

CRTO Executive Committee Meeting Minutes

Scheduled on November 17, 2025 from 1:00 pm to 3:00 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – November 17, 2025

PRESENT: Lindsay Martinek, RRT, Chair
Kim Morris, Public Member, Vice-Chair
Jeff Dionne, RRT
Kelly Munoz, RRT
Jeff Schiller, Public Member

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

GUESTS: Michelle Causton, Chair, Finance & Audit Committee
Sheena Lykke, RRT, Finance & Audit Committee
Carmine Francella, Public Member, Finance & Audit Committee
Pappur Shankar, Public Member, Finance & Audit Committee

Bradley Chisholm, Principal & Founder,
The Regulators Practice

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 1:01 pm, and the land acknowledgement was made.

2.0: CONFLICT OF INTEREST DECLARATION

There was no conflict of interest declared.

3.0: APPROVAL OF AGENDA NOVEMBER 17, 2025

The Committee reviewed the meeting agenda.

To note that 6.1 Draft 2026 – 2030 Strategic Planning Direction was presented first after the approval of Minutes.

MOTION # 3.0 MOVED BY, Kim Morris, and SECONDED BY, Kelly Munoz, RRT, that the Executive Committee approve the meeting agenda for the November 17, 2025, meeting.

EXECUTIVE COMMITTEE MINUTES

MOTION # 3.0 CARRIED

4.0: APPROVAL OF THE SEPTEMBER 9, 2025 MINUTES

The Committee reviewed the meeting minutes from September 9, 2025.

MOTION # 4.0 MOVED BY, Jeff Schiller, RRT, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the minutes from the September 9, 2025, meeting.

MOTION # 4.0 CARRIED

5.0: OPERATIONAL & ADMINISTRATIVE ISSUES

5.1 CRTO UPDATE REPORT

Carole Hamp, RRT presented the CRTO update report.

5.2 FINANCIAL STATEMENTS

The Committee reviewed Financial Statements for March 1, 2025 – October 31, 2025.

There was a comment to consider moving investments to non-current assets instead of current assets. Staff will review and adjust accordingly.

Staff will revise the income statement presentation to include the year-to-date actuals and year-to-date budget.

5.3 INVESTMENT PORTFOLIO UPDATE

The Committee reviewed the Investment Portfolio report.

Benchmarks will be included in future presentation.

5.4 DRAFT 2026/27 BUDGET

The Committee reviewed the Draft 2026/27 Budget.

Staff will review adjusting the investment income since it is being reinvested and should consider not including it in the operating budget.

Staff will revise and present a different format for the December Council meeting.

5.5 BY-LAW REVISIONS (FINAL APPROVAL)

EXECUTIVE COMMITTEE MINUTES

Carole Hamp, RRT presented the By-law Revisions for final approval.

The proposed amendment to By-law 3: Membership, section 4, fees, will enable fees to be applied to Members who have been referred for practice assessment due to non-compliance with their Professional Development Program (PDP) requirements. This will help CRTO recover costs that would otherwise have to be absorbed by all Members.

At the September 25, 2025, Council approved the By-Law 3 revision for consultation. The Committee reviewed the interim consultation summary report.

If the By-law amendment is approved, the CRTO will update its schedule of fees (Agenda item 5.6) to include a practice assessment fee, which will apply to Members referred to the assessment due to non-compliance with the PDP. The new provisions are flexible enough to enable the addition or modification of other program fees to the Schedule in the future without further By-Law amendments.

MOTION # 5.5 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kim Morris, that the Executive Committee recommends that Council approve the revised By-law 3.

MOTION 5.5 CARRIED

5.6 REVISED FEE SCHEDULE (FINAL APPROVAL)

Carole Hamp presented the Revised Fee Schedule associated with agenda item 5.5 By-law revisions.

MOTION # 5.6 MOVED BY, Jeff Schiller, RRT, and SECONDED BY, Kelly Munoz, RRT , that the Executive Committee recommends that Council approve the revised Schedule of Fees.

MOTION 5.6 CARRIED

5.7 DRAFT COUNCIL AGENDA DECEMBER 12, 2025

The Committee reviewed the Draft Council Agenda for December 12, 2025.

MOTION # 5.7 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jeff Schiller, RRT, that the Executive Committee approve the Council meeting agenda for December 12, 2025.

MOTION 5.7 CARRIED

5.8 COUNCIL DATES FOR 2026

EXECUTIVE COMMITTEE MINUTES

The Committee reviewed the proposed Council Dates for 2026:

Friday, March 27, 2026 – Virtual

Friday, June 26, 2026 – Virtual

Thursday, October 1, 2026 – In-person (half-day Council & half-day Education Day)

Friday, December 11, 2026 – Virtual

There was a suggestion to bring forward a discussion at Council to propose two in-person Council meetings.

MOTION # 5.8 MOVED BY, Kim Morris, and SECONDED BY, Lindsay Martinek, RRT, that the Executive Committee recommends the Council dates for 2026 be sent to the December 17, 2025 Council meeting for approval.

MOTION 5.8 CARRIED

6.0: BUSINESS ARISING

6.1 DRAFT 2026-2030 STRATEGIC PLAN

Bradley Chisholm from The Regulator's Practice presented the Draft 2026-2030 Strategic Plan.

Staff will be reviewing the draft to ensure that the key priorities are achievable and feasible to accomplish within the timeframe. The plan will be finalized for presentation at the December Council meeting.

Once the plan is approved by Council, the next step will be for staff to create an operational plan around the key areas identified in the strategic plan framework.

7.0: NEXT MEETING

Next Executive Meeting:

TBD

Location:

Virtual meeting via Zoom.

8.0: ADJOURNMENT

Adjournment

The November 17, 2025, Executive meeting adjourned at 3:00 pm.