

CRTO Executive Committee Meeting Minutes

Scheduled on June 9, 2026 from 9:00 am to 11:00 am

Location: Virtual meeting via Zoom Videoconference

Meeting Minutes – June 9, 2026

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

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

GUESTS: Sukhanpreet Dhanotta, Audit Partner, Grewal Guyatt LLP

REGRETS: -

1.0: WELCOME

Lindsay Martinek, RRT, called the meeting to order at 9:00 a.m.

2.0: LAND ACKNOWLEDGEMENT

Lindsay Martinek, RRT, delivered the land acknowledgement.

3.0: CONFLICT OF INTEREST DECLARATIONS

No conflicts of interest were noted for the meeting.

4.0: APPROVAL OF THE AGENDA

The Committee reviewed the agenda for June 9, 2026 Executive Committee meeting.

It was noted that the presentation of Item 7.1 Grewal Guyatt 2025-2026 Audit Report will be moved up after Item 5.0 Approval of Minutes from March 12, 2026.

EXECUTIVE COMMITTEE MINUTES

MOTION 4.0 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kim Morris, that the Executive Committee approve the agenda for the June 9, 2026, meeting.

MOTION 4.0 CARRIED

5.0: MINUTES FROM MARCH 12, 2026

The Committee reviewed the meeting minutes from the March 12, 2026 meeting.

MOTION 5.0 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the minutes from the March 12, 2026 meeting.

MOTION 5.0 CARRIED

6.0: STRATEGIC ISSUES

6.1 CRTO UPDATE REPORT

Carole Hamp presented the CRTO Update Report.

There was a discussion on utilizing Canadian Centre for Diversity and Inclusion (CCDI) Knowledge Repository for resources on performance metrics and KPIs, as well as to continue promoting staff engagement with the materials.

6.2 EXECUTIVE COMMITTEE TERMS OF REFERENCE AND ACTION PLAN

Carole Hamp presented the revised Executive Terms of Reference and Action Plan.

MOTION 6.2 MOVED BY, Jeff Schiller, and SECONDED BY, Kim Morris, that the Executive Committee approves the revised Executive Terms of Reference & Action Plan.

MOTION 6.2 CARRIED

7.0: OPERATIONAL & ADMINISTRATIVE ISSUES

7.1 GREWAL GUYATT 2025/26 AUDIT REPORT

Sukhanpreet Dhanotta of Grewal Guyatt LLP, CRTO's external auditor, presented the Audit Findings Report and draft audited Financial Statements for the year ended February 28, 2026.

EXECUTIVE COMMITTEE MINUTES

MOTION 7.1

MOVED BY, Jeff Schiller, and SECONDED BY, Kim Morris, that the Executive Committee approve the 2025-2026 Audit Findings Report and Audited Financial Statements, as presented, and forward them to Council for final approval.

MOTION 7.1 CARRIED

7.2 APPOINTMENT OF AUDITOR FOR 2026/27

The Committee reviewed the annual assessment of the external auditor.

Overall, the Committee is satisfied with the performance of the CROTO's auditor, Grewal Guyatt LLP, and noted no concerns.

MOTION 7.2

MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Kelly Munoz, RRT, that the Executive Committee approve the appointment of Grewal Guyatt LLP as the CROTO's auditor for the fiscal year of 2026/27, and recommends the motion be sent to Council for final approval.

MOTION 7.2 CARRIED

7.3 FINANCIAL STATEMENTS

The Committee reviewed the Financial Statements for March 1, 2026 to May 31, 2026.

7.4 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio Summary and the Benchmark Comparison Summary reports.

7.5 REVISED RESERVES POLICY

Carole Hamp presented the revised Reserves Policy.

To provide greater financial flexibility in supporting the Scope of Practice work, the proposed revision would reduce the minimum balance of the Special Projects reserve fund from \$200,000 to \$100,000. This change would lessen the need to replenish from operating fund while maintaining sufficient funding for future strategic priorities.

MOTION 7.5

MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Jeff Schiller, that the Executive Committee approve the changes to the Reserves Policy and forward its recommendation to the CROTO Council.

MOTION 7.5 CARRIED

EXECUTIVE COMMITTEE MINUTES

7.6 DRAFT JUNE 26, 2026, COUNCIL MEETING AGENDA

The Committee reviewed the Council Agenda for the June 26, 2026, Council meeting.

MOTION 7.6 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that the Executive Committee approve the Council meeting agenda for the June 26, 2026 meeting.

MOTION 7.6 CARRIED

8.0: BUSINESS ARISING

8.1 DECEMBER 2025 COUNCIL SURVEY SUMMARY

The Committee reviewed the Council Meeting Evaluation summary from the March Council meeting.

9.0: NEXT MEETING

Next Executive Meeting:

TBD

Location:

Virtual meeting via Microsoft Teams.

10.0: ADJOURNMENT

Adjournment

The June 9, 2026, Executive meeting adjourned at 10:30 a.m.