

CERTO

# Council Meeting Materials

December 1, 2023



**College of Respiratory  
Therapists of Ontario**

---

**Ordre des thérapeutes  
respiratoires de l'Ontario**

## College of Respiratory Therapists of Ontario

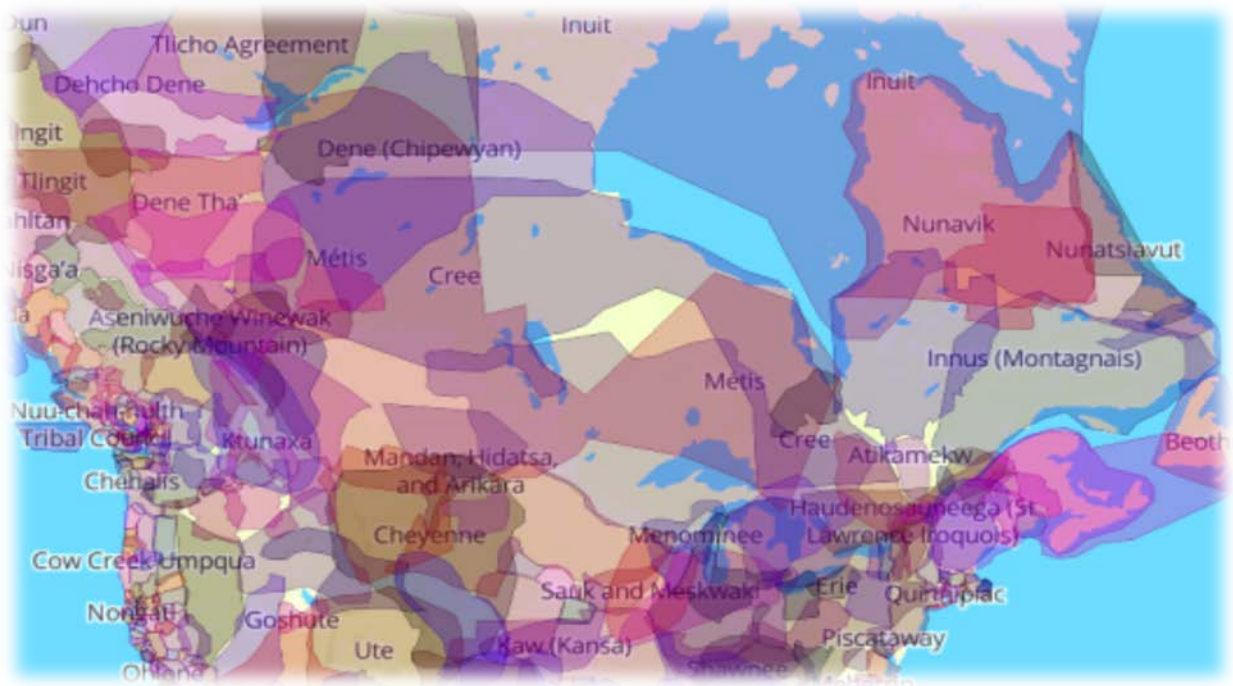
### Land Acknowledgement

I would like to begin by acknowledging the Indigenous Peoples of all the lands that we are on today, the traditional and unceded lands of the Anishinaabe peoples, and the people who have and do reside here.

While we meet today on a virtual platform, I would like to take a moment to acknowledge the importance of the land which we each call home. We do this to reaffirm our commitment and our responsibility to improve relationships between nations and to improve our own understanding of local Indigenous peoples and their cultures.

From coast to coast to coast, I wish to acknowledge the ancestral and unceded territory of all the Inuit, Métis, and First Nations people that call this nation home.

Please join me in a moment of reflection to acknowledge the effect of residential schools and colonialism on Indigenous families and communities and to consider how we are and can each, in our own way, try to move forward in a spirit of reconciliation and collaboration.



Generously shared by



# Council Briefing Note

**AGENDA ITEM # 3.0**

**December 1, 2023**

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	2023 CRTO Election Results & Executive Committee Elections
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance & Accountability
<b>Attachment(s):</b>	Appendix A: 2023 CRTO Election Results

**PUBLIC INTEREST RATIONALE:**

To ensure the CRTO can optimally meet its mandate of acting in the public interest by maintaining a properly constituted Council and Executive Committee.

**ISSUE:**

In accordance with CRTO By-Laws (s. 2.04 - By-Law # 2: Council & Committee), an election of Council Members was held in October 2023 for the available Council seats in electoral districts 3, 4 and 6. The outcome of that election is outlined in Appendix A. Now that the election process has been completed, the composition of the CRTO Council, beginning December 1, 2023, is as follows:

Derek Clark – Public Member  
Jeffrey Dionne – Professional Member  
Sandy Fodey – Professional Member  
Shawn Jacobson – Professional Member  
Andriy Kolos – Public Member  
Christa Krause – Professional Member  
Lindsay Martinek – Professional Member  
Angela Miller – Professional Member  
Kim Morris – Public Member  
Kelly Munoz – Professional Member  
Jody Saarvala – Professional Member  
Jeffrey Schiller – Public Member  
Pappur Shankar – Public Member  
Jillian Wilson – Professional Member

As is also outlined in the CRTO By-Laws (s. 5.01 - By-Law # 2: Council & Committee), the Executive Committee is elected annually from the sitting Council Members and is composed of:

- a) three (3) Council Members who are Members of the CRTO; and
- b) two (2) public Council Members.

The Registrar conducts this election, and it will be the first order of business at the first Council meeting following a general election.

#### **BACKGROUND:**

Currently, the CRTO Executive consists of the following members:

<b>Name</b>	<b>Role (prior to Dec. 1/23)</b>	<b>Council Term Ends</b>	<b>Current Term</b>
<b>Lindsay Martinek</b>	Professional Member - Executive Chair & Council President	Dec. 2026	3 <sup>rd</sup>
<b>Kim Morris</b>	Public Member - Executive Vice-Chair & Council Vice-President	Sept. 2026	3 <sup>rd</sup>
<b>Jeff Dionne</b>	Professional Member	Dec. 2026	2 <sup>nd</sup>
<b>Jody Saarvala</b>	Professional Member	Dec. 2, 2024	3 <sup>rd</sup>
<b>Derek Clark</b>	Public Member	Oct. 2024	1 <sup>st</sup>

#### **Process of Executive Elections**

##### **1. Nominations for Executive Member Positions**

In November, the Registrar sent to all Council Members a notice of election and a call for nominations for the five (5) Executive Committee positions. Candidates for election to the Executive Committee must be nominated by at least two (2) members of the Council and cannot nominate themselves. Nominations may be submitted any time before the election, and additional nominations will be accepted from the floor on the day of the election.

**2. Election of the Executive**

If no more than the five (5) required nominations have been received, then those five (5) individuals will be acclaimed. If more than the requisite number of nominations have been received, then an election will be held during the Council meeting by secret ballot.

**3. Election of the President & Vice-President of Council**

Once the composition of the Executive Committee has been established, the sitting Council (those in attendance at the meeting) will elect a Council President and Vice-President from among the five (5) Executive members. The elected President of the Council will become the Chair of the Executive Committee, and the Vice-President of the Council will become the Vice-Chair of the Executive Committee. Once a President and Vice-President of the Council have been selected, the President will take over the Council meeting in session.

**NEXT STEPS:**

The list of Council members nominated for the Executive Committee will be announced, and there will be a call for additional nominations from the floor. Then voting will take place via secret online ballot, and the successful candidates will be announced. At that point, the newly elected Council President will assume control of the Council meeting.

In addition, as soon as possible after the December Council meeting, the newly formed Executive Committee is required to meet to establish the Committee composition for the following year.



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

180 Dundas Street West, Suite 2103  
Toronto, Ontario M5G 1Z8  
Tel: 416.591.7800  
Toll Free: 1.800.261.0528  
Fax: 416.591.7890  
Website: [www.crto.on.ca](http://www.crto.on.ca)  
Twitter: @theCRTO

## 2023 CRTO ELECTION RESULTS

### DISTRICT 3

COUNCIL MEMBER	Elected (1)
FODEY, SANDY	<i>Elected</i>

Total number of eligible voters – 696

Total number of votes cast in district – 66

### DISTRICT 4

COUNCIL MEMBER	Elected (2)
DIONNE, JEFFREY	<i>Elected</i>
MARTINEK, LINDSAY	<i>Elected</i>

Total number of eligible voters - 1,647

Total number of votes cast in district – 87

### DISTRICT 6

COUNCIL MEMBER	Elected (1)
MUNOZ, KELLY	<i>Elected</i>

Total number of eligible voters - 626

Total number of votes cast in district – 52

**Overall average voter “turnout” was 7.66%**

# Council Motion

## AGENDA ITEM # 4.0

<b>Motion Title:</b>	Approval of the Council Agenda
<b>Date of Meeting:</b>	December 1, 2023

It is moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that:

Council approves the agenda for the December 1, 2023, meeting.

# CRTO Council Meeting Agenda

December 1, 2023

## AGENDA ITEM # 4.0

9 a.m. to 1 p.m.

Zoom Link:

<https://us02web.zoom.us/j/85960548006?pwd=dVplQ29FZWhsWm84bnRvNitnWGFTZz09>

Meeting ID: 859 6054 8006

Passcode: 773092

Time	Item	Agenda	Page No.	Speaker / Presenter	Action	Strategic Focus
0900	1.0	Introduction & Land Acknowledgement	2	Carole Hamp		
	2.0	Conflict of Interest Declarations	--	Carole Hamp		
	3.0	2023 CRTO Election Results & Executive Committee Elections	3-6	Carole Hamp	Decision	Governance & Accountability
	4.0	Approval of Council Agenda	7-9	Chair	Decision	Governance & Accountability
	5.0	Minutes from September 22, 2023	10-21	Chair	Decision	Governance & Accountability
	<b>6.0</b>	<b>Strategic Issues</b>				
	6.1	2021 – 2025 Strategic Direction Update Report	22-37	Carole Hamp	Information	Governance & Accountability
	6.2	Draft Revised CRTO By-Laws	38-93	Carole Hamp	Decision	Governance & Accountability
	6.3	2023 College Performance Measurement Framework	94-100	Carole Hamp	Information	Governance & Accountability
	6.4	Risk Register	101-107	Ania Walsh	Information	Governance & Accountability
	6.5	Council & Committee Competency Profile	108-112	Carole Hamp	Information	Governance & Accountability
	6.6	CRTO Council Evaluation Framework	113-131	Carole Hamp	Decision	Governance & Accountability
	<b>7.0</b>	<b>Operational &amp; Administrative Issues</b>				
	7.1	Registrar’s Report	132-134	Carole Hamp	Information	Core Business Practices
	7.2	Financial Statements	135-142	Carole Hamp	Decision	Core Business Practices
	7.3	Investment Portfolio	143-146	Carole Hamp	Decision	Core Business Practices
	7.4	Entry-to-Practice Clinical Skills Assessment Fee for Internationally Educated Health Professionals	147-150	Carole Hamp	Decision	Core Business Practices



# CRTO Council Meeting Agenda

December 1, 2023

7.5	Draft Budget Projections	151-152	Carole Hamp	Discussion	Core Business Practices
7.6	Membership Statistics	153-154	Lisa Ng	Information	Core Business Practices
<b>8.0</b>	<b>Committee Reports</b> (for information)				
8.1	Executive Committee Report	155	Chair		Governance & Accountability
8.2	Registration Committee Report	156-159	Derek Clark		Governance & Accountability
8.3	Quality Assurance Committee Report	160	Jillian Wilson		Governance & Accountability
8.4	Patient Relations Committee Report	161	Kim Morris		Governance & Accountability
8.5	Inquiries, Complaints and Reports Committee Report	162	Kim Morris		Governance & Accountability
8.6	Discipline Committee Report	163	Lindsay Martinek		Governance & Accountability
8.7	Fitness to Practise Committee Report	164	Lindsay Martinek		Governance & Accountability
8.8	Finance & Audit Committee Report	165	Jeff Dionne		Governance & Accountability
<b>9.0</b>	<b>Committee Items Arising</b>				
9.1	Revised Emergency Registration Policy – for final approval	166-173	Ania Walsh	Decision	Governance & Accountability
9.2	Registration Committee – Vulnerable Sector Checks Policy	174-180	Shaf Rahman	Decision	Governance & Accountability
<b>10.0</b>	<b>Legislative and General Policy Issues</b>				
10.1	Emergency Class and “As of Right” Exemption Policy Updates	181-183	Ania Walsh	Information	Governance & Accountability
10.2	Registration & Use of Title PPG	184-202	Kelly Arndt	Decision	Governance & Accountability
10.3	Revised Unauthorized Use of Title and Holding out Policy	203-209	Ania Walsh	Decision	Governance & Accountability
<b>11.0</b>	<b>Other Business</b>				
11.1	Council meeting dates for 2024	210	Carole Hamp	Decision	Governance & Accountability
<b>12.0</b>	<b>Next Meeting – TBD</b>				
<b>13.0</b>	<b>Adjournment</b>				
<b>Open Forum</b>					

**Council Self-Evaluation Survey**

**1300 – 1400 - Executive Meeting  
Committee Appointments**

# Council Motion

## AGENDA ITEM # 5.0

<b>Motion Title:</b>	Approval of the Council Minutes for September 22, 2023
<b>Date of Meeting:</b>	December 1, 2023

It is moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that:

Council approves the minutes from the September 22, 2023, meeting.

# Draft Minutes from September 22, 2023

<b>Agenda Item #:</b>	5.0
<b>Item:</b>	Draft Minutes from September 22, 2023

## Meeting Minutes September 22, 2023

### **CRTO Council Meeting Minutes**

**Scheduled on September 22, 2023, from 9:00 am to 1:00 pm**

**Location: Zoom Videoconference**

**PRESENT:** Lindsay Martinek, RRT, President  
Derek Clark, Public Member  
Jeff Dionne, RRT  
Shawn Jacobson, RRT  
Katherine Lalonde, RRT  
Angela Miller, RRT

Jody Saarvala, RRT  
Jeffrey Schiller, Public Member  
Pappur Shankar, Public Member  
Jillian Wilson, RRT

**STAFF:** Carole Hamp, RRT, Registrar & CEO  
Shaf Rahman, Deputy Registrar  
Kelly Arndt, RRT, Quality Practice Manager  
Misbah Chaudhry, Professional Conduct Coordinator  
Peter Laframboise, Professional Conduct Manager  
Lisa Ng, Registration Manager

Denise Steele, Professional Programs Coordinator  
Abeeha Syed, Professional Conduct Associate  
Temeka Tadesse, IT & Database Specialist  
Stephanie Tjandra, Finance & Office Manager  
Ania Walsh, Regulatory Affairs Manager

**GUESTS:** Sarah Kibaalya, Ministry of Health

**REGRETS:** Andriy Kolos, Public Member  
Christa Krause, RRT  
Kim Morris, Vice-President  
Kelly Munoz, RRT  
Allison Peddle, Public Member

# Draft Minutes from September 22, 2023

## 1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:02 a.m. Lindsay Martinek, RRT, President, welcomed Council, staff, and guests to the meeting and the land acknowledgement was made.

