive reviewed the Financial Statements for March 1, 2022 – April 30, 2022. It was highlighted that there will be a review of the reporting process for Member registration/renewal

EXECUTIVE COMMITTEE MINUTES

refunds, which is currently recorded under Accounts Receivable line item. It was noted that there was a correction needed on the Balance Sheet summary for the 2021 Special projects reserve fund amount. There was some discussion around removing legal costs from Professional Service Fees on the financial statements, and creating a separate line item for more accuracy and transparency.

MOTION # 3.1 MOVED BY Jeff Dionne, RRT, and SECONDED BY Kim Morris, that the Executive approve the Financial Statements for March 1, 2022 – April 30, 2022 and recommend that Council approve them at the May 27th meeting.

MOTION # 3.1 CARRIED

3.2 INVESTMENT PORTFOLIO

The CRTO Investment Portfolio was presented to the Executive. The CRTO is striving for improvements regarding its investments in two areas: a more comprehensive investment strategy and a more streamlined reporting tool. The Finance & Audit Committee (FAC) is currently revising the CRTO's Investment and Management of Net Assets Policy and Procedure. It was discussed that there will potentially be some changes made at a later date, after the FAC has finalized the investment policy.

MOTION # 3.2 MOVED BY Jeff Dionne, RRT, and SECONDED BY Lindsay Martinek, RRT, that the Executive approve the Investment Portfolio and recommend that Council approve it at the May 27th meeting.

MOTION # 3.2 CARRIED

4.0: NEW BUSINESS

4.1 2021 – 2022 AUDIT FINDINGS

Lanjun Wang presented the Audit Findings Communication for the year ending February 28, 2022. There was a brief discussion around the details of the financial statements, specifically on investments. There were additional questions around the presentation of certain line items on the balance sheet, which were answered and clarified by the auditor. The audited financial statements will be posted on the CRTO website.

MOTION # 4.1 MOVED BY Yvette Wong, and SECONDED BY Jeff Dionne, RRT, that the Executive approve the 2021 – 2022 Audit Findings and recommend that Council approve it at the May 27th meeting.

MOTION # 4.1 CARRIED

4.2 DRAFT MAY 27, 2022 COUNCIL MEETING AGENDA

A draft of the May 27, 2022 Council meeting agenda was presented to Executive.

EXECUTIVE COMMITTEE MINUTES

MOTION # 4.2 MOVED BY Kim Morris, and SECONDED BY Jeff Dionne, RRT, that the Executive approve the Draft Council Agenda for May 27, 2022.

MOTION # 4.2 CARRIED

4.3 APPOINTMENT OF AUDITOR FOR 2022 – 2023

The Executive discussed the Appointment of Auditor for 2022 – 2023. Hillborn, LLP, has been the CRTO’s external auditor since 2017. It is essential that the independent auditor retained to conduct the annual audit of the CRTO’s finances do so in an impartial manner and to the highest possible standards. The Annual Assessment of the External Auditor tool was developed to evaluate the auditor based on three (3) key elements: 1. Indendence, objectivity and professional skepticism, 2. Quality of the audit team, 3. Quality of the communications and interactions with the external auditor. The Executive reviewed the criteria and found that the current auditor meets expectations for each and that there are no concerns. After further discussion, it was decided that the CRTO will hold off on going to tender for a new external auditor at least for another year.

MOTION # 4.3 MOVED BY Lindsay Martinek, RRT, and SECONDED BY Kim Morris, that the Executive Committee approve the Appointment of Hilborn LLP as the CRTO’s independent auditor for the 2022 – 2023 fiscal year and recommend that Council approve it at their May 27th meeting.

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 Lindsay Martinek, RRT, and SECONDED BY Kim Morris, to adjourn the Executive Meeting.

MOTION # 6.0 CARRIED.

EXECUTIVE COMMITTEE MINUTES

The May 16, 2022 Executive Meeting adjourned at 11:49 am.