



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

Sample Election Candidate Nomination Form

NOTE: the online form is available (during the nomination period) via the [Member Login](#) section of the CRTO website.

Introduction

Thank you for your interest in serving on the College of Respiratory Therapists of Ontario (CRTO) Council. For detailed information about the CRTO Council and committees and to learn more about what to expect when serving on Council or committees (e.g., time commitments), please visit the CRTO website, [Council and Committees](#) section.

NOTE: you must complete the [CRTO's online orientation module](#) relating to the duties, obligations and expectations of Council and committee members before submitting the Nomination Form.

The deadline for submitting the Nomination Form is **August 30, 2023**.

If you have any questions about the election process, please contact the CRTO office at 1-800-261-0528 or 416-591-7800 or email us at officeofregistrar@crtto.on.ca

1. CANDIDATE INFORMATION

*First and Last Name:

*CRTO Registration No.

*Email:

Electoral District

SELECT ONE

- District 1: the territorial districts of Kenora, Rainy River and Thunder Bay
- District 2: the territorial districts of Cochrane, Timiskaming, Sudbury, Algoma, Manitoulin, Parry Sound, Nipissing and Muskoka
- District 3: the geographic areas of Frontenac, Hastings, Lanark, Prince Edward, Renfrew, Leeds & Grenville, Lennox & Addington, Prescott & Russell, Stormont, Dundas & Glengarry and Ottawa

- District 4: the geographic areas of Haliburton, Kawartha Lakes, Peterborough, Northumberland, Simcoe, Durham, York, Peel and Toronto
- District 5: the geographic areas of Halton, Hamilton, Niagara, Waterloo, Haldimand, Norfolk, Brant, Dufferin and Wellington
- District 6: the geographic areas of Grey, Bruce, Huron, Perth, Middlesex, Oxford, Elgin, Lambton, Chatham-Kent and Essex
- District 7: the whole of the province of Ontario

* A Member is eligible for election as a Council Member, if on the date of the nomination through to the date of election the member practises or resides in the electoral district for which they are seeking election.

2. ELIGIBILITY DECLARATIONS

*CHECK ALL THAT APPLY

- I practice or reside in the electoral district for which I am seeking election.
- I hold a General or Limited Certificate of Registration with the CRTO.
- My certificate of registration is not subject to a term, condition or limitation arising from professional misconduct, incompetence, incapacity or quality assurance proceeding.
- I am not running for election in any other electoral district.
- I am not in default of the payment of any CRTO fees.
- I am not the subject of any current or past disciplinary or incapacity proceedings by any body that governs a profession in any jurisdiction.
- I have not been found guilty of a criminal offence; any offence relating to the prescribing, compounding, dispensing, selling or administering of drugs; or any offence relevant to my suitability to be registered with a professional regulatory body.
- I am not an employee, director, officer, or elected member of any provincial or national professional association or special interest group related to the respiratory therapy profession.
- I am not an appointed committee Chairperson or member of a committee of any provincial or national respiratory therapy associations, such that it is reasonable to expect that a real or apparent conflict of interest may arise.
- I am not an elected representative, director, officer or employee of, or a party to a contractual relationship to provide services (e.g., as a consultant for the CRTO).
- Within the last twelve months, I have not been an employee of the CRTO.
- Within the last twelve months, I have not been an employee, director, officer, or elected member of a working group or committee of an organization which develops or produces “entry to practice” examinations related to the profession.

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- Within the last twelve months, I have not been in a position that could create an actual, potential, or perceived conflict of interest with respect to my duties on the CRTO committees.
 - Within the last six years, I have not been disqualified from sitting on the CRTO Council or committee.
 - Within the last six years, I have not had my certificate of registration suspended or revoked as a result of a professional misconduct, incompetence or incapacity proceeding.
 - Within the last six years, I have not received a new certificate of registration following revocation of my certificate of registration as a result of a professional misconduct, incompetence or incapacity proceeding.

3. CANDIDATE STATEMENT

Please share the following information so Members in your district can learn more about you and your reason(s) for running in the CRTO Council Elections.

NOTE: Your answers in this section will be provided to all eligible CRTO voters in your district.

***Reasons for running in the election:**

***Relevant skills and experience:**

***In your opinion, what are the key issues facing the profession today, as they relate to the public interest?**

4. NOMINATORS' INFORMATION

An election candidate must be nominated by three members of the CRTO who are eligible* to vote in the candidate's electoral district. Please provide your Nominator's information below.

*A member is eligible to vote in an electoral district if:

- a. on the day the voting opens, the Member principally practises the profession in that district; or
- b. the Member is not practising the profession on the day the voting opens, the Member principally resides in that district.

Nominator 1

*First and Last Name:

*CRTO Registration No.

*Electoral District

Nominator 2

*First and Last Name:

*CRTO Registration No.

*Electoral District

Nominator 3

*First and Last Name:

*CRTO Registration No.