## 2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

## 3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed meeting agenda for September 22, 2023. There were adjustments made for agenda items 6.4 and 6.5 to be for information only, and item 6.8 to be for decision.

**MOTION # 3.0** MOVED BY, Jeff Schiller, and SECONDED BY, Jill Wilson, RRT, that Council approves the Council Agenda for September 22, 2023.

**MOTION # 3.0 CARRIED.**

## 4.0: MINUTES FROM MAY 26, 2023

Council reviewed the meeting minutes from May 26, 2023.

**MOTION # 4.0** MOVED BY, Angela Miller, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the Council Minutes from September 22, 2023, meeting.

**MOTION # 4.0 CARRIED.**

## 5.0: STRATEGIC ISSUES

### 5.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Carole Hamp, RRT, Registrar & CEO, presented an overview of the 2021 – 2025 Strategic Direction Update Report. Council reviewed the highlights around member engagement, governance & accountability, enhancing professionalism, healthcare community, and core business practices. KPIs have been developed for all core regulatory functions: Professional Conduct, Professional Development, Professional Practice, Registration, operational functions: Finances, Communication, and Council governance, DEI and collaborative initiatives.

# Draft Minutes from September 22, 2023

## 5.2 CRTO ELECTIONS 2023

Carole Hamp presented an overview of CRTO Elections 2023. The CRTO received nominations for Electoral District 3, District 4, and District 6. The profiles of candidates can be viewed at the CRTO website. The voting period began on September 7 and will end on October 11 at 4 p.m.

## 5.3 RISK REGISTER

Ania Walsh, Regulatory Affairs Manager, presented an overview of the Risk Register. There have been some changes made to the document following the CRTO's Education Day in May 2023 where staff and Council participated in a Risk Management Workshop.

The Risk Register summary has been developed and will be used to provide Council with a quarterly risk management report containing high-level key points. The summary contains the risk category, risk description/sources of risk, potential impact on CRTO Objectives, Controls/Risk Mitigation, and Treatment/Action.

## 6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

### 6.1 REGISTRAR'S REPORT

Carole Hamp reported on general CRTO activities and initiatives.

Internal

Current Initiatives

- Key Performance Indicators (KPI) – CRTO staff have been working to develop a comprehensive collection of KPIs that correlate to 2015 – 2025 Strategic Directions. KPIs have been developed for all core regulatory functions: Professional Conduct, Professional Development, Professional Practice, Registration, operational functions: Finances, Communication, and Council governance, DEI and collaborative initiatives.
- Criminal Reference/Vulnerable Sector Checks – CRTO has not required confirmation of valid Criminal Reference Checks (CRC) or Vulnerable Sector Checks (VSC) and is now considering the relative merits of requiring an up-to-date CRC/VSC from applicants at the time of registration. Staff has conducted an environmental scan of other Ontario regulatory colleges, as well as Canadian RT regulators that make up the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). Most regulatory bodies require some form of CRC/VSC confirmation at some point.
- Risk Management Plan – Following Risk Management Workshop at the May Education Day, staff have been working with our consultant on developing a Risk Register that identifies potential risks and outlines a response plan for each.

# Draft Minutes from September 22, 2023

## Staffing

- Misbah Chaudhary will be on maternity leave as of November 2023. The CRTO is seeking a temporary one (1) year Coordinator of Professional Conduct and has posted the position internally and externally. In addition, Janice Carson has moved on to other endeavours, and the CRTO will be looking at hiring a Coordinator of Communications.

## Administration

- 2023 General Elections – Ballots were sent out on September 6 and voting will end on October 11 at 4 pm. Important note that with the most recent changes to CRTO By-Laws, only Council member must seek nomination and run for election. Committee members are now “Professional Committee Appointees” and are eligible to be appointed. The Registrar can also appoint a Public Committee Appointee.
- Search for an External Financial Auditor – The CRTO sent RFP requests to 6 audit firms that other Ontario health regulators had recommended. The CRTO received 4 proposals. A subcommittee consisting of CRTO staff and FAC Chair met to review submissions.
- Banking Services – CRTO is considering other options for day-to-day banking services. Staff have had a few meetings with a banking institute different than the current one.
- New CRTO Database & Website – CRTO has engaged In1Touch (Olatech) to develop a new database and website for the CRTO. Work on the platform and website began in June.

## External

- *Your Health Act, 2023* – The new legislation includes provisions to enable “as-of-right” licensing for RTs, MDs, RNs, and MLTs who are “members in good standing” in another regulated Canadian jurisdiction. The healthcare provider is expected to apply to their respective Ontario regulatory College but has up to six (6) months to complete the registration process. The MOH has completed the necessary revisions to the *Controlled Acts Regulation* (O. Reg. 107/96) to enable RTs who may work in Ontario under the “As of Right” provision to work the full scope of RT practice in Ontario. In addition, MOH has developed a guidance document for out-of-province healthcare professionals and their potential Ontario-based employers.
- Emergency Class of Registration – the MOH amended portions of the O. Reg 596/94 (part VIII-Registration) to enable the creation of an Emergency Class of Registration, and these regulatory amendments are now in effect. The CRTO has revised its Emergency Registration Policy to align with the recent changes, which outline that either the provincial government or the CRTO Council can activate the Emergency Class Registration. This will be presented at the September Council.
- Accreditation Canada (AC) – Sir Sanford Fleming College is now listed on the AC website as “registered”, indicating they are at some stage of the accreditation process. The off-site review for Qatar’s University of Doha for Science and Technology (UDST) is complete and underway to proceed in early November. The Equal Council will meet in Ottawa on September 11.

# Draft Minutes from September 22, 2023

- NARTRB Entry-to-Practice (ETP) Framework – The 2023 version of NARTRB National Competency Framework is nearing completion. The Steering Committee will meet in Ottawa on September 12 to review the blueprint, with final approval scheduled for the end of September. The target launch date of the new framework is October 11.

## 6.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for March 1, 2023 – August 31, 2023. The highlights of the balance sheet and income statement were presented. There were no concerns or questions noted.

**MOTION # 6.2**                      MOVED BY, Derek Clark, and SECONDED BY, Jeff Dionne, RRT, that Council approves the quarterly financial statements for March 1, 2023 – August 31, 2023.

**MOTION # 6.2 CARRIED.**

## 6.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio. There are four GICs left in CIBC, which will be moved over to RBC after they have matured. There was a suggestion from a member of the Finance and Audit Committee (FAC) to change the asset mix of the portfolio to be more of an active investor in collaboration with RBC. This will be discussed further at a future FAC meeting.

**MOTION # 6.3**                      MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that Council approves the Investment Portfolio Summary as of August 31, 2023.

**MOTION # 6.3 CARRIED.**

## 6.4 MID-YEAR FINANCIAL PROJECTIONS

Carole Hamp presented an overview of the Mid-Year Financial Projections. There was a discussion on cost reduction solutions around the office lease ending in December 2024. The most likely option proposed will be to share space with one or two other health regulators. This option will still incur costs but will be significantly reduced. There was another discussion on introducing a retired class of registration considering the health care professionals shortage in hospitals in Ontario, to mitigate the membership attrition issue.

# Draft Minutes from September 22, 2023

## 6.5 MEMBERSHIP STATISTICS

Lisa Ng, Registration Manager, presented the membership statistics. The total membership reported was **3,994**. The CRTO received **146** applications for registration from March 2023 – September 2023. Out of the total number of applications received, **115** are graduates of an Ontario RT program, **11** are graduates from other provinces, and **20** are graduates from outside of Canada. There was a suggestion to provide more information about the reinstatement category. There was also a question regarding the increasing costs associated with IEHP assessments.

## 6.6 TRANSFER OF RESERVE FUNDS, BUDGET ADJUSTMENT & REVISED RESERVE POLICY – FOR APPROVAL

Carole Hamp presented the Transfer of Reserve Funds & Budget Adjustments. At the special Council meeting on April 24, 2023, Council approved that the CRTO archive and rescind two policies related to Funding for Therapy as they were not consistent with legislation. The current \$80,000 amount held in the Funding for Therapy was determined to be too large based on the legal opinion received and environmental scan of other health regulators in Ontario who are subject to the same requirements. Based on this information, the most appropriate amount of funding to be held in reserve, based on historical data and the environmental scan, would be \$20,000. The fee stabilization fund was created out of a surplus during the COVID-19 pandemic; the \$250,000 surplus was a result of cutting down meeting costs. Transferring \$100,000 out of the Fee Stabilization fund would potentially negate any deficit realized at the end of the 2023/24 fiscal year.

**MOTION # 6.6**      MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Derek Clark, that Council approves the transfer of \$60,000 from the Reserve for Funding of Therapy and \$100,000 from the Fee Stabilization Fund into the CRTO general operating budget & that the Reserves Policy be amended to reflect these changes.

**MOTION # 6.6 CARRIED.**

## 6.7 MEMBERSHIP FEES

The Membership Fees discussion was moved in-camera in accordance with s. 7(2)(b) of the Health Professions Procedural Code, being schedule 2 to the *Regulated Health Professions Act, 1991*.

**MOTION**              MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Derek Clark, that Council enters into an in-camera session pursuant to Section 7 (2)(b) of the Health Professions Procedural Code.

**MOTION CARRIED.**

Council approved a one-time \$50 increase of the Annual Registration Fee (in the General, Graduate and Limited Class) beginning March 1, 2024, and then an increase based on the most current CPI every subsequent year.



# Draft Minutes from September 22, 2023

## 6.8 APPOINTMENT OF AUDITOR FOR 2023/24

The Appointment of Auditor for 2023/24 discussion was moved in-camera in accordance with s. 7(2)(b) of the Health Professions Procedural Code, being schedule 2 to the *Regulated Health Professions Act, 1991*.

**MOTION**                      MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Derek Clark, that Council enters into an in-camera session pursuant to Section 7 (2)(b) of the Health Professions Procedural Code.

**MOTION CARRIED.**

## 7.0: COMMITTEE REPORTS

### 7.1 EXECUTIVE COMMITTEE REPORT

Lindsay Martinek, RRT, Executive Committee Chair, presented the Committee Report to Council. The Executive Committee has met once since the May 26, 2023, Council meeting. On September 5, the Executive Committee reviewed the following items:

- Appointment of Auditor for 2023/24
- Possible implementation of Criminal Reference Checks/Vulnerable Sector Checks
- Mid-year Financial Review
- Financial Statements (Mar-Aug 2023)
- Investment Portfolio (as of Aug 31, 2023)
- Annual review of membership fees
- Transfer of specified reserve funds into the operating budget
- Draft Council agenda (Sep 22, 2023)

### 7.2 REGISTRATION COMMITTEE REPORT

Derek Clark, Registration Committee Chair, presented the Committee Report to Council. Since the last report, the Registration Committee (RC) has held one meeting on August 16, 2023, and two panels on June 8 and August 16, 2023.

### 7.3 QUALITY ASSURANCE COMMITTEE REPORT

Jillian Wilson, RRT, Quality Assurance Committee Vice-Chair presented on behalf of Laura Dahmann, RRT, Quality Assurance Committee Chair, the Committee Report to Council. Since the last Council meeting, there have been no meetings of the Quality Assurance Committee (QAC). There was one panel held via email vote.

# Draft Minutes from September 22, 2023

## 7.4 PATIENT RELATIONS COMMITTEE REPORT

Katherine Lalonde, RRT, Vice Patient Relations Committee Vice-Chair, presented on behalf of Kim Morris, Patient Relations Committee Chair, the Committee Report to Council. Since the last Council meeting, the Patient Relations Committee (PRC) have had no meetings.

## 7.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT

Lindsay Martinek, RRT, presented on behalf of Kim Morris, Inquiries, Complaints and Reports Committee Chair, the Committee Report to Council. Since the last Council meeting, the ICRC held 4 meetings via Zoom. Since the last Council meeting, the CRTO received 30 new matters. The new matters comprised of 13 QAC referrals, 15 reports, and 2 complaints.

## 7.6 DISCIPLINE COMMITTEE REPORT

Lindsay Martinek, RRT, Discipline Committee Chair, presented the Committee Report to Council. Since the last Council meeting, there have been no Discipline hearings, nor referrals to the Discipline Committee.

## 7.7 FITNESS TO PRACTISE COMMITTEE REPORT

Lindsay Martinek, RRT, Fitness to Practice Committee Chair, presented the Committee Report to Council. Since the last Council meeting there have been no new referrals to the Fitness to Practise Committee and no Fitness to Practise hearings have taken place.

## 7.8 FINANCE & AUDIT COMMITTEE REPORT

Jeff Dionne, RRT, Finance & Audit Committee Vice-Chair presented on behalf of Michelle Causton, Finance & Audit Committee Chair, the Committee Report to Council. Since the last Council meeting, the FAC or a subcommittee has met on several occasions to discuss and make decisions on:

- Reserves Policy
- Membership Fee Review

In addition, based on Council's decision at the May 2023 Council meeting to go to tender for a new Auditor, the FAC met throughout June 2023 to develop a Request-for-Proposal (RFP) for an external auditor. A subcommittee was formed to review all responses received, interview qualified firms, and forward their recommendation to the Executive Committee, and ultimately to Council.

# Draft Minutes from September 22, 2023

## 8.0: COMMITTEE ITEMS ARISING

- No items for this meeting

## 9.0: LEGISLATIVE AND GENERAL POLICY ISSUES

### 9.1 IMPACT OF “AS OF RIGHT LEGISLATION”

Carole Hamp presented the impact of the As of Right Legislation on the CRTO. The College is currently considering what changes will need to be made to its registration application and processes to accommodate this legislative amendment. The website has been updated to include all relevant information.

### 9.2 REVISED EMERGENCY REGISTRATION POLICY

Ania Walsh presented the Revised Emergency Registration Policy. The proposed Emergency Registration Policy revisions include the criteria under which the Council would open the Emergency Class, as well as provisions under which the Registrar can waive certain exemptible registration requirements for applicants in the General and Graduate Class. The draft revised policy has been posted on the CRTO website for consultation. The policy will be reviewed by the Registration Committee once the consultation closes and presented to Council at the December meeting.

### 9.3 REVISED POSSESSION, ADMINISTRATION & DISPENSING OF CONTROLLED SUBSTANCES POLICY

Kelly Arndt, RRT, Quality Practice Manager, presented the revised Possession, Administration & Dispensing of Controlled Substances Policy. Previously revised in September 2021, the Possession, Administration and Dispensing of Controlled Substances Policy has been updated to reflect the new guidelines with respect to controlled substances and the definition of dispensing, transporting, and administering. If the motion is approved, the policy will be sent out for public consultation and review.

**MOTION # 9.3**      MOVED BY, Angela Miller, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the draft revised Possession, Administration and Dispensing of Controlled Substances Policy for consultation.

