

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Meeting Minutes

Scheduled on September 6, 2022 from 12:00 pm to 2:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – *September 6, 2022*

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
Shaf Rahman, Deputy Registrar
Stephanie Tjandra, Finance & Office Coordinator

REGRETS:

1.0: APPROVAL OF AGENDA

Executive reviewed the meeting agenda for September 6, 2022.

MOTION # 1.0 MOVED BY Kim Morris and SECONDED BY Yvette Wong, that the Executive approve the meeting agenda for September 6, 2022.

MOTION # 1.0 CARRIED

2.0: APPROVAL OF THE MAY 16, 2022 MEETING MINUTES

Executive reviewed the meeting minutes from May 16, 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 May 16, 2022.

MOTION # 2.0 CARRIED

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3.0: REGISTRAR'S REPORT & GENERAL UPDATES

3.0 REGISTRAR'S REPORT

INTERNAL

CURRENT INITIATIVES

Policy Framework & Professional Practice Guidelines (PPGs) & Clinical Best Practice Guidelines (CPBGs)

CRTO staff are continuing to review and revise all our policies and procedures. At the September 23rd Council meeting, five (5) revised policies will be presented for approval and Three (3) policies will be rescinded and archived.

Strategic Direction Update Report

The College Performance Measurement Framework (CPMF) requires all Colleges to maintain a publicly accessible performance report relative to their strategic objectives. CRTO staff have created a preliminary version of its Strategic Direction Report, which will be presented for approval at this Executive meeting. Once approved, the report will be placed on the CRTO website. Plans for an enhanced version of this report will be implemented once the new website is launched in the spring of 2023.

Office Hybrid Workplace & Workspace Expansion

In Sept, all staff will be in the office on at least one of the two "common days" (Tuesday & Thursday). We have added four additional workspaces to accommodate our growing staff's increased presence in the office.

ADMINISTRATION

INTERNAL

Staffing Changes

Over the summer, we were delighted to welcome our two newest members of the CRTO team:

- Peter Laframboise - Manager of Professional Conduct
- Misbah Chaudhry - Coordinator of Professional Conduct

Sophia Rose (formerly Coordinator and Manager of Professional Conduct) left the CRTO in mid-July to pursue her Masters degree in Health Policy.

Mid-Year Financial Summary

A mid-year financial review (March 1 – August 8) was presented at the August Finance & Audit Committee and will be presented at this Executive meeting and the upcoming September Council.

EXTERNAL

National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB)

NCF Review & Revision

The first meeting of the NARTRB for the review and revision of the National Competency Framework (NCF) took place on July 18th in Montreal. The following was discussed:

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- Scope and of the project
- Budget (the last NCF review cost roughly \$150,000)
- Competency assessment & the role of simulation
- Inclusion criteria for the validation surveys
- Timelines for completion – anticipated for **August 2025**

Regulators must submit a list of proposed changes to the NCF by **September 5th**.

Standards of Practice Working Group

The NARTRB hopes to create a national professional standard of practice based on the CRTO/SCRT 2019 Standards of Practice. A working group has been formed, which includes the CRTO, and several proposed standards have been identified, some of which are:

- Vaccine administration
- Non-sexual boundary violation
- Supervision of students
- Transfer of accountability/care
- Electronic communication

Registration Verification Form Working Group

A working group, which includes the CRTO, has been created to look at the current common registration verification form. The group met on August 22nd and the following edits have been proposed:

- Clarification that professional misconduct includes sexual misconduct and sexual abuse.
- Cover page to clarify the information the applicant is consenting to release.
- Space under each statement to provide additional pertinent information.

