

# EXECUTIVE COMMITTEE MINUTES

## **CRTO Executive Committee Meeting Minutes**

**Scheduled on November 22, 2024 from 2:00 pm to 4:00 pm**

**Location: Virtual meeting via Zoom Videoconference**

### *Meeting Minutes – November 22, 2024*

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

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

**GUESTS:** Kelly Munoz, RRT, Member of Finance & Audit Committee

**REGRETS:**

#### **1.0: WELCOME & LAND ACKNOWLEDGEMENT**

The meeting was called to order at 2:01 p.m. and the land acknowledgement was made. Kelly Munoz joined the meeting on behalf of the Finance & Audit Committee (FAC).

#### **2.0: CONFLICT OF INTEREST DECLARATION**

There was no conflict of interest declared.

#### **3.0: APPROVAL OF AGENDA NOVEMBER 22, 2024**

The Committee reviewed the meeting agenda for November 22, 2024.

**MOTION # 3.0** MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the meeting agenda for November 22, 2024.

**MOTION # 3.0 CARRIED**

#### **4.0: APPROVAL OF THE SEPTEMBER 6, 2024 MINUTES**

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The Committee reviewed the meeting minutes from September 6, 2024.

**MOTION # 4.0**      MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Kim Morris, that the Executive Committee approve the minutes from September 6, 2024.

**MOTION # 4.0 CARRIED**

## 5.0: OPERATIONAL & ADMINISTRATIVE ISSUES

### 5.1 CRTO UPDATE REPORT

Staff presented the CRTO Update Report.

### 5.2 FINANCIAL STATEMENTS

The Committee reviewed Financial Statements for March 1, 2024 – October 31, 2024.

There was a typo on the total of investments & prepaids on the balance sheet summary report which will be corrected.

**MOTION # 5.2**      MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jody Saarvala, RRT, that the Executive Committee approve the quarterly financial statements for March 1, 2024 to October 31, 2024

**MOTION # 5.2 CARRIED**

### 5.3 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio report.

**MOTION # 5.3**      MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Kim Morris, RRT, that the Executive Committee approve the CRTO's Investment Portfolio summary report and forward it to Council for final approval.

**MOTION #5.3 CARRIED**

### 5.4 PROPOSED DESIGNATED PENSION PLAN

The Committee reviewed the Proposed Designated Pension Plan. To ensure staff compensation remains competitive and aligned with industry standards, the CRTO is exploring the inclusion of a defined benefit pension plan in its compensation package. The two organizations that the CRTO met with are Healthcare of Ontario Pension Plan (HOOPP) and the Colleges of Applied Arts and Technology (CAAT).

In considering which pension plan to choose from, there was a discussion to consider where the

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College is sourcing talent from and that HOOPP may be more beneficial to attract Respiratory Therapists since it is a common pension plan offered to healthcare providers. Staff will look into the feasibility of transferring from one pension plan to another.

## 5.5 DRAFT COUNCIL AGENDA DECEMBER 6, 2024

The Committee reviewed the draft Council Agenda for the December 6, 2024, Council meeting.

**MOTION # 5.5**      MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the Draft Council Agenda for the December 6, 2024, meeting.

**MOTION #5.5 CARRIED**

## 5.6 COUNCIL DATES FOR 2025

Carole Hamp presented the Council dates for 2025.

**MOTION # 5.6**      MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee recommend the Council dates for 2025 be sent to the December 6, 2024, Council meeting for final approval.

**MOTION #5.6 CARRIED**

## 7.0: BUSINESS ARISING

No items for this meeting.

## 8.0: NEXT MEETING

**Next Executive Meeting:**  
TBD

**Location:**  
Virtual meeting via Zoom.

## 9.0: ADJOURNMENT

### Adjournment

The November 22, 2024, Executive meeting adjourned at 3:18 PM.