**MOTION # 9.3 CARRIED.**

# Draft Minutes from September 22, 2023

## 9.4 ABUSE AWARENESS & PREVENTION PROFESSIONAL PRACTICE GUIDELINE

Kelly Arndt, RRT, presented the Abuse Awareness & Prevention Professional Practice Guideline (PPG). The document has been updated and revised to facilitate understanding and clear direction with respect to identifying, preventing, and reporting abuse. This PPG was reviewed and approved by the Patient Relations Committee on March 22, 2023, and posted for consultation on the CRTO website. If the motion is approved, the PPG will be published on the CRTO Website.

**MOTION # 9.4**            MOVED BY, Angela Miller, RRT, and SECONDED BY, Shawn Jacobson, RRT, that Council approves the final draft revised Abuse Awareness and Prevention PPG.

**MOTION # 9.4 CARRIED.**

## 9.5 DRAFT REVISED RESPIRATORY THERAPISTS AS ANESTHESIA ASSISTANTS PROFESSIONAL PRACTICE GUIDELINE

Kelly Arndt, RRT, presented the draft revised Respiratory Therapists as Anesthesia Assistants Professional Practice Guideline. This document was previously revised in September 2018. It has been updated and revised, using subject matter experts, to facilitate understanding and clear direction with respect to anesthesia assistance. If the motion is approved, the PPG will be sent for public consultation and review.

**MOTION # 9.5**            MOVED BY, Katherine Lalonde, RRT, and SECONDED BY, Shawn Jacobson, RRT, that Council approves the draft revised Respiratory Therapists as Anaesthesia Assistants Professional Practice Guideline for consultation.

**MOTION # 9.5 CARRIED.**

## 9.6 CRIMINAL REFERENCE CHECKS (CRC)

Shaf Rahman, Deputy Registrar, presented the Criminal Reference Checks (CRC) policy considerations. The CRTO has engaged in initial information gathering to determine if the CRTO should require a criminal background check and how to best implement such a requirement. Staff conducted an environmental scan of other Ontario regulatory colleges, as well as Canadian RT regulators that make up the National Alliance of Respiratory Therapy Regulatory Bodies. Staff will continue its research and propose a draft policy on Criminal Records Check at a future Registration Committee meeting. There was a comment on how student RTs are already undergoing CRC to get a clinical placement in hospitals, and to perform another shortly after when they register with CRTO would appear to be a duplication in process and financial burden.

# Draft Minutes from September 22, 2023

## 10.0: OTHER BUSINESS

- No items for this meeting

## 11.0: NEXT MEETING

### **Next Council Meeting:**

December 1, 2023, via Zoom Videoconference.

## 12.0: ADJOURNMENT

### **Adjournment**

The September 22, 2023, Council meeting adjourned at 12:31 p.m.

DRAFT



## AGENDA ITEM # 6.1

### STRATEGIC PLAN – PROGRESS TRACKING 2022 – 2025

Updated Nov 2023

Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
<b>Member Engagement</b>					
<b>Alignment of policies &amp; processes with the principles of Right-Touch regulation.</b>					
<b>Evidence-informed approach to QA selection, assessments &amp; remediation.</b>	<p><a href="#">Professional Development Program Policy</a> - reviewed, revised, sent out for public consultation, and approved by Council.</p> <p>Began the planning phase of a full PDP review.</p> <p>Conducted a consultation process with other regulatory Colleges regarding their processes and experiences with a full Professional Development Program (PDP) review.</p>	Implementing the planning phase of a full PDP review.	Professional Development Program review – in progress.	Professional Development Program review – in progress.	
<b>Framework for the prioritization of investigations, complaints, &amp; reports.</b>	<p>Completed an <b>external review of all Professional Conduct (PC) processes</b> and have begun implementing the recommendations, including developing a mechanism for tracking and reporting the status of all cases.</p> <p>Ongoing refinement of PC processes to prioritize investigations, complaints, and reports.</p> <p>Started gathering data on the timelines of matters resolved for an analysis of the effectiveness of the changes undertaken in the PC process.</p>	<p>Relying on the data obtained from a review of matters received in 2022, further refinements were undertaken in the PC process.</p> <p>New complaints and reports process intake documents were developed, and prior documents were updated.</p> <p>Complaints and reports correspondence templates were updated.</p>	Relying on the data gathered in the last quarters, the PC process was further refined to include assessing options for investigations, ICRC decision reviews and accessible correspondence.	Relying on the data gathered in the last quarters, PC staff undertook assessments about whether ICRC decisions can be written in-house as opposed to external decision writers and the current CRTO redaction policy with the aim of reducing timeliness.	The employer mandatory reporting guide was also reviewed to ensure accessibility and accuracy.



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
<b>Transparent, objective, impartial, &amp; fair practices.</b>					
<p><b>Clear direction regarding the registration requirements for all applicants.</b></p>	<p><b>9 Registration Policies</b> reviewed, revised, sent out for public consultation, and approved by Council.</p> <p>Developed and/or updated three <b>Registration Fact Sheets</b>.</p> <p>Updated the Guide to TCLs imposed by the Registration Committee.</p> <p>Retained a consulting agency to align the CRTO’s approved language proficiency standards to the federally approved language proficiency tests for Canadian Immigration.</p> <p>Updated the Applicants’ (for registration) web pages with relevant links.</p> <p>Conducted a detailed review of the Registration Verification Form with members of the National Alliance.</p> <p>Reviewed and revised the CRTO Registration Regulation (O. Reg. 17/12 General – Part VIII) with a plan to present it to Council for approval for circulation to our stakeholders.</p>	<p>Reviewed and updated several Registration Guides and web pages.</p> <p>Draft revisions to the CRTO Registration Regulation (O. Reg. 17/12 General – Part VIII) presented to Council for approval for submission to the Ministry.</p>	<p>Reviewed and revised the Emergency Registration Policy. The policy will be sent out for consultation in December.</p> <p>The 2022 Fair Registration Practices Report was submitted to the Office of the Fairness Commissioner.</p>	<p>Drafted a new Vulnerable Sector Checks Policy.</p> <p>Posted the 2022 Fair Registration Practices Report.</p> <p>Conducted a detailed review of the Graduate Certificate of Registration Policy and the Registration and Use of Title PPG to address the new Emergency Class and “As of Right” provisions.</p> <p>Reviewed the Emergency Registration Policy consultation feedback. The updated policy will be presented to Council in December.</p>	
<p><b>A complaints process supported by publicly accessible policies &amp; procedures.</b></p>	<p><b>4 Professional Conduct (PC)</b> policies were reviewed, revised, sent out for public consultation, and approved by Council.</p> <p>Developed a fact sheet for the Funding for Therapy and Counselling Program.</p> <p>Ongoing analysis for identifying a need for additional Professional Conduct policies and the</p>	<p>Ongoing analysis for identifying a need for additional Professional Conduct policies.</p> <p>The complaints process guide was revised to reflect our current process.</p>	<p>Ongoing analysis for identifying a need for additional Professional Conduct policies.</p> <p>Reviewed and updated the Mandatory Reporting by Employers/Facilities Fact Sheet.</p>	<p>Started to draft a new policy: Conduct between Members and Complainants during a College Investigation</p> <p>Ongoing analysis for identifying a need for additional Professional Conduct policies.</p>	





Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	development of new policies as they are identified.	Developed and posted the Funding for Therapy and Counselling Fact Sheet.			
<b>Accessible &amp; timely communication.</b>					
<b>Increase the information available on our website in written and online module format.</b>	<p><b>Policy Consultation</b> - 16 draft revised policies posted on the CRTO website for consultation with the CRTO's external stakeholders.</p> <p>Updated the Terms, Conditions and Limitations and the Public Register Factsheets, and the Guide to TCLs imposed by the Registration Committee.</p> <p>Added the following documents to the CRTO website:</p> <ul style="list-style-type: none"> <li>• Strategic Plan Progress Report</li> <li>• Succession Plan for Senior Leadership Policy.</li> <li>• Open Forum Policy</li> <li>• Terms of Use – Website and Social Media</li> <li>• CRTO Risk Management Framework</li> </ul>	<p>The new Funding for Therapy and Counselling Program Fact Sheet and supporting application forms were posted on the CRTO website.</p> <p>Updates regarding the use of ultrasound in RT practice provided by email and on the CRTO website.</p>	<p>Updated the Council and Committees webpages, including the elections process information and a new webpage for committee appointees.</p> <p>The updated Mandatory Reporting by Employers/Facilities Fact Sheet was posted on the CRTO website.</p> <p>Finalized the Delegation e-learning module. The module is now available in PDKeeper.</p>	<p>The following revised polices were posted on the CRTO website for consultation:</p> <ul style="list-style-type: none"> <li>• Emergency Registration Policy</li> <li>• Handling, Administration and Dispensing of Controlled Substances Professional Practice Policy.</li> </ul>	
	<p><b>CRTO By-laws</b> - reviewed, revised, sent out for public consultation, approved by Council, and posted on the CRTO website in a microsite format for easy access.</p>	<p>Revised CRTO By-laws posted on the CRTO website in a microsite format.</p>			
	<p>The following <b>Professional Practice/Clinical Best Practice Guidelines</b> were reviewed, revised and posted on the CRTO website in a microsite format for easy access: <a href="#">Conflict of Interest</a>, <a href="#">Responsibilities under Consent Legislation</a>,</p>	<p>Revised Infection, Prevention &amp; Control Clinical Best Practice Guideline posted on the CRTO website.</p>	<p>Draft revised Abuse Awareness and Prevention PPG posted for consultation.</p>	<p>Draft revised Respiratory Therapists as Anesthesia Assistants PPG posted for consultation.</p>	





Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	<p>Administering and Dispensing Medications PPG &amp; Oxygen Therapy.</p> <p>Infection, Prevention &amp; Control Clinical Best Practice Guideline approved by Council for consultation with our stakeholders.</p>	<p>Draft revised RTs Providing Virtual Care PPG posted for consultation.</p>	<p>Revised RTs Providing Virtual Care PPG posted on the CRTO website.</p>		
	<p>The <a href="#">2021 CPMF Full &amp; Summary Reports</a> were posted on the CRTO website.</p> <p>Participated in the HPRO 2022 Communicators' Day Conference.</p>	<p>The 2022 <a href="#">CPMF Full &amp; Summary Reports</a> were posted on the CRTO website.</p> <p>The <a href="#">2021 Fair Registration Practices Report</a> was posted on the CRTO website.</p>		<p>The <a href="#">2022 Fair Registration Practices Report</a> was posted on the CRTO website.</p>	
	<p>Up-to-date Prevention and Control information is provided on a designated webpage (e.g., COVID-19 MOH directives, resources and guidance documents).</p>			<p>Several webpages were updated, including:</p> <ul style="list-style-type: none"> <li>• 2024/25 registration fees update</li> <li>• 2023 election results in Districts 3, 4 and 6</li> <li>• New Emergency Class of Registration</li> <li>• “As of Right” exemption</li> <li>• Employers reporting obligations and form.</li> </ul>	
<p><b>Optimize the use of various communication platforms.</b></p>	<p><a href="#">Monthly Practice Blogs</a></p> <p><a href="#">Twitter</a> (22 tweets over this period)</p> <p><a href="#">Monthly ebulletin</a></p> <p>Email communications to all members (information regarding the 2023/24 renewal period and consultations and other updates).</p>	<p>Four tweets</p> <p>Two email e-blasts</p>	<p>Four email e-blasts</p>	<p>Two email e-blasts</p>	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	<p><b>Stakeholder meetings/presentations:</b></p> <ul style="list-style-type: none"> <li>• Five presentations to students enrolled in Ontario RT Programs</li> <li>• RT Program Advisory Committee (PAC) meetings.</li> <li>• Professionalism presentation to RT staff at CHEO (Oct. 21).</li> <li>• Professional Conduct presentation at RTSO forum (Oct. 22).</li> <li>• Meeting with members at The Ottawa Hospital.</li> </ul>	<p><b>Stakeholder meetings/presentations:</b></p> <ul style="list-style-type: none"> <li>• Two presentations to graduating students.</li> </ul>	<p><b>Stakeholder meetings/presentations:</b></p> <ul style="list-style-type: none"> <li>• Two stakeholder presentations</li> <li>• Three advisory committee meetings; and</li> <li>• One panel meeting with hospital staff.</li> </ul>	<p><b>Stakeholder meetings/presentations:</b></p> <p>Four stakeholder presentations, including:</p> <ul style="list-style-type: none"> <li>• 1 presentation to 3rd RT students</li> <li>• 1 meeting with a regulator in another province</li> <li>• 1 meeting with a hospital RT group</li> <li>• 1 presentation at a stethoscope ceremony</li> </ul>	
<p><b>Governance &amp; Accountability</b></p>					
<p><b>A highly competent &amp; effective Council.</b></p>					
<p><b>Publicly accessible Council &amp; Committee competency self-evaluation &amp; an online, pre-application learning module.</b></p>	<p>ROI was sent out via HPRO on behalf of a number of other health regulatory bodies for a consultant to assist with this initiative.</p> <p>Draft developed for enhanced competency self-evaluation for prospective Council &amp; Committee members.</p>	<p>Draft Council &amp; Committee Member Competency Profile presented at the May Council meeting.</p> <p>Revised CRTO By-law includes a new elections eligibility requirement – that is, members must complete the CRTO’s orientation online module relating to the duties, obligations and expectations of Council and Committee members prior to the date of nomination.</p>	<p>Online orientation module relating to the duties, obligations and expectations of Council and Committees was developed and is now posted on the CRTO website. Election candidates and committee appointees must complete the module as part of the nomination/application process.</p> <p>The new elections nomination form and the committee appointees’ application from include an updated competency profile section.</p>	<p>The new elections nomination form and the committee appointees’ application from include an updated competency profile section.</p> <p>Post-Council self-evaluation implemented and monitored to expand and improve upon.</p>	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
			Developed a new Committee Member Appointments webpage and application forms.		
<b>Framework to regularly evaluate the effectiveness of Council meetings &amp; Council with a third-party assessment of Council (min. every three years).</b>	<p>Conducted a <b>Council Effectiveness survey</b> (BoardSource) and reported results at the May Council meeting.</p> <p>Consultant was retained to conduct a third-party assessment of the CRTO’s March 2023 Council meeting.</p>	Summary of the third-party evaluation presented at the May Council meeting along with an action plan to address proposed areas of improvement.	Post-Council self-evaluation implemented and monitored to expand and improve upon.	The third-party evaluation report action plan continues to be monitored to expand and improve upon.	
<b>Ongoing training provided to Council &amp; Committee members informed by the outcome of relevant evaluation(s) and the needs identified by Council and Committee members.</b>	<p>Planned Council Education Day (Sept. 23rd) – “Risk Management” theme. (Privacy &amp; Risk Management and Cyber Security Awareness).</p> <p>Developed three (3) eLearning modules for prospective and current Council and Committee members:</p> <ul style="list-style-type: none"> <li>• Role of the Chair</li> <li>• Regulatory Framework</li> <li>• Committees</li> </ul> <p>Facilitated Anti-Racism &amp; Anti-Oppression training for CRTO Council, Committee and staff (Nov. 17)</p> <p>The Chairing a Meeting module was presented at the annual Chair's Dinner (Sept. 22nd).</p> <p>Presentations at Education Day (Sept. 23<sup>rd</sup>) on the following:</p> <ul style="list-style-type: none"> <li>• Privacy</li> <li>• Cybersecurity</li> </ul>	<p>May Chair’s Dinner:</p> <ul style="list-style-type: none"> <li>• Right Touch Regulation presentation</li> </ul> <p>May Education Day:</p> <ul style="list-style-type: none"> <li>• Cybersecurity: Insurance Requirements and Implications</li> <li>• Risk Management Workshop</li> </ul>	The new online orientation module relating to the duties, obligations and expectations of Council and Committees was developed and is now available to all election candidates and applicants to CRTO committees.	The new online orientation module relating to the duties, obligations and expectations of Council and Committees is available to all election candidates and applicants to CRTO committees.	Conducted new Council member orientation.