Language Proficiency Working Group

Bill 106 - *Pandemic and Emergency Preparedness Act* (schedule 6) requires health regulatory bodies to accept (at a minimum) the language test approved by Immigration, Refugees and Citizenship Canada. This includes:

- International English Language Testing System (IELTS)
- Test d'évaluation de français (TEF Canada)
- Test de connaissance du français (TCF Canada)
- Canadian English Language Proficiency Index Program (CELPIP)

The CRTO and the NARTRB have policies that set out the scores on the accepted English and French language fluency tests necessary to practice the professions. The language benchmarks of these two organizations must continue to align to facilitate safe and seamless labour mobility under the Canada Free Trade Agreement.

Business Meeting – November

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The CRTO will host the NARTRB Business Meeting in Toronto on **November 4 – 5, 2022**.

Health Profession Regulators of Ontario (HPRO)

The HPRO Board continues to meet every other week to discuss a wide variety of timely topics, such as:

- Anti-BIPOC Racism Project
- Public member appointments
- Status of outstanding regulations
- Governance reform & Bill 106 regulations consultation submissions
- CPMF initiatives
- Approaches to KPI dashboards
- Post pandemic workplace plans

3.1 FINANCIAL STATEMENTS

The Executive reviewed the Financial Statements for May 1, 2022 – August 31, 2022.

MOTION # 3.1 MOVED BY Jeff Dionne, RRT and SECONDED BY Kim Morris, that the Executive approve the Financial Statements for May 1, 2022 – August 31, 2022 with amendments, and recommend that Council approve them at the September 23rd meeting.

MOTION # 3.1 CARRIED

3.2 INVESTMENT PORTFOLIO

The Executive reviewed the Investment Portfolio.

MOTION # 3.2 MOVED BY Jeff Dionne, RRT, and SECONDED BY Kim Morris, that the Executive approve the Investment Portfolio, and recommend that Council approve it at the September 23rd meeting.

MOTION # 3.2 CARRIED

3.3 MID-YEAR FINANCIAL SUMMARY

The Executive reviewed and discussed the Mid-Year Financial Summary.

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4.0: NEW BUSINESS

4.1 STRATEGIC DIRECTION REPORT

Carole Hamp presented the Strategic Direction Report. The College Performance Measurement Framework (CPMF) requires Colleges to make publicly available their ongoing actions related to their strategic plans. CRTO staff updates the strategic direction workplan on a quarterly basis, and will place a revised PDF version on the CRTO website after it has been approved at each Council meeting.

MOTION # 4.1 MOVED BY Yvette Wong, and SECONDED BY Jeff Dionne, RRT, that the Executive approve the Strategic Direction Report and recommend that Council approve it at the September 23rd meeting.

MOTION # 4.1 CARRIED

4.2 DRAFT SEPTEMBER 23, 2022 COUNCIL MEETING AGENDA

A draft of the September 23, 2022 Council meeting agenda was presented to Executive.

MOTION # 4.2 MOVED BY Kim Morris, and SECONDED BY Lindsay Martinek, RRT that the Executive approve the draft Council Agenda for September 23, 2022.

MOTION # 4.2 CARRIED

4.3 REVIEW OF EXECUTIVE GOALS & TERMS OF REFERENCE

The Executive Goals & Terms of Reference was reviewed. The timelines for the Action Plan will be updated. No other changes were made.

4.4 FUTURE OF CRTO EXECUTIVE

The Ministry of Health’s proposed Governance Reform initiative calls for Colleges to reduce the size of their Councils and eliminate their Executive Committees. However, due to a chronic lack of available public member appointments, many Colleges are struggling to keep their Council constituted, and several are currently unconstituted. This means that their Council can no longer make important decisions on matters involving their By-Laws or on regulations. The CRTO currently has six public members on our Council and must have at least five to remain constituted (the maximum number is eight). The length of a public appointee’s term is determined by the Office of Public Appointments (there is no maximum length of term in legislation).

In light of this issue, the Executive discussed concerns about the dissolution of the Executive Committee and decided to hold off.

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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 Kim Morris, and SECONDED BY Jeff Dionne, RRT, to adjourn the Executive Meeting.

MOTION # 6.0 CARRIED.

The September 6, 2022 Executive Meeting adjourned at 1:08 pm.