

**CRTO Executive Committee Meeting Minutes**  
**Scheduled on March 12, 2026, from 9:00 am to 11:00 am**  
**Location: Virtual meeting via Zoom Videoconference**

**Meeting Minutes – March 12, 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:** -

**REGRETS:** -

**1.0: WELCOME & LAND ACKNOWLEDGEMENT**

The meeting was called to order at 9:04 a.m., and the land acknowledgement was made.

**2.0: CONFLICT OF INTEREST DECLARATION**

There was no conflict of interest declared.

**3.0: APPROVAL OF AGENDA MARCH 12, 2026**

The Committee reviewed the meeting agenda for March 12, 2026

**MOTION # 3.0**            MOVED BY: Kim Morris and SECONDED BY: Kelly Munoz RRT that the Executive Committee approve the agenda for the March 12, 2026, meeting.

**MOTION # 3.0 CARRIED**

# EXECUTIVE COMMITTEE MINUTES

## 4.0: MINUTES FROM NOVEMBER 17, 2025

The Committee reviewed the meeting minutes from the November 17, 2025 meeting.

**MOTION # 4.0**            MOVED BY: Kelly Munoz RRT and SECONDED BY Lindsay Martinek RRT that the Executive Committee approve the minutes from the November 17, 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 presented the CRTO Update Report.

### 6.2 FINANCIAL STATEMENTS

The Committee reviewed Financial Statements from March 1, 2025, to February 28, 2026.

There was a \$3.50 mismatch in the net income total in the financial statements due to rounding. Staff will make the correction for the Council package. Moving forward, staff will round the figures to match the style of the audited financial statements.

### 6.3 INVESTMENT PORTFOLIO

The Committee reviewed the Investment Portfolio report.

The RBC Investment Team will present the Year-end Report and Future Outlook at the March Council.

### 6.4 DRAFT 2026-27 BUDGET

The Committee reviewed the Draft 2026-2027 budget.

Suggestion to change the title to “Change from Approved Budget” to include the Fiscal Year of the approved budget for the final presentation.

**MOTION # 6.4.1**            MOVED BY: Kelly Munoz RRT and SECONDED BY: Jeff Dionne RRT, that the

# EXECUTIVE COMMITTEE MINUTES

Executive Committee approve the transfer of \$30,000 out of the CRTO's Special Project Reserve Fund and into the Scope of Practice budget line.

**MOTION 6.4.1 CARRIED**

**MOTION # 6.4.2**      MOVED BY: Kim Morris, and SECONDED BY: Kelly Munoz RRT, that the Executive Committee approves the Draft 2026-2027 budget.

**MOTION 6.4.2 CARRIED**

## 7.0: BUSINESS ARISING

### 7.1 COUNCIL MEETING EVALUATION SUMMARY

Executive reviewed the Council Meeting Evaluation summary.

There was a discussion about the consent agenda items, and some members may have had slight confusion about how to approach it. Council Chair will explain the intent and expectations around the content agenda for the next Council meeting for clarity.

### 7.2 MARCH 26, 2026, COUNCIL MEETING AGENDA

Executive reviewed the March 26, 2026, Council meeting agenda.

**MOTION # 7.2**      MOVED BY: Jeff Dionne RRT and SECONDED BY: Kim Morris that the Executive Committee approve the Council meeting agenda for the March 26, 2026, Council meeting.

**MOTION 7.2 CARRIED**

## 8.0: NEXT MEETING

**Next Executive Meeting:**

June 9, 2026  
9 am to 11 am

**Location:**

Virtual meeting via Zoom.

## 9.0: ADJOURNMENT

**Adjournment**

The March 12, 2206, Executive meeting adjourned at 10:15 a.m.