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	<ul style="list-style-type: none"> <li>• Virtual meetings</li> </ul> <p>Required all Council &amp; Committee members to provide evidence that they had reviewed all educational material posted in the CRTO's portal, which includes:</p> <ul style="list-style-type: none"> <li>• Role of the Chair</li> <li>• Regulatory Framework</li> <li>• Committees</li> <li>• Language of Finance</li> <li>• Annual Financial Audit</li> <li>• Monitoring Progress</li> <li>• Meeting in a Virtual World</li> </ul>				
<b>Independent, evidence-informed &amp; transparent decision-making processes.</b>					
<b>Publicly accessible Code of Conduct &amp; Conflict of Interest Policy for Council &amp; Committee members.</b>	<p>Revised <a href="#">By-laws</a> (approved at the March 4<sup>th</sup> Council meeting) include an updated <a href="#">Code of Conduct</a> and <a href="#">Rules of Order</a> that have been standardized and attached as a schedule.</p> <p>Developed a new online Conflict of Interest Declaration form that was rolled out at the May 27 Council meeting.</p> <p>Continue to refine COI declaration processes for RC, QA &amp; ICRC panels.</p> <p>The new online Conflict of Interest (COI) Declaration form has been implemented and is being used for all Council and Committee meetings.</p>	<p>The online Conflict of Interest (COI) Declaration form is being used for all Council and Committee meetings.</p>	<p>The online Conflict of Interest (COI) Declaration form is being used for all Council and Committee meetings.</p> <p>The new elections nomination form and the committee appointees' application form include an updated conflict of interest and record of affiliations section.</p>	<p>The online Conflict of Interest (COI) Declaration form is being used for all Council and Committee meetings.</p>	
<b>An ongoing commitment to performance improvement.</b>					



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
<b>Tracking &amp; review Key Performance Indicators (KPIs) linked to the CRTO strategic objectives.</b>	<p>One of the recommendations from the <b>external review of all Professional Conduct processes</b> is to enhance data collection, tracking and reporting.</p> <p>The <b>Finance &amp; Audit Committee</b> began the development of KPIs relevant to the financial management of the CRTO.</p> <p>The <b>2021 – 2025 Strategic Direction Update Report</b> was presented at the May 27<sup>th</sup> Council meeting.</p> <p>Updated <b>QAC &amp; ICRC Terms of Reference and Action Plans</b> approved at the May 27<sup>th</sup> Council meeting.</p> <p>Draft KPI report is under development</p>	Draft KPI report is under development	Staff drafted a KPIs report to be presented at the Sept. Council.	A detailed KPIs report linked to the CRTO strategic objectives presented at the September 22, 2023 Council.	
<b>Ongoing monitoring of the KPI dashboard.</b>	Currently under development.	Currently under development.	Currently under development.	KPIs in all major program areas have been identified and will be reported to Council on an ongoing basis.	
<b>Enhancing Professionalism</b>					
<b>Policies, standards of practice, &amp; practice guidelines based on the best available evidence.</b>					
<b>Policy framework &amp; review/revision of all policies and practice guidelines.</b>	<p><b>Policy Framework</b> – classifies our regulatory documents into clear definitions and guides the CRTO’s processes for establishing and revising these documents. Commenced an internal review of all Administrative and Council Policies.</p> <p>The CRTO continues its full-scale policy review, focusing on Administrative &amp; Council/Committee policies &amp; procedures. The</p>	The CRTO continues its policy review guided by the Policy Framework.	The CRTO continues its policy review guided by the Policy Framework.	The CRTO continues its policy review guided by the Policy Framework. 12 policy documents have been reviewed and updated during this reporting period.	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	ongoing review & revision of Professional & Clinical Best Practice Guidelines continues.				
<b>Policy review</b>	<b>28 policies updated/approved:</b>	<b>2 policies updated/approved:</b> <ol style="list-style-type: none"> <li>Professional Development Program Policy</li> <li>Signing Officer and Authorized Personnel-Banking and Investments Policy</li> </ol> <b>Three archived policies:</b> <ol style="list-style-type: none"> <li>Elections Policy</li> <li>Funding for Supportive Measures (Patient/Client) Policy</li> <li>Funding for Supportive Measures (Non-Patient/Client) Policy</li> </ol>	<b>Emergency Registration Policy</b> – draft revisions approved by the Registration Committee. The policy will be posted for consultation in September 2023.	<b>2 Draft revised policies sent out for consultation:</b> <ul style="list-style-type: none"> <li>Emergency Registration Policy</li> <li>Handling, Administration and Dispensing of Controlled Substances Professional Practice Policy</li> </ul> <b>5 Policies updated/approved:</b> <ul style="list-style-type: none"> <li>Revised Reserves Policy</li> <li>PDP Policy</li> <li>Supervision Policy</li> <li>Graduate Certificates of Registration Policy</li> <li>Application for Registration – File Closure Policy</li> </ul>	
<b>Professional Practice Guidelines (PPGs) are regularly revised &amp; sent out for consultation</b>	<b>PPGs sent out for consultation:</b> <ol style="list-style-type: none"> <li>Administering and Dispensing Medication PPG</li> <li>Responsibilities Under Consent Legislation PPG</li> <li>Infection, Prevention &amp; Control Clinical Best Practice Guideline</li> </ol>	Draft revised Virtual Care PPG – approved by Council for consultation.  Draft revised Abuse Awareness and Prevention PPG approved for consultation.	Draft revised Abuse Awareness and Prevention PPG posted for consultation.	Draft revised RT's as Anesthesia Assistants PPG approved for consultation.	
<b>Revised Professional Practice Guidelines (PPGs) approved by Council</b>	<b>Revised PPGs approved by Council:</b> <ol style="list-style-type: none"> <li>Conflict of Interest PPG</li> <li>Responsibilities Under Consent Legislation PPG</li> </ol>	Final approval: <ul style="list-style-type: none"> <li>Revised Infection, Prevention &amp; Control Clinical Best Practice</li> </ul>	Revised Infection, Prevention & Control Clinical Best Practice Guideline posted on the CRTO website.	Draft revised Abuse Awareness and Prevention PPG approved at the Sept. 22, 2023, Council meeting.	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	3. Oxygen Therapy Clinical Best Practice Guideline (CBPG) 4. Administering and Dispensing Medication PPG	Guideline approved by Council in March. <ul style="list-style-type: none"> <li>Revised Respiratory Therapists Providing Virtual Care PPG (to be submitted to Council for final approval in May).</li> </ul>	Revised Virtual Care PPG posted on the CRTO website.		
<b>Review/Revision of CRTO By-Laws &amp; Regulations (as required)</b>	Revised <a href="#">CRTO By-laws</a> approved at the March 2022 Council meeting. Draft By-Law revisions were presented to Council (Dec. 2) for approval for consultation with our stakeholders.	Revised CRTO By-laws approved at the March 2023 Council meeting. Revised Ontario Regulation 596/94 was approved at the March 2023 Council meeting for submission to the Ministry of Health.		Drafted By-Law revisions to address the new Emergency Class of Registration. The draft By-law will be presented at the December Council for approval for consultation.	
<b>Standards of Practice &amp; Ethical Practice documents promote Diversity, Equity, and Inclusion (DEI).</b>	Began a Standards of Practice review and revision with the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) that includes expanding the existing guidance related to DEI. Other provincial jurisdictions provided feedback on the common Standards of Practice document as presented at the NARTRB Board Meeting (Nov. 5).	The CRTO continues to participate in a NARTRB Standards of Practice Working Group with the goal of developing national Standards of Practice for Respiratory Therapists.	The CRTO continues to participate in a NARTRB Standards of Practice Working Group with the goal of developing national Standards of Practice for Respiratory Therapists.	The CRTO continues to participate in a NARTRB Standards of Practice Working Group with the goal of developing national Standards of Practice for Respiratory Therapists.	
<b>Supporting the application of new or amended practice standards.</b>					
<b>Online modules to support difficult-to-understand and novel practice standards.</b>	Storyboard preparation for an online module regarding delegation/authorizing mechanisms. Storyboard preparation for an online module regarding delegation/authorizing mechanisms.	Finalization of Delegation e-learning module.	Finalized the Delegation e-learning module. The module is now available in PDKeeper.		





Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	<p>Draft Delegation &amp; Authorizing Mechanisms module created.</p> <p>Preparing an online module for student/graduate RTs.</p>				
<b>The application of Risk-Based regulation.</b>					
<p><b>Formal risk assessments in all RC, QAC &amp; ICRC decisions.</b></p>	<p><b>RC</b> - All panels utilize an updated risk assessment tool for making registration decisions.</p> <p><b>QAC</b> - The revised Professional Development Program Policy includes a risk-based referral to the practice assessment component of the QA Program</p> <p><b>QAC</b> - Regulatory scan regarding PDPs, specifically risk-based QA selection by other Colleges. PDP policy has been updated to include the initial three-year review requirement for new Members of the CRTO. Revised PDP policy was taken to the QAC and Council for information.</p> <p><b>ICRC</b> - reviewed data obtained in the audit of all ICRC matters for the last two years. Plan to develop additional resources to highlight trends of concerns being brought to the CRTO and how best to meet the standards of practice.</p> <p><b>RC</b> - All panels continue to utilize the updated risk assessment tool for making registration decisions.</p>	<p><b>PC</b> - ICRC orientation included an introduction to the ICRC decision risk assessment tool and ICRC member participation in the case study application. The ICRC employs the tool in all of its dispositions of complaints and reports.</p> <p><b>QAC</b> - Review of 2022/2023 Launch results (identify patterns in questions answered incorrectly).</p> <p><b>RC</b> - All Registration Committee (RC) panels utilize an updated risk assessment tool for making registration decisions - 6 RC Panels were conducted during this reporting period.</p>	<p><b>PC</b> - The ICRC continues to employ the decision risk assessment tool in all of its dispositions of complaints and reports. PC staff and Governance staff collaborated on the identification of risks related to complaints and reports to further inform the risk assessment process going forward.</p> <p><b>QA</b> - Meeting with Portfolio Assessors to review Portfolio template to strength the platform. Plan for assessment of the impact of the Portfolio e-module on quality of 2024 Portfolios and required coaching sessions.</p> <p><b>RC</b> - The Registration Committee panels continue to utilize the updated risk assessment tool for making registration decisions. 3 RC panels conducted during this reporting period.</p>	<p><b>PC</b> - The ICRC continues to employ the ICRC decision risk assessment tool in all of its dispositions of complaints and reports.</p> <p><b>QAC</b> – The QAC applied risk-based approach in its recent review of nine applications for deferral of the 2023/24 Portfolio.</p> <p><b>RC</b> - The Registration Committee panels continue to utilize the updated risk assessment tool for making registration decision. 3 RC Panel files conducted during this reporting period.</p>	
<b>Healthcare Community</b>					





Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
<b>Actively seeking collaborative opportunities with other health regulatory colleges &amp; system partners.</b>					
<p><b>Creation of common standards (where possible) both provincially and nationally.</b></p>	<p>Several initiatives currently underway through HPRO are aimed at creating common standards for health regulatory bodies in Ontario.</p> <ul style="list-style-type: none"> <li>• Council Competencies Evaluation Framework</li> <li>• Information Sharing Policy</li> <li>• Anti-BIPOC Racism Working Group</li> </ul> <p>The CRTO is participating in a NARTRB Standards of Practice Working Group with the goal of developing a national Standards of Practice for Respiratory Therapists.</p> <p>The CRTO also participated in a review of the current NARTRB Jurisdictional Verification form.</p>	<p>The CRTO continues to participate in a NARTRB Standards of Practice Working Group with the goal of developing a national Standards of Practice for Respiratory Therapists.</p> <p>Helped to facilitate the validation survey for the revised NARTRB Entry-to-practice Competency Profile.</p> <p>Updated the Language Proficiency for Respiratory Therapy document.</p>	<p>The CRTO continues to participate in a NARTRB Standards of Practice Working Group with the goal of developing a national Standards of Practice for Respiratory Therapists.</p>	<p>The CRTO continues to participate in a NARTRB Standards of Practice Working Group with the goal of developing a national Standards of Practice for Respiratory Therapists.</p> <p>Staff attended the Canadian Network of Agencies of Regulation conference focused on professional regulation.</p>	
<b>Engaging with stakeholders to enhance quality patient care.</b>					
<p><b>Demonstrate how stakeholder feedback is incorporated into the development/revision of policies, standards, and practice guidelines.</b></p>	<p>The <a href="#">CRTO Policy Framework</a> consists of a consultation process for revised policies, practice guidelines, by-laws and Standards of Practice. Draft Policies and Guidelines are posted online for consultation. All survey results were reviewed by Council/respective Committee prior to approval.</p> <p><b>20 Consultations were conducted under the Policy Framework.</b></p>	<p>Public Consultations:</p> <ul style="list-style-type: none"> <li>• Draft Abuse Awareness &amp; Prevention PPG.</li> <li>• Draft Respiratory Therapists Providing Virtual Care PPG</li> <li>• Revised Infection Prevention &amp; Control CBPG</li> <li>• The amended Ontario Regulation 596/94</li> </ul>	<p>Public Consultations:</p> <ul style="list-style-type: none"> <li>• Draft Abuse Awareness &amp; Prevention PPG.</li> </ul> <p>PC staff conducted a review of the feedback form to be completed by complainants after the disposition of their complaint. The review of past templates was completed. The drafting of new questions to be used in the updated complainant feedback form is in progress.</p>	<p>Public Consultations:</p> <ul style="list-style-type: none"> <li>• Emergency Registration Policy</li> <li>• Handling, Administration and Dispensing of Controlled Substances Professional Practice Policy</li> <li>• Respiratory Therapists As Anesthesia Assistants PPG</li> </ul> <p>The Employers' "Submit a Report" webpage was updated based on feedback received.</p>	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
				PC staff is drafting new questions to be used in the updated complainant feedback form.	
<b>Core Business Practices</b>					
<b>Clear financial alignment with strategic priorities.</b>					
<b>Revised financial statement &amp; investment portfolio presentation</b>	<p>The financial statement reporting format was streamlined to highlight how it aligns with College’s strategic direction and key priorities.</p> <p>The newly developed Mid-Year Financial Report was presented to the Council at its September meeting.</p> <p>Reviewed proposals &amp; presentations from several financial institutions who had expressed an interest in providing the CRTO with ongoing investment management service.</p>	Began transferring investments under the new investment management.	Transfer of investments under the new investment management.	Continued transfer of investments under the new investment management.	
<b>Finance &amp; Audit Committee (FAC)</b>	<p>A newly formed non-statutory committee met to:</p> <ul style="list-style-type: none"> <li>• Establish their Goals &amp; Terms of Reference</li> <li>• Assisted the Executive Committee in the review of the CRTO’s 2021 – 2022 Financial Audit, the 2022 – 2023 budget, &amp; evaluation of the External Auditor.</li> </ul> <p>At its August meeting, the FAC began the creation of a tool to assist with the annual review of the CRTO’s Membership Fee Structure.</p> <p>The Membership Fee Assessment tool was finalized by the FAC and sent to the Executive</p>	<p>Membership Fee Assessment Tool developed to be utilized by the Executive Committee, the Finance &amp; Audit Committee and Council to annually review the membership fee schedule.</p> <p>Updated Signing Officers and Authorized Personnel-Banking &amp; Investments Policy.</p> <p>A subcommittee of the FAC conducted a recruitment process to identify an</p>	<p>FAC has reviewed relevant information using the Membership Fee Assessment Tool and made recommendations to Executive Committee.</p> <p>A Request for Proposal was sent out to prospective Auditor Firms. Review of responses ongoing.</p>	<p>Based on the FAC recommendation Council approved the followings:</p> <ul style="list-style-type: none"> <li>• Registration fee increase r for the 2024/25 renewal year.</li> <li>• New external auditor.</li> </ul>	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	Committee for approval to recommend its adoption to Council.	appropriate financial advisor for the CRTO.			
<b>A policy that clearly outlines the management of financial reserves</b>	<p>The FAC presented the revised Investments &amp; the new Reserves Policies to Council for approval.</p> <p>In addition, the following policies were presented to Council for final approval:</p> <ul style="list-style-type: none"> <li>• Revised Honoraria &amp; Expenses Policy</li> <li>• Revised Procurement of Goods &amp; Services Policy</li> </ul>	Review of the Reserve Policy	Reserve Policy has been reviewed and validated by the auditors.	The Reserves policy has been reviewed and updated.	
<b>Embedding the principles of diversity, equity, and inclusion in College processes.</b>					
<b>Diversity, Equity and Inclusion (DEI) training for Council, Committee &amp; staff members</b>	<p>Anti-Black Racism, Anti-Indigenous Racism, Anti-Racism/Anti-Oppression (ARAO) facilitated session was attended by CRTO staff, Council and Committee members on March 22, 2022.</p> <p>Facilitated ARAO discussion took place involving CRTO staff on May 10, 2022.</p> <p>The CRTO's DEI Plan was approved at the March Council meeting.</p> <p>Established a partnership with external consultants, Canadian Equality Consulting (CEC), to begin developing an organization DEI plan.</p> <p>CEC developed a customized DEI survey for CRTO staff and Council &amp; Committee members (both online and one-on-one).</p> <p>Indigenous Awareness module completed by staff for National Day for Truth &amp; Reconciliation (Sept. 30).</p>	The CRTO embarked on phase 3 of the DEI Strategy with the development of the DEI Steering Committee. This committee consists of several Patient Relations Committee (PRC) members and two CRTO staff meetings. The DEI Steering Committee met for a brainstorming session in early May, which was facilitated by the CEC consultants.	<p>CEC sent out the draft Action Plan.</p> <p>Ongoing monitoring of the DEI Strategy implementation.</p>	<p>Ongoing monitoring of the DEI Strategy implementation.</p> <p>Staff identified DEI short- and long-term key performance indicators for the CRTO.</p>	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
	<p>Facilitated ARAO discussion took place involving CRTO Council, Committee and staff on Nov. 17, 2022.</p> <p><i>Navigating Canada’s Complex Histories</i> e-course (in honour of National Truth &amp; Reconciliation Day) was completed &amp; discussed by all CRTO staff.</p> <p>CEC provided a report to the CRTO Council in December regarding the consultations they conducted with CRTO staff, Council &amp; Committee members. The <a href="#">DEI Summary Report</a> was posted on the public webpage of the CRTO website.</p> <p>CEC also conducted a survey with the membership regarding the CRTO’s role in promoting DEI. A summary report of these findings was provided to the CRTO in February.</p> <p>CRTO staff participated in HPRO’s Consultations to advance equity, diversity, and inclusion (EDI) in your regulatory functions.</p>				
<b>Equity Impact Assessment</b>	<p>At the March 2022 meeting, Council approved the use of the Ministry of Health’s Health Equity Impact Assessment (HEIA) tool and workbook.</p> <p>The PRC is in the process of revising HEIA to meet the CRTO’s needs.</p>	<p>The Patient Relations Committee (PRC) reviewed an update on the Equity Impact Assessment &amp; Implementation Strategy.</p>			
<b>A comprehensive Risk Management Framework</b>					
<b>The formal process to identify &amp; monitor internal &amp; external</b>	<p>IT Infrastructure Architecture review completed &amp; process begun to implement recommendations.</p>	<p>Risk Management workshop at the May Council meeting, Draft</p>	<p>Plan cybersecurity tabletop exercise for staff.</p>	<p>The updated Risk Register report presented to Council in September.</p>	



Key Priorities	2022/23 Highlights	2023/24 Q1 (March – May)	2023/24 Q2 (June – August)	2023/24Q3 (Sept.– Nov.)	2023/24 Q4 (Dec. – Feb.)
<b>organizational risk (e.g., financial &amp; human resources, cyber security, etc.)</b>	<ul style="list-style-type: none"> <li>Began an externally hosted security awareness program which includes phishing campaigns and general security awareness training.</li> <li>Installed a dedicated firewall to reduce security risk and improve the organization’s security posture.</li> <li>Conducted a comprehensive review and updated the Office Security Policy and Procedure (including updates to a number of security measures, e.g., the office security camera).</li> </ul> <p>Cybersecurity presentation by ISA to Council and staff.</p> <p>Started the process of moving all members’ files to a digital format.</p> <p>The CRTO <a href="#">Risk Management Framework</a> was approved at the Council meeting (Dec. 2).</p>	<p>Risk Register presented at the May Council meeting.</p>	<p>Record digitalization project in progress.</p> <p>Staff updated the Risk Register template based on the May 2023 Risk Management workshop.</p>	<p>Record digitalization project in progress.</p> <p>Cybersecurity training - completed October Security Awareness Month training and November Phishing Campaign.</p> <p>Coordinated and signed contract for tabletop exercise.</p> <p>Ongoing meetings with vendor related to new database implementation.</p> <p>Based on a recommendation from the Finance and Audit Committee, Council approved a fee increase for the 2024/25 registration year. This is to ensure that the CRTO has the necessary financial resources to continue regulating the RT profession in the public interest.</p>	
<b>Succession plan for senior leadership</b>	<p>Appointment of a Deputy Registrar &amp; creation of a new Manager of Regulatory Affairs position.</p> <p>Succession Planning for Senior Leadership Policy approved by Council (Sept. 23).</p>				

# Council Briefing Note

AGENDA ITEM # 6.2

December 1, 2023

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	Draft Revised By-Laws
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance & Accountability
<b>Attachment(s):</b>	Appendix A: By-Law 1 – General CRTC Administration Appendix B: By-Law 2 – Council & Committee Appendix C: By-Law 3 – Membership Appendix D - Proposed Schedule of Fees
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: The Council approves the draft revised CRTC By-Law 3: Membership for consultation.</b>

## **PUBLIC INTEREST RATIONALE:**

The *Regulated Health Professions Act* (RHPA) states that “it is the duty of the College to work in consultation with the Minister to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals”. This includes facilitating efficient registration of RTs during a declared emergency.

## **ISSUE:**

Effective August 31, 2023, the Ontario Ministry of Health (MOH) amended portions of O. Reg 596/94 [General, Part VII (Prescribed Procedures), VII.1(Prescribed Substances) and VIII (Registration)] to enable the creation of an Emergency Class of Registration.

## **BACKGROUND:**

The Emergency Class provisions are now in effect, and the CRTC is in the process of implementing these new regulatory amendments. This has necessitated a number of revisions to CRTC documents, including our By-Laws. It is important to note that applications to the Emergency Class will be open only when the CRTC Council or the government determines that there is an emergency, and it is in the public interest to register applicants in the Emergency Class.

In the case of the CRTO By-Laws, there were only a few very minor edits to By-Laws 1 (General CRTO Administration) and 2 (Council & Committee). The more significant revisions that were required to By-Law 3 (Membership) were primarily related to the new Emergency Class of Registration.

**ANALYSIS:**

Revisions to By-Laws 1 - General CRTO Administration: (Appendix A) – will be presented to Council for final approval in March 2024.

- **Definitions**  
Signing Officer – revised to align with the CRTO policy
- 12.01 – removal of the reference to an “annual general meeting” because legal advice we received several years ago was that an AGM is not required.

Revisions to By-Laws 2 - Council & Committee: (Appendix B) – will be presented to Council for final approval in March 2024.

- **Definitions**  
Member – revised to align with how this is defined in the other 2 By-Laws.
- **Schedule A**  
**Code of Conduct**  
1.10 – removed reference to Confidentiality “Procedure” as one does not exist.

Revisions to By-Laws 3 – Membership: (Appendix C & D) – approval for consultation – will be presented to Council for final approval in March 2024.

- **Application of Fees**  
4.02 – clarified that the non-refundable application fee applies to Members in the Emergency Class of Registration.
- **Annual Fees**  
4.05 – clarified that the annual March 1<sup>st</sup> deadline for renewal does not apply to Members in the Emergency Class of Registration.
- **Emergency Certificate Registration Fee**  
This new section outlines that the registration and renewal fees for the Emergency Class, as well as when these fees will be due, will be set out in the CRTO Schedule of Fees.

Under the *Registration Regulation* (s. 63.2)

- (1) Unless stated otherwise on the certificate, an emergency class certificate of registration **expires 12 months after it is issued unless it is renewed.**
- (2) Unless stated otherwise on the certificate, **a renewed emergency class certificate of registration expires 12 months after it is issued unless it is renewed again.**
- (3) Despite subsections (1) and (2), an emergency class certificate of registration **expires six months after the date the Council determines that emergency circumstances no longer exist.**

Based on the above provisions and a review of our By-laws, it is recommended the initial Emergency Certificate registration and renewal fee be set at **\$350**. The standard \$75 application fee will apply (same as the General and Graduate application fee). Under the Emergency Registration Policy, during emergencies, the application fee can be waived at the Registrar's discretion.

The rationale for the \$350 Emergency Certificate registration and renewal fee is as follows:

- Due to the inherent unpredictability of emergencies, the granting of Emergency Certificates of Registration and its expiry will most likely occur outside of the regular renewal cycle, which is based on the CRTO's fiscal year (March 1 to February 28/9).
- The initial Emergency Certificate registration fee will not be prorated.
- The Emergency Certificate is intended to be time-limited and to enable individuals to enter practice as quickly and with as few barriers (including financial barriers) as possible.

**RECOMMENDATION:**

That Council approves the draft revised CRTO By-Law 3: Membership for consultation.

**NEXT STEPS:**

If approved, the By-Law revisions to CRTO By-Law 3 will be circulated to the CRTO's stakeholders for feedback. It will then be presented at the March Council meeting along with By-laws 1 and 2 for final approval.





College of Respiratory  
Therapists of Ontario

---

Ordre des thérapeutes  
respiratoires de l'Ontario

# By-Law 1: General CRTO Administration

Approved by Council: March 3, 2023

By-Laws are approved by Council and form part of the operational guidelines for CRTO staff to administer the policies, regulations and legislation.

# TABLE OF CONTENTS

- 1. DEFINITIONS.....3
- 2. SEAL.....7
- 3. HEAD OFFICE.....7
- 4. REGISTRAR.....7
- 5. ACTING REGISTRAR.....8
- 6. BY-LAWS.....8
- 7. DOCUMENTS.....9
- 8. BANKING.....9
- 9. INVESTMENT.....9
- 10. BORROWING.....10
- 11. EXPENDITURES.....10
- 12. FINANCIAL AUDIT.....10
- 13. MANAGEMENT OF PROPERTY.....11
- 14. MEMBERSHIP IN OTHER ORGANIZATIONS.....11
- 15. APPOINTMENT OF INSPECTORS.....11
- 16. DISSOLUTION.....12

## 1. DEFINITIONS

**1.01** In this By-Law, and in any other By-Law of the CRTO, unless otherwise defined or required by the context of the specific provision, the following words and phrases shall have the meanings set out below:

**Act**

The *Respiratory Therapy Act, 1991*, as amended from time to time and the regulations made under it

**Appointed Officer**

An employee of the CRTO appointed by the Council, or the Executive Committee, as an officer

**Auditor**

The person or firm appointed under Article 12.01 of this By-Law

**Authorized Personnel**

A person authorized to carry out the CRTO's banking and investment and includes the President, Vice-President, Registrar, Deputy Registrar and Finance and Office Manager, as outlined in a policy of the CRTO

**Chair**

The person designated to preside over meetings of statutory or non-statutory Committees or panels of the CRTO; includes Vice-Chair who is the alternate designate

**Code**

The *Health Professions Procedural Code*, being Schedule 2 of the *Regulated Health Professions Act, 1991*

**Committee**

A Committee of the CRTO and includes statutory committees established under section 10 of the *Code*, non-statutory committees, task forces, a Panel of a Committee and any other Committees established by the Council under these By-Laws

**Council**

The board of directors of the CRTO, responsible for managing and administering its affairs in accordance with the *Code*

**Council Member**

A member of Council elected or appointed in accordance with the *Regulated Health Professions Act* and/or the *Act* and/or this By-Law

**CRTO**

The acronym for the College of Respiratory Therapists of Ontario

**Duly Constituted**

A meeting in accordance with the required procedure where quorum is met pursuant to the By-Laws-

**Ex-Officio**

By virtue of one's office, e.g., the Registrar is an ex-officio member of CRTO committees by virtue of their office as Registrar and Chief Executive Officer. In their capacity as an ex-officio member of a Committee the Registrar has the right, but not the obligation, to attend Committee meetings, other than some aspects of hearings. However, they are not entitled to make a motion or vote, and are not counted when determining if a quorum is present

**Fiscal Year**

Refers to the period of March 1 to the last day of the following February

**In-Camera**

In accordance with section 7 of the *Code*, meetings of Council are open to the public. The *Code* provides for specific occasions when the Council may exclude the public from a meeting. When the Council excludes the public from a meeting or part of a meeting, it will go *in-camera* (conduct a private meeting)

