

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Committee Meeting Minutes

Scheduled on *November 18, 2022* from 1:00 pm to 3:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – *November 18, 2022*

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

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

REGRETS: Jody Saarvala, RRT

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 1:00 p.m.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: APPROVAL OF AGENDA NOVEMBER 18, 2022

The Committee reviewed the meeting agenda for November 18, 2022.

MOTION # 3.0 MOVED BY, Jeff Dionne, RRT, and SECONDED BY Kim Morris, that the Executive Committee approve the meeting agenda for November 18, 2022.

MOTION # 3.0 CARRIED

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4.0: STRATEGIC ISSUES

4.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

The Committee reviewed the 2021 – 2025 Strategic Direction Update Report. Up-to-date information on the status of Strategic Direction & Key Priorities are available to both CRTC Council and the public. Staff regularly update a corresponding work plan on related activities in their respective departments.

4.2 2022 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK UPDATE

The Committee reviewed the 2022 College Performance Measurement Framework Update. The draft version of the 2022 CPMF Report will be presented to Council at the March 2023 meeting.

4.3 REVISED CRTC BY-LAWS

Carole Hamp presented the Revised CRTC By-Laws. There are three (3) areas within CRTC By-Laws that require updating to enable alignment with CRTC's: current practices regarding expenditures, election processes, fee schedule regarding late penalty fees. The following By-Laws were revised:

1. General CRTC Administration
2. Council and Committee
3. Membership

If approved at the December 2nd Council meeting, the By-Laws will be circulated for consultation for 60 days, revised if required based on feedback, and returned to Council for final approval at the March 2023 meeting.

MOTION # 4.3 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kim Morris, that the Executive Committee recommends that Council approve for consultation the revised CRTC By-Laws.

MOTION # 4.3 CARRIED

5.0: OPERATIONAL & ADMINISTRATIVE ISSUES

5.1 APPROVAL OF THE SEPTEMBER 6, 2022 MINUTES

The Executive reviewed the meeting minutes from September 6, 2022.

MOTION # 5.1 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the meeting minutes from September 6, 2022

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MOTION # 5.1 CARRIED

5.2 REGISTRAR'S REPORT AND GENERAL UPDATES

Carole Hamp reported on general CRTO activities and initiatives.

Internal

- Policy Framework & Professional Practice Guidelines (PPGs) & Clinical Best Practice Guidelines (CPBGs) – staff continue to review and revise policies and procedures with increased focus on administrative and Council policies.
- Canadian Equity Consulting (CEC) – reviewing a number of CRTO policies, fact sheets, and guidelines.
- Consulting team of Andrea Strachan & Paulette Blais – to revise CRTO language proficiency standards.

External

- College Performance Measurement Framework (CPMF) – 2022 CPMF reporting tool draft version has been released, will be finalized soon.
- National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) – National Competency Framework (NCF) Review took place in Toronto on November 4 where NCF Steering Committee met with CamProf consultants, NARTRB Annual General Meeting took place in Toronto on November 5.
- Office of Fairness Commissioner (OFC) – CRTO in process of preparing its annual Fair Registration Practices Report.
- Health Profession Regulators of Ontario (HPRO) – weekly HPRO CPMF meetings have started.

5.3 FINANCIAL STATEMENTS

The Committee reviewed the Financial Statements for March 1, 2022 – October 31, 2022.

MOTION # 5.3 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kim Morris, that the Executive Committee approve the Financial Statements for March 1, 2022 – October 31, 2022, and recommend that Council approve them at the December 2nd meeting.

MOTION # 5.3 CARRIED

5.4 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio Summary.

MOTION # 5.4 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Lindsay Martinek, RRT, that the Executive Committee approve the Investment Portfolio Summary and

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recommends that Council approve it at the December 2nd meeting.

MOTION # 5.4 CARRIED

6.0: BUSINESS ARISING

6.1 DRAFT DECEMBER 2, 2022 COUNCIL AGENDA

The Committee reviewed the draft December 2, 2022 Council Agenda.

MOTION # 6.1 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the Draft December 2, 2022 Council Agenda.

MOTION # 6.1 CARRIED

7.0: NEW BUSINESS

7.1 EXECUTIVE COMMITTEE ELECTIONS

The Committee discussed the Executive Committee Elections. As outlined in the CRTO By-Laws, the Executive Committee is elected annually from the sitting Council Members composing of three Council Members who are Members of the CRTO and two public Council Members.

7.2 COUNCIL DATES FOR 2023

The Committee reviewed Council meeting dates for 2023. There was a brief discussion on considerations for in-person, hybrid, and fully virtual meetings as well as the potential issues surrounding each type of meeting.

MOTION # 7.2 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kim Morris, that the Executive Committee recommends that Council approve the dates for the 2023 Council meetings.

MOTION # 7.2 CARRIED

8.0: NEXT MEETING

Next Executive Meeting:
To be determined.

Location:

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Virtual meeting via Zoom.

9.0: ADJOURNMENT

Adjournment

The November 18, 2022 Executive Meeting adjourned at 2:00 pm.