

EXECUTIVE COMMITTEE MINUTES

CRTO Executive Committee Meeting Minutes

Scheduled on *September 9, 2025* from 11:00 am to 1:30 pm

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – *September 9, 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
Abeeha Syed, Compliance and Operations Coordinator

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

Kevin McCarthy, Strategy Advisor, The Regulators Practice
Bradley Chisholm, Principal & Founder, The Regulators Practice

1.0: WELCOME & LAND ACKNOWLEDGEMENT

The meeting was called to order at 11:01 am, and the land acknowledgement was made.

STRATEGIC PLANNING PRESENTATION

Kevin McCarthy and Bradley Chisholm from The Regulator's Practice presented the introduction to the strategic planning session scheduled for September 26th.

2.0: CONFLICT OF INTEREST DECLARATION

There was no conflict of interest declared.

3.0: APPROVAL OF AGENDA SEPTEMBER 9, 2025

The Committee reviewed the meeting agenda.

MOTION # 3.0 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jeff Schiller, that the

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Executive Committee approve the meeting agenda for the September 9, 2025, meeting.

MOTION # 3.0 CARRIED

4.0: APPROVAL OF THE JUNE 13, 2025 MINUTES

The Committee reviewed the meeting minutes from June 13, 2025.

MOTION # 4.0 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Jeff Schiller, that the Executive Committee approve the minutes from the June 13, 2025 meeting.

MOTION # 4.0 CARRIED

5.0: STRATEGIC ISSUES

No items for this meeting.

6.0: STRATEGIC ISSUES

6.1 CRTO UPDATE REPORT

Carole Hamp, RRT presented the CRTO update report.

6.2 FINANCIAL STATEMENTS

The Committee reviewed Financial Statements for March 1, 2025 – August 29, 2025.

Staff will review re-classifying line item 5210 telephone and code 99 equipment purchased to general operating expenses which would be more appropriate for the type of expenses.

There was a suggestion to clearly define how an item is categorized as an expense versus asset.

MOTION # 6.2 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the the quarterly financial statements for March 1, 2025, to August 29, 2025.

MOTION # 6.2 CARRIED

6.3 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio report.

MOTION # 6.3 MOVED BY, Kim Morris, and SECONDED BY, Lindsay Martinek, RRT, that the

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Executive Committee approve the CRTO's Investment Portfolio summary report and forward it to Council for final approval.

MOTION #6.3 CARRIED

6.4 MID-YEAR FINANCIAL PROJECTIONS

Carole Hamp presented the mid-year financial projections.

6.5 MEMBERSHIP FEE REVIEW

Shaf Rahman presented the Membership fee assessment for the fiscal year 2025-2026.

MOTION # 6.5 MOVED BY, Jeff Dionne, RRT and SECONDED BY, Jeff Schiller, that the Executive Committee approve maintaining the current membership fees for 2026 renewal year.

MOTION 6.5 CARRIED

6.6 CRTO BY-LAW 3: MEMBERSHIP – DRAFT AMENDMENTS

The Committee reviewed the draft amendments to By-law 3.

The CRTO's By-laws were last reviewed in March 2024. Since then, there has been a recommendation to amend By-Law 3: Membership, section 4 Fees, so the CRTO can charge fees related to decisions or activities undertaken by its committees or programs. Specifically, the amendment will let the CRTO charge a fee to Members referred for practice assessment due to non-compliance.

It is recommended that the draft amended By-law be posted on the CRTO website for a 60-day consultation period.

If approved, the CRTO will update its Schedule of Fees to include a practice assessments fee. The amendment also provides flexibility to add future program-related fees without further changes to the By-law.

MOTION # 6.6 MOVED BY, Jeff Schiller, and SECONDED BY, Kim Morris, that the Executive Committee recommends that Council approve the revised By-law 3 for consultation.

MOTION 6.6 CARRIED

6.7 APPROVAL OF COUNCIL AGENDA FOR SEPTEMBER 25, 2025

The Committee reviewed the September 25, 2025 meeting agenda.

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MOTION # 6.7

MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kim Morris, that The Executive Committee approve the Council meeting agenda for the September 25, 2025, meeting.

MOTION 6.7 CARRIED

6.8 JUNE 2025 COUNCIL SURVEY SUMMARY

Carole Hamp presented the Council Evaluation Summary from the June 27th Council meeting. Overall, positive feedback was received. It was suggested to optimize Council meetings by streamlining KPI and financial updates and recapping outstanding items for continuity at the start of each meeting.

The Committee recommended focusing less on reciting KPI figures and more on the narrative behind the data, to make the presentation more meaningful and engaging for Council.

7.0: NEXT MEETING

Next Executive Meeting:

TBD

Location:

Virtual meeting via Zoom.

9.0: ADJOURNMENT

Adjournment

The September 9, 2025, Executive meeting adjourned at 12:55 pm.