**Inspector**

An individual appointed by the CRTO to act as an inspector; may also be referred to as “assessors” or other terms set in Policy

**Member**

Unless further defined, or the context indicates otherwise, is an individual who holds a certificate of registration with the CRTO

**Officer of the CRTO**

Includes the President, the Vice-President, the Registrar or an appointed officer

**Panel**

A sub-group of a Committee of the CRTO

**Policies and Procedures**

The documented processes or courses of action undertaken by the CRTO in anticipation of or response to foreseeable or recurring concerns or issues

**Presiding Officer**

The person who chairs a meeting of Council or a Committee

**Proceeding**

Any action or process undertaken related to the investigation, hearing or restriction (i.e., terms, conditions and limitations (TCLs) or suspension of a certificate of registration) of a Member’s practice

**Profession**

The profession of Respiratory Care or Respiratory Therapy

**Professional Committee Appointee**

A Member of the CRTO who is not a member of the Council, and who has been acclaimed, appointed, or elected to the pool of Members available to serve on committees

**Professional Council Member**

A member elected to the Council in accordance with the [byBy](#)-laws and includes a member elected in a by-election or appointed to fill a vacancy

**Professional Corporation** (or health profession corporation)

Refers to a Member, incorporated under the *Business Corporations Act*, who holds a valid certificate of authorization issued under the *Regulated Health Professions Act* (including regulations), or the *Health Professions Procedural Code*

**Public Council Member**

A person, who is not a Member of the CRTO/profession, and who is appointed to the Council by the Lieutenant Governor in Council

**Register**

Includes the register as defined under S.23(2) of the *Code* and this By-Law; may also be referred to as the “public register”

**Registrar**

Person hired by the Council to act as Chief Executive Officer for the CRTO as required by the *Code* and as described in Article 4 of this By-Law; includes a person appointed as Acting Registrar by the Council during a vacancy in the office of the Registrar or during the disability or prolonged absence of the Registrar

**Regular Meeting**

A meeting of the Council to which By-Law 2: Council and Committees, Article 4.01(a) refers

**Related Company**

A company, corporation, business partnership or entity that is owned or controlled, wholly, substantially, or actually, directly or indirectly, by a person or another person related to the person

**Related Person**

Any person connected with another person by blood relationship, marriage, common-law, partnership or adoption, namely:

- persons are connected by blood relationship if one is the child or other descendant of the other or one is the brother or sister of the other;
- persons are connected by marriage if one is married to the other or to a person who is connected by blood relationship to the other;
- persons are connected by common-law if the persons have a conjugal relationship and live together, have a cohabitation agreement or are the parents (together) of a child;
- persons are connected by a partnership when they live together or have a close personal relationship that is of primary importance in both lives;
- persons are connected by adoption if one has been adopted, either legally or in fact, as the child of the other person or a blood relation of the other person.

**Respiratory Therapist**

A Member of the CRTO

**Respiratory Therapy**

As defined in the *Act* as the providing of oxygen therapy, cardio-respiratory equipment monitoring and the assessment and treatment of cardio-respiratory and associated disorders to maintain or restore ventilation; includes the practice of Respiratory Care

**RHPA**

The *Regulated Health Professions Act, 1991*, as amended from time to time and includes the *Code*

**Signing Officer**

A person authorized to sign documents on behalf of the CRTO and includes the President, Vice-President, Registrar, ~~and~~ Deputy Registrar ~~and Manager of Quality Practice~~, as outlined in CRTO policy

**Sitting Council Member**

An elected or appointed member of the CRTO Council

**Special Meeting**

A meeting of the Council to which By-Law 2: Council and Committees, Article [34](#).01(b) refers

## 2. SEAL

**2.01** The seal of the CRTO shall, when required, be affixed to contracts, documents, or instruments in writing, signed aforesaid, or by any other person or persons appointed as authorized to sign on behalf of the CRTO.

**2.02** The seal of the CRTO is depicted below.



**2.03** The logo and name mark depicted on the CRTO website shall be the logo and name mark of the CRTO as depicted below. The CRTO asserts all intellectual property rights over the logo and name mark.



## 3. HEAD OFFICE

**3.01** The Head Office of the CRTO shall be located within the city in which the Provincial Legislature sits. The physical premises occupied by the CRTO shall be determined by Council.

## 4. REGISTRAR

**4.01** The Registrar may be hired or fired only by a motion passed by a two-thirds (2/3) majority of the sitting Council Members in attendance at a Council meeting.

**4.02** The Registrar is also the Chief Executive Officer of the CRTO.

**4.03** The Registrar shall, among other things:

- a) give all notices required to be given to Council Members and Members of the CRTO;
- b) be the custodian of the seal of the CRTO and keep/maintain all copies of all contracts, agreements, certificates, approvals and all other documents to which the CRTO is a party or which are otherwise pertinent to the administrative and domestic affairs of the CRTO;
- c) keep full and accurate account of all financial affairs of the CRTO in proper form and deposit all monies or valuables in the name and to the credit of the CRTO in such depositories as may, from time to time, be designated by the Council;
- d) disburse the funds of the CRTO under the direction of the Council, taking proper vouchers therefore and render to the Council, whenever required, an account of all transactions and of the financial position of the CRTO;

## By-Law 1: General CRTO Administration

- e) engage, dismiss, supervise and determine the terms of employment of all other employees of the CRTO;
- f) keep the register in the form required by the *RHPA*, the regulations, the By-Law and the Policies and Procedures of the CRTO;
- g) be responsible for and direct the administration of the affairs and operations of the CRTO;
- h) prepare the CRTO's annual operating budget for review by Executive Committee;
- i) supervise the nomination and election of Council Members and Professional Committee Appointees;
- j) implement such forms as they consider necessary or advisable to enable the CRTO to fulfil its obligations under the *RHPA*, the regulations and the By-Law and to enable the CRTO to administer its affairs in an appropriate manner;
- k) fulfil the responsibilities of the position in accordance with the *RHPA*, the Regulations, the By-Law and the Policies and Procedures of the CRTO;
- l) carry out such duties as authorized or required by the *Code*;
- m) represent the CRTO and its positions to stakeholders; and
- n) perform such other duties as may be determined, from time to time, by the Council.

**4.04** The Registrar is an ex-officio member of all Committees.

**4.05** The Registrar is expected to:

- a) attend all Council meetings; and
- b) attend such Committee meetings as are required in the proper performance of their duties.

**4.06** The Registrar (or their appointed designate) shall, in addition to the President, act as official spokesperson for the CRTO.

## 5. ACTING REGISTRAR

**5.01** A person who has been appointed by the Council as Acting Registrar during the prolonged absence or disability of the Registrar, shall discharge all the duties of the Registrar. During extended absences of the Registrar, the Council may appoint an Acting Registrar.

## 6. BY-LAWS

**6.01** By-Laws of the CRTO may be made, amended, or revoked by a two-thirds (2/3) vote of the sitting Council Members in attendance at a duly constituted meeting or by the signatures of all actual Council Members.

**6.02** Notice of motion to make, amend or revoke a By-Law must be given to Council Members fourteen (14) days prior to the meeting referred to in By-Law 2: Council and Committees, Article 4.01.



## By-Law 1: General CRTO Administration

- 6.03** Every By-Law and every amendment and revocation thereof shall be dated and maintained in the CRTO's records.
- 6.04** In accordance with Ss. 94(2) of the *Code*, such proposed changes to the By-Laws that are required by the *Code* to be circulated to every Member at least 60 days prior to the Council's vote to approve the amendment.
- 6.05** A copy of the By-Laws made by Council shall be provided to the Minister and to Members as required under Ss. 94(3) of the *Code*.

## 7. DOCUMENTS

- 7.01** Except where specifically referred to elsewhere in this By-Law, and subject to the *Act* and the regulations, all documents requiring the signature of the CRTO may be signed by the Registrar or the President.
- 7.02** Except where otherwise provided by law, the Registrar may sign summonses and notices on behalf of any Committee of the CRTO.
- 7.03** The seal of the CRTO shall, when required, be affixed to contracts, documents, or instruments in writing, signed as aforesaid.
- 7.04** The certificates of registration given to Members for display shall contain the signatures of the Registrar and President.
- 7.05** Unless otherwise provided in the *RHPA*, the *Code*, the Regulations, or provision in the CRTO By-Laws, documents requiring the signature and seal of the CRTO shall bear the signatures of the Registrar and/or President together with CRTO seal, or a likeness (electronic) thereof.

## 8. BANKING

- 8.01** In this Article, "bank" means the bank appointed under Article 8.02 of this By-Law.
- 8.02** The Council shall appoint one or more banks chartered under the *Bank Act Canada* for the use of the CRTO upon the recommendation of the Executive Committee.
- 8.03** All money belonging to the CRTO shall be deposited in the name of the CRTO with the bank.
- 8.04** The Registrar or designate may endorse any negotiable instrument for collection on the CRTO's account through the bank or for deposit to the credit of the CRTO with the bank, in accordance with any applicable policy of the CRTO.

## 9. INVESTMENT

- 9.01** The CRTO's funds may be invested within the restrictions set out in this By-Law, the policies and other investment guidelines of the CRTO.

- 9.02** Funds of the CRTO required for operation and those in excess of funds required for operation during the fiscal year, as identified in the annual budget, may only be invested in accordance with the CRTO investment policies.
- 9.03** Investments must be authorized by two (2) authorized personnel.

## 10. BORROWING

- 10.01** The Council may from time to time by resolution:
- borrow money on the credit of the CRTO;
  - limit or increase the amount or amounts to be borrowed; and
  - secure any present or future borrowing, or any debt, obligation, or liability of the CRTO, by charging, mortgaging or pledging all or any of the real or personal property of the CRTO, whether present or future.
- 10.02** Two (2) signing officers must sign documents to implement the decision made under Article 10.01 of this By-Law.

## 11. EXPENDITURES

- 11.01** Goods and services, excluding employment contracts and expenses associated with matters referred to the Inquiries, Complaints and Reports, Discipline or Fitness to Practise Committees or to defend legal proceedings brought against the CRTO, may be purchased or leased for the benefit of the CRTO if the purchase or lease is approved by:
- the Registrar if the resulting unbudgeted obligation does not exceed \$15,000;
  - the Registrar and one other signing officer if the resulting unbudgeted obligation does not exceed \$30,000; or
  - Council if the resulting unbudgeted obligation exceeds \$30,000.
- 11.02** All cheques, drafts, notes, or orders for payment of money and all notes and acceptances and bills of exchange shall be signed by:
- two (2) internal signing officers if the amount is less than \$15,000 including all payroll cheques and source deduction remittances;
  - one (1) internal and one external signing officer for amounts \$15,000 or more except for payroll cheques and source deduction remittances as described in (a).

## 12. FINANCIAL AUDIT

- 12.01** The Council shall at each spring Council meeting appoint auditors who are duly licensed under the *Public Accountancy Act* to hold office until ~~that meeting the next annual general meeting~~ and, if an appointment is not so made, the auditors in office shall continue until successors are appointed.

- 12.02** In the event that the auditors appointed in Article 12.01 of this By-Law are unable to continue their duties as agreed, the Council may appoint new auditors.
- 12.03** The auditors shall present their report to the Council at its spring Council meeting, at which the financial statements of the CRTO are to be submitted and shall state in the report whether, in their opinion, the financial statements present fairly the financial position of the CRTO and the results of its operations for the period under review in accordance with Canadian accounting standards for not-for-profit organizations.
- 12.04** The auditors have the right to access, at all reasonable times, all records, documents, books accounts and vouchers of the CRTO and are entitled to require from the Council Members, officers, employees, and Members of the CRTO such information as is necessary in their opinion to enable them to report as required by law or under this Article.

### **13. MANAGEMENT OF PROPERTY**

- 13.01** The Registrar shall maintain responsibility for the management and maintenance of all CRTO property.
- 13.02** Property and other assets carried on the inventory of the CRTO will be insured against loss or damage.

### **14. MEMBERSHIP IN OTHER ORGANIZATIONS**

- 14.01** The CRTO may maintain memberships or affiliations with other organizations [(e.g., Council on Licensure, Enforcement and Regulation (CLEAR), Canadian Network of Agencies for Regulation (CNAR))] in order to further the goals of the CRTO, and shall pay the annual or other fees required.
- 14.02** The CRTO may maintain membership with the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) and shall pay the annual fee required for the membership.
- 14.03** The CRTO may maintain membership with the Health Profession Regulators of Ontario (HPRO) and shall pay the annual fee required for the membership.
- 14.04** The Registrar and the President or designate(s) shall represent the CRTO at meetings of the organizations identified in this Article.

### **15. APPOINTMENT OF INSPECTORS**

- 15.01** The Registrar may appoint any person, other than a Council Member or Professional Committee Appointee, to act as an inspector for and on behalf of the CRTO. Inspectors so appointed shall have such authority and shall perform such duties as set in the Act, regulations or CRTO Policies and Procedures.

## **16. DISSOLUTION**

- 16.01** In the event the CRTO is dissolved, the Council shall, after paying and making provisions for the payment of all debts and liabilities, transfer any assets that remain after dissolution to an organization with similar purposes and which is exempt from income tax under the *Income Tax Act (Canada)* and whose incorporating documents or By-Laws prohibit the organization from paying any of its income to or for the benefit of any of its Members.



College of Respiratory  
Therapists of Ontario

---

Ordre des thérapeutes  
respiratoires de l'Ontario

# By-Law 2: Council and Committees

Approved by Council: March 3, 2023

By-Laws are approved by Council and form part of the operational guidelines for CRTO staff to administer the policies, regulations and legislation.