*Electoral District

5. COMPETENCY PROFILE

The CRTO's Council and Committee Competency Profile defines the knowledge, skills, judgement, attitude, and experience (i.e., competencies) expected of CRTO Council and Committee members. Once an individual becomes a Council or committee member, these competencies can continue to be enhanced through ongoing orientation, continuing education and professional development.

1. Governance and Fiduciary Responsibilities

*Please provide a brief description of your experience or interest in developing this competency area [Governance and Fiduciary Responsibilities] and complete the self-assessment ratings below.

***i. The structure and function of the CRTO**

(i.e., the CRTO mandate, professional self-regulation, the Regulated Health Professions Act, and other relevant legislation)

No experience in the competency area 1 2 3 4 5 High level of competence/extensive experience

***ii. The structure & function of the CRTO Council & committees**

(the role of the Council and committees in accomplishing the College’s mandate; the distinction between the role of Council & the roles of the Registrar and CRTO staff)

No experience in the competency area 1 2 3 4 5 High level of competence/extensive experience

***iii. The principles of good governance**

(accountability and transparency, confidentiality and conflict of interest, right touch regulation, good faith, trust, preparedness, and participation)

No experience in the competency area 1 2 3 4 5 High level of competence/extensive experience

2. Financial and Organizational Oversight

*Please provide a brief description of your experience or interest in developing this competency area [Financial and Organizational Oversight] and complete the self-assessment ratings below.

***i. Financial management**

[Basic financial literacy (e.g., how to read and interpret financial statements), financial planning and budget development process, adequate financial controls]

No experience in the competency area 1 2 3 4 5 High level of competence/extensive experience

***ii. Risk Management**

(risk-based regulation, identification and mitigation of organizational risk, succession planning for senior leadership)

No experience in the competency area 1 2 3 4 5 High level of competence/extensive experience

3. Collaborative Leadership

*Please provide a brief description of your experience or interest in developing this competency area [Collaborative Leadership] and complete the self-assessment ratings below.

*i. Professionalism

(respectful of diverse backgrounds and points of view, self-reflective and committed to ongoing growth and improvement)

No experience in the competency area	1	2	3	4	5	High level of competence/extensive experience
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*ii. Communication

(respectful participation in discussions, active listening, effective questioning)

No experience in the competency area	1	2	3	4	5	High level of competence/extensive experience
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

*iii. Decision-making

(strategic thinking, ability to maintain objectivity)

No experience in the competency area	1	2	3	4	5	High level of competence/extensive experience
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

6. CONFLICT OF INTEREST & RECORD OF AFFILIATIONS

A conflict of interest exists where a reasonable person could conclude that the personal or private interests of the individual Council or committee member, or a related person or related company, could improperly influence, or be perceived to influence, the individual's judgment in performing their duties as a committee member. A conflict of interest may be actual, potential or perceived. For more information, please see Schedule A of [By-law 2: Council and Committees Code of Conduct and Conflict of Interest](#).

NOTE: While candidates and/or Council members are not prohibited from interacting or participating with professional associations or advocacy groups, it is crucial to assess these relationships and take steps to identify and manage any actual, potential or perceived conflicts.

To assist the CRTO with identifying any potential conflict of interest, please outline all the affiliations and/or memberships you have including those related to your employment, professional affiliations, and voluntary activities.

Organization 1

Organization Name:

Start Date:

End Date (if applicable):

Your title or role description:

Organization 2

Organization Name:

Start Date:

End Date (if applicable):

Your title or role description:

Organization 3

Organization Name:

Start Date:

End Date (if applicable):

Your title or role description:

Organization 4

Organization Name:

Start Date:

End Date (if applicable):

Your title or role description:

Organization 5

Organization Name:

Start Date:

End Date (if applicable):

Your title or role description:

Additional Organizations:

If there are more than five organizations that you are affiliated with, please use this area to provide their names, the start and end dates (if applicable) and your titles and/or role description.

7. ADDITIONAL INFORMATION

Please use this area if you wish to provide any additional information; otherwise, click Next to move to the next page.

8. CANDIDATE DECLARATION

***CHECK ALL THAT APPLY**

- I consent to allow my name to stand for election and hereby declare that I understand the position description and specific responsibilities of being a CRTO Council Member (including Confidentiality and Code of Conduct requirements).
 - I agree to notify the CRTO in writing within ten days of any change(s) to the information contained on this form.
 - I declare/hereby certify that the information on this form is complete and true to the best of my knowledge and belief.
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Thank you for completing the Nomination Application Form. As part of your application, please **email a copy of your certificate of completion of the [CRTO's online orientation module](#)** relating to the duties, obligations and expectations of Council and committee members.

After you submit your application, the CRTO will contact you to confirm receipt and provide more information about the next steps in the election process.

Questions? If you have any questions about the election process, please contact the CRTO office at 1-800-261-0528 or 416-591-7800 or email us at officeofregistrar@crt0.on.ca .