

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Committee Meeting Minutes

Scheduled on February 14, 2023 from 1:00 pm to 3:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – February 14, 2023

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

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

REGRETS:

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 1:02 p.m and the land acknowledgement was made.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: APPROVAL OF AGENDA FEBRUARY 14, 2023

The Committee reviewed the meeting agenda for February 14, 2023.

MOTION # 3.0 MOVED BY, Derek Clark, and SECONDED BY Jeff Dionne, RRT, that the Executive Committee approve the meeting agenda for February 14, 2023.

MOTION # 3.0 CARRIED

4.0: APPROVAL OF THE MINUTES NOVEMBER 18 & DECEMBER 9, 2022

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The Committee reviewed the meeting minutes from November 18, 2022 and December 9, 2022.

MOTION # 4.0 MOVED BY, Kim Morris, and SECONDED BY Derek Clark, that the Executive Committee approve the minutes from November 18, 2022 & December 9, 2022.

MOTION # 4.0 CARRIED

5.0: STRATEGIC ISSUES

5.1 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. Some of the highlights of tasks accomplished in the final quarter of the fiscal year are:

- Reviewed & revised CRTC registration to add an Emergency Class of Registration.
- Developed & posted the CRTC Risk Management Framework on the website.
- Infection, Prevention & Control Clinical Best Practice Guideline approved by Council for consultation.
- CEC provided the DEI summary report to Council and it has been posted on the website.
- Thirty policies updated/approved.

5.2 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 3, 2023 meeting.

5.3 REVISED CRTC BY-LAWS (FOR FINAL APPROVAL)

Carole Hamp presented the Revised CRTC By-laws. There were three areas within the By-laws that required updating to enable alignment with the following:

- Current processes regarding unbudgeted expenditures
- Election processes (previously outlined in CRTC Election Policy)
- Fee schedule regarding a new late penalty fee for non-compliance with the CRTC's Professional Development Program (PDP) obligations.

The revised By-laws were sent out for consultation on December 19, 2022, ending on February 16,

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2023. The Revised By-laws will then be sent out to the Committee for an electronic vote after the results have all been received.

5.4 REVISED FEE SCHEDULE

Carole Hamp presented the Revised Fee Schedule. The fee schedule needs to be revised to align with the proposed changes in the CRTO By-laws. The new penalty fee including the rationale was provided to the Committee.

It was clarified that the penalty fee will be on the Revenue line item in the budget, as there is currently already a Penalty fee line item for late registration fee submission.

5.5 DRAFT 2023/24 BUDGET

Carole Hamp presented the Draft 2023/24 Budget. There was a question to clarify if the new database expense will be incurred for the next fiscal year. Staff is currently still in the searching process and aiming to finalize the selection in the upcoming fiscal year.

MOTION # 5.5 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approves the draft 2023/24 budget and forwards it to the March 3, 2023, Council meeting for final approval.

MOTION # 5.5 CARRIED

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 REGISTRAR'S REPORT

Carole Hamp reported on general CRTO activities and initiatives.

Internal

- Policy Framework & Professional Practice Guidelines & Clinical Best Practice Guidelines – the revision is nearing completion, a few remaining policies coming to the March Council meeting.
- Canadian Equity Consulting (CEC) – CEC presented a summary at the December Council meeting which contained recommendations such as creating a DEI Committee. CEC currently assessing several CRTO policies.
- Language Proficiency Requirements Policy – the work was completed and approved by Council by electronic vote on December 13. Both the English and French version were posted in advance of the MOH's January 1st deadline.
- Revised CRTO By-laws and Schedule of Fees – currently out for a 60-day consultation period on December 19.
- Draft 2023/24 Budget – presented to Executive Committee and to Council for final approval on March 3.
- Membership Fee Assessment Tool – presented to Executive Committee and the draft will be presented to Council on March 3.

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- Investment Planning Services – presented to Executive Committee and the recommendation will be forwarded to Council on March 3.
- Evaluation of CRTO Council – Nanci Harris has been retained to provide an assessment of the effectiveness of CRTO Council as per expectation articulated in the CPMF. Nanci will attend the March 3 Council meeting and provide a brief presentation.

External

- Ontario Ministry of Health – the Premier of Ontario announced the proposed legislative changes that, if approved, would permit certain regulatory health professions registered in other provinces & territories to practice without registering with the corresponding health regulatory college for “up to a 12-month period”. More information will become available as the Ministry moves this towards legislative approval.
- College Performance Measurement Framework (CPMF) – the final version of the reporting tool was released on January 11. CRTO Staff is aiming towards completion and submission by March 31.
- Health Profession Regulators of Ontario (HPRO) – HPRO Board held its Strategic Planning session at the College of Chiropractors on February 9.
- National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) – CRTO sent four RT representatives to attend the NARTRB NCF working group meeting in Montreal on January 23 & 24. The CRTO hosted the 2nd NCF Steering Committee meeting in Toronto on February 7th to review the results of this working group. The next meeting will be in Halifax in early June, with the intended deadline for the completion of the revised framework on June 23, 2023.

6.2 FINANCIAL STATEMENTS

The Committee reviewed the Financial Statements for March 1, 2022 – January 31, 2023.

MOTION # 6.2 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the quarterly financial statements (March 1, 2022, to January 31, 2023) and forwards them to the March 3, 2023, Council meeting for final approval.

MOTION # 6.2 CARRIED

6.3 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio Summary.

MOTION # 6.3 MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approve the Investment Portfolio Summary (as of January 31, 2023).

MOTION # 6.3 CARRIED

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6.4 DRAFT COUNCIL AGENDA MARCH 3, 2023

The Committee reviewed the draft March 3, 2023 Council Agenda. It was noted that there was an addition that is not reflected in the package sent out to the Committee – 8.2.2 Investment Management Services was added for information only.

MOTION # 6.4 MOVED BY, Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approve the Draft March 3, 2023 Council Agenda.

MOTION # 6.4 CARRIED

7.0: BUSINESS ARISING

7.1 DRAFT MEMBERSHIP FEE ASSESSMENT TOOL

Shaf Rahman presented the Draft Membership Fee Assessment Tool which includes a diagram that contains the considerations for the membership fee review, as well as a timeline of communication strategy. The content reflected in the assessment tool will likely require refinement as FAC starts to use them and note improvements that can be made. Additionally, staff will work on creating a procedural document.

There was a discussion on surrounding the 3-month notice scenario, and if it will be enough time to gather the FAC for a meeting prior to the September Council meeting.

7.2 ADDITIONAL DISCUSSION

It was noted that the Executive will use the remaining 10 minutes of the meeting time to discuss strategies on how to increase Council engagement. There was a suggestion to utilize break out rooms on the Zoom platform to facilitate smaller group discussion, and to provide additional time at the end of the meeting for a round table discussion. Staff will work on the logistics of implementing these suggestions at the next Council meeting.

8.0: NEXT MEETING

Next Executive Meeting:

To be determined.

Location:

Virtual meeting via Zoom.

9.0: ADJOURNMENT

Adjournment

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The February 14, 2023 Executive Meeting adjourned at 3:03 pm.