# CONTENTS

<b>1. DEFINITIONS.....</b>	<b>3</b>
<b>2. ELECTIONS, APPOINTMENTS &amp; DUTIES OF COUNCIL AND COMMITTEE MEMBERS.....</b>	<b>6</b>
ELECTION AND APPOINTMENT PROCESS.....	6
ELECTION DISTRICTS.....	6
YEARS OF ELECTIONS.....	7
MEMBERS' ELIGIBILITY FOR ELECTIONS.....	7
PUBLIC COMMITTEE APPOINTEES ELIGIBILITY.....	9
TERMS OF OFFICE.....	9
NOMINATIONS FOR COUNCIL MEMBERS.....	9
VOTING PROCESS.....	10
DISQUALIFICATION.....	11
<b>3. CODE OF CONDUCT AND CONFLICT OF INTEREST FOR COUNCIL &amp; COMMITTEE MEMBERS.....</b>	<b>12</b>
<b>4. COUNCIL MEETINGS.....</b>	<b>13</b>
<b>5. EXECUTIVE COMMITTEE.....</b>	<b>15</b>
<b>6. POWERS OF COUNCIL AND EXECUTIVE COMMITTEE.....</b>	<b>17</b>
<b>7. COMMITTEES.....</b>	<b>17</b>
<b>8. REGISTRATION COMMITTEE.....</b>	<b>18</b>
<b>9. INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE.....</b>	<b>18</b>
<b>10. DISCIPLINE COMMITTEE.....</b>	<b>19</b>
<b>11. FITNESS TO PRACTISE COMMITTEE.....</b>	<b>19</b>
<b>12. QUALITY ASSURANCE COMMITTEE.....</b>	<b>19</b>
<b>13. PATIENT RELATIONS COMMITTEE.....</b>	<b>19</b>
<b>14. COMMITTEE MEETINGS.....</b>	<b>20</b>
<b>15. REMUNERATION.....</b>	<b>20</b>
<b>16. INDEMNIFICATION AND DIRECTORS' INSURANCE.....</b>	<b>20</b>
<b>SCHEDULE A OF BY-LAW 2: COUNCIL AND COMMITTEES.....</b>	<b>22</b>
CODE OF CONDUCT.....	22
CONFLICT OF INTEREST.....	24
<b>SCHEDULE B OF BY-LAW 2: COUNCIL AND COMMITTEES.....</b>	<b>27</b>
RULES OF ORDER OF THE COUNCIL AND COMMITTEES.....	27

## DEFINITIONS

**1.01** In this By-Law, and in any other By-Law of the CRTO, unless otherwise defined or required by the context of the specific provision, the following words and phrases shall have the meanings set out below:

**Act**

The *Respiratory Therapy Act, 1991*, as amended from time to time and the regulations made under it

**Appointed Officer**

An employee of the CRTO appointed by the Council, or the Executive Committee, as an officer

**Chair**

The person designated to preside over meetings of statutory or non-statutory Committees or panels of the CRTO; includes Vice-Chair who is the alternate designate

**Code**

The *Health Professions Procedural Code*, being Schedule 2 of the *Regulated Health Professions Act*

**Committee**

A Committee of the CRTO and includes statutory committees established under section 10 of the *Code*, non-statutory committees, task forces, a Panel of a committee and any other committees established by the Council under these By-Laws

**Council**

The board of directors of the CRTO, responsible for managing and administering its affairs in accordance with the *Code*

**Council Member**

A member of Council elected or appointed in accordance with the *Regulated Health Professions Act* and/or the *Act* and/or this By-Law

**CRTO**

The acronym for the College of Respiratory Therapists of Ontario

**Duly Constituted**

A meeting in accordance with the required procedure where quorum is met pursuant to the By-Laws

**Ex-Officio**

By virtue of one's office, e.g., the Registrar is an ex-officio member of CRTC committees by virtue of their office as Registrar and Chief Executive Officer. In their capacity as an ex-officio member of a Committee the Registrar has the right, but not the obligation, to attend Committee meetings, other than some aspects of hearings. However, they are not entitled to make a motion or vote, and is not counted when determining if a quorum is present

**In-Camera**

In accordance with section 7 of the *Code*, meetings of Council are open to the public. The *Code* provides for specific occasions when the Council may exclude the public from a meeting. When the Council excludes the public from a meeting or part of a meeting, it will go *in-camera* (conduct a private meeting)

**Member**

Unless further defined, or the context indicates otherwise, is an individual who holds a certificate of registration with the CRTC (~~General, Graduate, Limited, Inactive~~)

**Officer of the CRTC**

Includes the President, the Vice-President, the Registrar or an appointed officer

**Panel**

A sub-group of a Committee of the CRTC

**Policies and Procedures**

The documented processes or courses of action undertaken by the CRTC in response to recurring issues

**Presiding Officer**

The person who chairs a meeting of Council or a Committee

**Proceeding**

Any action or process undertaken related to the investigation, hearing or restriction (i.e., terms, conditions and limitations (TCLs) or suspension of a certificate of registration) of a Member's practice

**Profession**

The profession of Respiratory Care or Respiratory Therapy

**Professional Committee Appointee**

A Member of the CRTC who is not a member of the Council, and who has been appointed by the Registrar to the pool available to serve on committees (but not on Council)



**Professional Council Member**

A member elected to the Council in accordance with the by-laws and includes a member elected in a by-election or appointed to fill a vacancy.

**Public Committee Appointees**

A person who is not a Member of the CRTO, and who has been appointed by the Registrar to the pool available to sit on a committee (but not on Council)

**Public Council Member**

A person, who is not a Member of the CRTO, and who is appointed to the Council by the Lieutenant Governor in Council

**Registrar**

Person hired by the Council to act as Chief Executive Officer for the CRTO as required by the *Code* and as described in By-Law 1: General CRTO Administration, Article 4; includes a person appointed as Acting Registrar by the Council during a vacancy in the office of the Registrar or during the disability or prolonged absence of the Registrar

**Regular Meeting**

A meeting of the Council to which Article 4.01(a) of this By-Law refers

**Respiratory Therapist**

A Member of the CRTO

**Respiratory Therapy**

As defined in the *Act* as the providing of oxygen therapy, cardio-respiratory equipment monitoring and the assessment and treatment of cardio-respiratory and associated disorders to maintain or restore ventilation; includes the practice of Respiratory Care

**RHPA**

The *Regulated Health Professions Act, 1991*, as amended from time to time and includes the *Code*

**Sitting Council Member**

An appointed or elected member of the CRTO Council

**Special Meeting**

A meeting of the Council to which Article 4.01(b) of this By-Law refers

## **2. ELECTIONS, APPOINTMENTS & DUTIES OF COUNCIL AND COMMITTEE MEMBERS**

### **Appointment Process**

- 2.01**
- a) The appointment of Professional Committee Appointees will be made by the Registrar, provided the individual meets the eligibility criteria set out in Article 2.07 and 2.09. These Members will be appointed based on consideration of their experience, qualifications, abilities, and willingness to serve.
  - b) The appointment of a Public Committee Appointee will be made by the Registrar, provided the individual meets the eligibility criteria set out in Article 2.07 and 2.10. These Members will be appointed based on consideration of their experience, qualifications, abilities, and willingness to serve.

### **Election Districts**

- 2.02** For the purpose of the election of Council Members, the electoral districts are as follows:
- a) Electoral district **1** is composed of the territorial districts of Kenora, Rainy River and Thunder Bay.
  - b) Electoral district **2** is composed of the territorial districts of Cochrane, Timiskaming, Sudbury, Algoma, Manitoulin, Parry Sound, Nipissing and Muskoka.
  - c) Electoral district **3** is composed of the geographic areas of Frontenac, Hastings, Lanark, Prince Edward, Renfrew, Leeds and Grenville, Lennox and Addington, Prescott and Russell, Stormont, Dundas and Glengarry and Ottawa.
  - d) Electoral district **4** is composed of the geographic areas of Haliburton, Kawartha Lakes, Peterborough, Northumberland, Simcoe, Durham, York, Peel and Toronto.
  - e) Electoral district **5** is composed of geographic areas of Halton, Hamilton, Niagara, Waterloo, Haldimand, Norfolk, Brant, Dufferin and Wellington.
  - f) Electoral district **6** is composed of geographic areas of Grey, Bruce, Huron, Perth, Middlesex, Oxford, Elgin, Lambton, Chatham-Kent and Essex.
  - g) Electoral district **7** is composed of the whole of the province of Ontario.
- 2.03** Nine Members of the CRTO shall be elected to the Council with one (1) Council Member for each of electoral districts 1, 2, 3, 6 and 7 and two (2) Council Members for each of electoral districts 4 and 5.

## Years of Elections

- 2.04** An election of Council Members shall be held on a day fixed by the Registrar:
- a) in October 2023 and in October in every third (3<sup>rd</sup>) year after that for each of electoral districts 3, 4 and 6; and
  - b) in October 2024 and in October in every third (3<sup>rd</sup>) year after that for each of electoral districts 1, 2, 5 and 7.
- 2.05** The nomination or election deadlines may be extended if the Registrar determines that there are exceptional circumstances to warrant an extension.

## Members' Eligibility for Elections

- 2.06** A Member is eligible to vote by electronic ballot 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.
- 2.07** A Member is eligible for election as a Council Member, in electoral districts 1, 2, 3, 4, 5 and 6 or for appointment to fill a vacancy in one of those districts if,
- a) on the date of the nomination through to the date of election or on the date of the appointment, the member:
    - i. subject to these By-Law, practises or resides in the electoral district for which they are seeking election or appointment;
    - ii. holds a General or Limited certificate of registration;
    - iii. is not running for election in another electoral district;
    - iv. is not in default of the payment of any fees;
    - v. is not the subject of any current or past disciplinary or incapacity proceeding by a body that governs this profession in any jurisdiction;
    - vi. is not the subject of any current or past disciplinary or incapacity proceeding by a body that governs any other profession in any jurisdiction;
    - vii. holds a certificate of registration that is not subject to a term, condition or limitation arising from a professional misconduct, incompetence, incapacity or quality assurance proceeding;
    - viii. has not been found guilty by a court or other lawful authority (unless it has been reversed on appeal or judicial review) of:
      1. a criminal offence;
      2. any offence relating the prescribing, compounding, dispensing, selling or administering of drugs; or

3. any offence relevant to their suitability to be licensed or registered with any professional regulatory body;
  - ix. is not an employee, director, officer, or elected member of any provincial or national professional association or special interest group related to the profession;
  - x. is 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;
  - xi. is not an elected representative, director, officer or employee of, or a party to a contractual relationship to provide services;
  - xii. if running for election, is nominated by three (3) voters who are eligible to vote pursuant to this By-Law;
  - xiii. if running for election has completed the nomination form in the format provided by the Registrar and submitted it to the CRO electronically by the deadline set by the Registrar; and
  - xiv. completes the College's orientation online module relating to the duties, obligations and expectations of Council and Committee members prior to the date of nomination.
- b) within the twelve (12) months before the date of the nomination or appointment, the member has not been:
- i. an employee of the CRO; or
  - ii. 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; or
  - iii. in a position that could create an actual, potential, or perceived conflict of interest with respect to their Council duties.
- c) within the six (6) years before the date of the nomination or appointment, the member has not been disqualified from sitting on the Council or Committee Appointee.
- d) within the six (6) years before the date of the nomination or appointment, the member has not:
- i. had their certificate of registration suspended as a result of a professional misconduct, incompetence or incapacity proceeding;
  - ii. had their certificate of registration revoked as a result of a professional misconduct, incompetence or incapacity proceeding; or
  - iii. received a new certificate of registration following revocation of their certificate of registration as a result of a professional misconduct, incompetence or incapacity proceeding.

- 2.08** A Member is eligible for election as a Council Member in electoral district 7 or for appointment to fill a vacancy in that district if,
- a) on the date of the nomination through to the date of the election or appointment the member meets the criteria in Article 2.07 (except for article (a)i); and
  - b) is a faculty member employed by one of the approved Respiratory Therapy educational programs in Ontario.

### **Professional Committee Appointees Eligibility**

- 2.09** A member of the profession is eligible to be appointed as a Professional Committee Appointee if, on the date of appointment they meet all the requirements outlined in Article 2.07 as well as the following:
- a) They complete an application provided by the Registrar.
  - b) They practice and reside in Ontario.

### **Public Committee Appointees Eligibility**

- 2.10** A member of the public is eligible to be appointed as a Public Committee Member if, on the date of appointment they meet all the requirements outlined in Article 2.07 [except for Articles a) i – v and a) vii] as well as the following:
- a) They reside in Ontario;
  - b) They complete an application provided by the Registrar.

### **Terms of Office**

- 2.11**
- a) The term of office of an elected Council Member is three years. The maximum length of service of a Council Member is nine (9) consecutive years.
  - b) The term of office of a Professional Committee Appointee or a Public Committee Appointee is one (1) year. There is no maximum length of service of a Professional Committee Appointee or a Public Committee Appointee.
- 2.12**
- a) The term of office of a Council Member begins with the first regular Council meeting following the election and the Council Member shall continue to serve until their successor takes office in accordance with this By-Law unless the member is disqualified under these By-Laws, or as set out in the RHPA.
  - b) The term of office of a Public Committee Appointee or a Professional Committee Appointee begins on the date of their appointment to a committee and they shall continue to serve until their term has ended or they are disqualified under these By-Laws.

## Nominations for Council Members

- 2.13** If the number of candidates nominated for an electoral district is equal to the number of Members to be elected in the electoral district, the Registrar shall declare the candidates to be elected by acclamation.
- 2.14** If the number of Council Member candidates nominated for an electoral district is fewer than the number of Council Members to be elected in the electoral district, the Council may do any one of the following, subject to the provisions of the *Act*.
- a) direct the Registrar to hold an election for Council Members; or
  - b) declare the candidates for Council to be elected by acclamation and direct the Registrar to hold an election for the remaining Council Member positions; or
  - c) declare the candidates for Council members to be elected by acclamation and direct the Executive Committee to appoint Members for the remaining positions.

## Voting Process

- 2.15** The Registrar shall set the date for an election annually in accordance with Article 2.04.
- 2.16** The Registrar shall establish procedures and set any necessary deadlines including procedures and deadlines relating to the receiving of nominations, candidate statements and votes.
- 2.17** Except for an election in which the Registrar has declared a candidate elected to Council by acclamation, the Registrar shall, at least 30 days before the date of an election, send to every Member entitled to vote in the election:
- a) access to an electronic ballot listing all eligible candidates;
  - b) instructions for voting, including information on the electronic voting process; and
  - c) each candidate's statement.
- 2.18** Any eligible voter who did not receive access to their election ballot must send their request for access in writing to the Registrar. The request must be sent from the Member's email address on file with the CRTO. The Registrar shall provide the Member with such access provided the request is received at least 48 hours before the election day.
- 2.19** A Member may cast as many votes on a ballot as there are Members to be elected from the electoral district in which the member is eligible to vote.
- 2.20** Only electronic ballots cast no later than 4:00 p.m. on the last day of the election period will be counted.
- 2.21** The candidate who receives the most votes for the position they are running for is elected.
- 2.22** A Member shall not cast more than one vote for any one candidate.
- 2.23** If there is a tie, the Registrar shall break the tie, by lot.

## By-Law 2: Council and Committees

- 2.24** A candidate may request a recount by giving written notice to the Registrar within ten (10) days of notification of the results of the election.
- 2.25** The Registrar shall hold the recount no more than fifteen (15) days after receiving the request.
- 2.26** The election process and the counting of votes will be overseen by an external third party (the “scrutineer”) selected by the Executive Committee. The scrutineer will be announced to the membership at the beginning of the nomination period.
- 2.27** As soon as feasible after the votes have been tallied, the Registrar shall:
- a) advise each eligible candidate of the results of the election, the number of votes they received and the candidate’s right to request a recount in accordance with article 2.24
  - b) report the results to the CRTO members and Council.

### Disqualification

- 2.28** A Council Member, a Professional Committee Appointee or a Public Committee Appointee is disqualified from sitting on the Council or committee if they:
- a) are found to have committed an act of professional misconduct or are found to be incompetent by a panel of the Discipline Committee;
  - b) are found to be incapacitated by a panel of the Fitness to Practise Committee;
  - c) become the subject of a discipline or incapacity proceeding;
  - d) fail, without reasonable justification, to attend two (2) meetings of the Council or of a Committee of which they are a member during their term;
  - e) fail, without reasonable justification, to attend a panel for which they have been selected;
  - f) fail to fulfil the duties of Council Member and Committee Appointee in accordance with Schedule A: Code of Conduct & Conflict of Interest of this By-Law;
  - g) breach the confidentiality policy of the CRTO;
  - h) in the case of districts 1, 2, 3, 4, 5 and 6, cease to practise and/or reside in the electoral district for which they were elected;
  - i) in the case of district 7, cease to be a faculty member for more than ninety (90) days;
  - j) in the case of an elected Council Member or a Professional Committee Appointee cease to hold a current General or Limited certificate of registration;
  - k) become or have been found by the Council to be:
    - i. an employee of the CRTO;
    - ii. an employee, director, officer, or elected member of a professional association, special interest group related to the profession; or
    - iii. an employee, director, officer, or elected member of a working group or Committee of an organization which develops examinations related to the profession; or

- iv. holding a position that could create an actual, potential, or perceived conflict of interest with respect to their Council duties.
  - l) have been found by the Council to have been ineligible for election or appointment in accordance with the By-Laws; or
  - m) fail, in the opinion of Council, to discharge properly or honestly any office to which they have been elected or appointed.
- 2.29**
  - a) A Council Member who is disqualified from sitting on the Council ceases to be a Council Member.
  - b) A Professional Committee Appointee who is disqualified ceases to be a Professional Committee Appointee.
  - c) A Public Committee Appointee who is disqualified ceases to be a Public Committee Appointee.
- 2.30** If the seat of an elected Council Member becomes vacant less than twelve (12) months before the expiry of the term of office, the Council may:
  - a) direct the Registrar to hold an election; or
  - b) leave the seat vacant.
- 2.31** If the seat of an elected Council Member becomes vacant twelve (12) months or more before the expiry of the term of office, the Registrar shall hold an election as soon as possible.
- 2.32** The term of a Council Member appointed or elected to fill a vacancy shall continue until the time the former Council Member's term would have expired.
- 2.33** A Council Member, Professional Committee Appointee or Public Committee Appointee who wishes to apply for employment with the CRTO must resign from the Council or Committee position before applying to the CRTO for employment.

### **3. CODE OF CONDUCT AND CONFLICT OF INTEREST FOR COUNCIL & COMMITTEE MEMBERS**

- 3.01** All Council and Committee Members shall abide by the Code of Conduct and the rules regarding Conflict of interest included in Schedule A of this By-Law.
- 3.02** The Code of Conduct for Council and Committee Members forms Schedule A of this By-Law. Council and Committee Members must sign the CRTO's Code of Conduct and Conflict of Interest Agreement prior to the start of each meeting.
- 3.03** Council shall be entitled to adopt such rules of order as it deems appropriate to govern the conduct of each Board meeting; provided that, in the event of a conflict between such rules of order and one or more provisions of the *RHPA*, the *Act* or the CRTO By-Laws, the provisions of the *RHPA*, the *Act*, or the By-Laws shall prevail.



**3.04** All Council and Committee Members shall abide by the Rules of Order included in Schedule B of this By-Law.

## **4. COUNCIL MEETINGS**

**4.01** The Council shall hold,

- a) at least four (4) regularly scheduled meetings per year, which shall be called by the President;
- b) special meetings which may be called by the President, or by any five (5) Council Members who deposit with the Registrar a written requisition for the meeting containing the matter or matters for decision at the meeting.

**4.02** Meetings of the Council shall take place in Ontario at a place, date and time designated by the President or the five (5) Council Members calling the meeting.

**4.03** The Registrar shall cause each Council Member to be notified of the place, date and time of a Council meeting at least fourteen (14) days before a meeting.

**4.04** Council meeting materials will be posted publicly at least two (2) weeks prior to the posted Council date. A supplemental posting for any updated or additional agenda items will be posted one (1) week before the meeting, as needed.

**4.05** The Registrar shall cause to be included in or with the notification of a special meeting the matter or matters for decision contained in the requisition of the meeting deposited with them.

**4.06** A Council Member may, at any time, waive notice of a meeting.

**4.07** A Council meeting may consider or transact,

- a) at a special meeting, only the matter or matters for decision at the meeting contained in the requisition deposited with the Registrar,
- b) at a regular meeting:
  - i. matters brought by the Executive Committee;
  - ii. recommendations from Committees;
  - iii. motions of which a notice of motion was given by a Council Member at the preceding Council meeting; and
  - iv. matters which the Council Members may agree to decide by a two-thirds (2/3) vote of those in attendance,
- c) at any meeting, routine and procedural matters in accordance with the rules of order as defined in Schedule B of this By-Law.

**4.08** A majority (more than 50%) of Council Members shall constitute a quorum.

**4.09** The President shall organize an agenda for each Council meeting.

- 4.10** The President, or their appointee for the purpose, shall preside over meetings of the Council.
- 4.11** Matters shall be decided by vote as follows:
- a) Making amending and revoking the By-Law and regulations shall require a two-thirds (2/3) majority vote of those Council Members in attendance.
  - b) Unless otherwise required by law or by this By-Law, every motion which properly comes before the Council may be decided by a simple majority of the votes cast at the meeting by those Council Members in attendance.
  - c) If there is a tie vote on a motion, the motion shall be defeated.
- 4.12** Except where a secret ballot is required, every vote at a Council meeting shall be by a show of hands but, if any two (2) Council Members so require, the presiding officer shall require the Council Members voting in the affirmative and in the negative, respectively, to stand until they are counted and, in either case, the presiding officer shall declare the result and their declaration is final.
- 4.13** The presiding officer shall cause minutes to be taken of the proceedings of the Council meeting, and the minutes, when approved at a subsequent Council meeting are prima facie proof of the accuracy of the contents of the minutes and are open to the public, except for those portions of the minutes which relate to parts of the meeting held *in-camera*.
- 4.14** Council meetings are open to the public in accordance with section 7 of the *Code*. Council may exclude the public from a meeting, or part of a meeting, as defined in the *Code* through an in-camera motion.
- a) If Council goes *in-camera* the meeting minutes must record the reason for the in-camera session. The in-camera portion of the meeting should last only as long as required to discuss the issue or portion of the issue that requires the *in-camera* session.
- 4.15** Any meetings of the Council may be held in any manner that allows all persons participating to communicate with each other simultaneously and instantaneously.
- 4.16** The rules of order in Schedule B of this By-Law apply to meetings of the Council and Committees. In all cases not provided for by these rules, the most recent edition of Roberts Rules of Order, as published from time to time, shall be followed so far as they may be applicable to the Council and Committees, provided that said Rules of Order are not inconsistent with the *RHPA*, the Regulations or By-Laws of the CRTO. Where such inconsistency exists, the *RHPA*, the Regulations or By-Laws of the CRTO shall govern.

## 5. EXECUTIVE COMMITTEE

- 5.01** The Executive Committee shall be elected from the sitting Council Members and composed of:
- a) three (3) Council Members who are Members of the CRTO; and
  - b) two (2) Public Council Members.
- 5.02** The President and Vice-President of the Council shall be included in the membership of the Executive Committee.
- a) The President of the Council shall be the Chair of the Executive Committee.
  - b) The Vice-President of the Council shall be the Vice-Chair of the Executive Committee.
  - c) If the immediate Past President is still a Council Member, but they are not elected to the Executive Committee, they shall be an ex-officio member of the Executive Committee without the right to vote or be counted for a quorum.
- 5.03** The Council shall, at the first meeting following each regularly scheduled election, or at least annually, elect from amongst those Council Members in attendance, a President, Vice-President, and three (3) other Council Members to the Executive Committee to hold office for a one (1) year term.
- 5.04** Nominations for the Executive Committee:
- a) The Registrar shall send a notice of elections and a call for nominations for the positions of President, Vice-President, and the three (3) additional members of the Executive Committee, to all Council Members by November 1 each year.
  - b) Candidates for election to the Executive Committee must be nominated by at least two (2) members of Council and cannot nominate themselves.
  - c) Nominations may be submitted at any time prior to the election, and additional nominations will be accepted from the floor on the day of the election.
  - d) Notwithstanding Article 5.05 (b) of this By-Law, where the Registrar does not receive sufficient interest for any of the five (5) Executive Committee positions by 21 days prior to the election date, a Nomination Committee will be established to seek nominations for those remaining Committee positions.
  - e) The Nomination Committee will consist of at least two (2) members of Council who are not running for election to the Executive Committee, at least one of whom shall be a public member and at least one of whom shall be a professional member.
- 5.05**
- a) The election of the President, Vice-President and Executive Committee shall be by secret ballot, in accordance with the policies and procedures approved by Council and, where more than two (2) Council Members are nominated, the nominee who receives the lowest number of votes on each ballot shall be deleted from nomination unless one nominee receives a majority of the votes cast on the ballot, and this procedure shall be followed until one (1) nominee receives a majority of the votes cast.
  - b) The election will be conducted by the Registrar and will be the first order of business at

the first Council meeting following a general election, or where there is no general election of Council Members, will correspond to the date of when the election would have been held in other years.

- c) The Registrar will make a call for nominations for the positions of President, Vice-President, and three other Executive Committee Members, proceeding in that order.
- d) Once all elections are completed the Registrar will ensure the ballots are destroyed.

- 5.06**
- a) If the office of the President becomes vacant, the Vice-President shall serve as President until the Council holds an election for the position of President at the next regular meeting or at a special meeting which the Vice- President may call for that purpose.
  - b) Any further Executive Committee vacancies shall be dealt with under Article 5.05 of this By-Law.

**5.07** Unless otherwise specified in this By-Law, the Executive Committee:

- a) annually selects and appoints the members, a Chair and Vice-Chair for each remaining Committee;
- b) oversees the financial management of the CRTO; and
- c) reviews the CRTO's annual operating budget for approval at the last Council meeting of the fiscal year.

**5.08** In selecting the members for each Statutory and Non-Statutory Committee, the Executive Committee shall:

- a) provide each Council Member, Public Committee Appointee and Professional Committee Appointee the opportunity to express their preferences with respect to committees;
- b) appoint Council Members, Public Committee Appointee and Professional Committee Appointees to sit on committees, giving due consideration to:
  - i. the preferences expressed by the members;
  - ii. the number of members required;
  - iii. the desirability of providing a mix of experienced and new members on committees;
  - iv. the skills and competencies of the members; and
  - v. any other relevant factors.
- c) for Professional Committee Appointees, appoint only from the pool of Professional Committee Appointees appointed pursuant to the By-Law.
- d) for Public Committee Appointees, appoint only from the pool for Public Committee Appointees appointed pursuant to the By-Laws.

**5.09** The President shall:

- a) fulfil the responsibilities of the position in accordance with the *RHPA*, the Regulations, the By-Laws and the Policies and Procedures of the CRTO;
- b) chair all meetings of the Council;

- c) be the Chair of the Executive Committee;
- d) administer the Registrar's performance appraisal; and
- e) attend all Committee meetings as they deem appropriate and with the express permission of the Committee chair.

**5.10** The Vice-President shall:

- a) generally assist the President;
- b) exercise the powers and duties of the President during the President's absence or inability to act;
- c) perform such other duties as may be assigned by the Council; and
- d) administer the Registrar's performance appraisal.

**5.11** Each Executive Committee Member shall perform such duties as may be assigned by the Executive Committee.

**5.12** A quorum shall consist of a majority of the voting members of the Committee, at least one of whom is a Public Council Member.

## **6. POWERS OF COUNCIL AND EXECUTIVE COMMITTEE**

**6.01** The Council shall have full power with respect to the affairs of the CRTO, including making, amending the By-Law and revoking Regulations. No Regulation or By-Law or resolution passed or made by the Council, or any other action taken by the Council, requires confirmation or ratification by the Members of the CRTO in order to become valid or to bind the CRTO.

**6.02** As set out in the *RHPA*, the Executive Committee has, between Council meetings, all the powers of Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make or amend the By-Law, or amend or revoke a Regulation.

## **7. COMMITTEES**

**7.01** Council may, from time to time, create Non-Statutory committees. The creation or dissolution of such a Committee requires a motion from Council. Non-Statutory Committees may be supported by legal and/or technical consultants as required.

**7.02** In appointing members to any Committee, Council Members, Public Committee Appointee or Professional Committee Appointees may be appointed unless the By-Law or policies of the CRTO provide otherwise.

**7.03** Appointments to Committees remain in effect until the member is re-assigned, resigns, retires or is disqualified.

- 7.04** Any Member of the Committee is eligible to be appointed as Chair or Vice-Chair by the Executive Committee. Appointments are made at the conclusion of the last Council meeting of the calendar year.
- a) The term of all Chair and Vice-Chair positions is one (1) year with the opportunity for reappointments.
  - b) Appointments to Chair and Vice Chair positions shall be made utilizing the CRTO's appointment guidelines.
- 7.05** Committee Chairs shall:
- a) preside over meetings of the Committee;
  - b) ensure minutes are recorded and review minutes prior to distribution to the Committee;
  - c) approve per diem and expense payment for Committee Members;
  - d) identify attendance or other problems with Committee Members.
- 7.06** Committee Vice-Chairs shall:
- a) assist the Committee Chair;
  - b) exercise the duties of the Chair during the Chair's absence or inability to act; and
  - c) perform other may be assigned by the Chair.

## **8. REGISTRATION COMMITTEE**

- 8.01** The Registration Committee shall consist of at least five (5) voting members with:
- a) at least one (1) Professional Council Member;
  - b) at least one (1) Public Council Member;
  - c) at least two (2) Professional Committee Appointees;
  - d) an academic member of Council; and
  - e) up to one Public Member Appointee.
- 8.02** A panel of the Registration Committee shall consist of at least three (3) members of the Committee, at least one of whom must be a Professional Council Member or Professional Committee Appointee, and at least one of whom must be a Public Council Member.

## **9. INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE**

- 9.01** The Inquiries, Complaints and Reports Committee shall consist of at least eight (8) voting members with:
- a) at least two (2) Professional Council Members;
  - b) at least two (2) Public Council Members;
  - c) at least two (2) Professional Committee Appointees; and
  - d) up to one (1) Public Member Appointee.

- 9.02** A panel of the Inquiries, Complaints and Reports Committee shall consist of at least three (3) members of the Committee, at least one of whom must be a Professional Council Member or Professional Committee Appointee, and at least one of whom must be a Public Council Member.

## **10. DISCIPLINE COMMITTEE**

- 10.01** The Discipline Committee shall consist of at least five (5) voting members with:

- a) at least one (1) Professional Council Member;
- b) at least two (2) Public Council Members;
- c) at least one (1) Professional Committee Appointee; and
- d) up to one (1) Public Member Appointee.

## **11. FITNESS TO PRACTISE COMMITTEE**

- 11.01** The Fitness to Practise Committee shall consist of at least five (5) voting members with:

- a) at least one (1) Professional Council Member;
- b) at least two (2) Public Council Members;
- c) at least one (1) Professional Committee Appointee; and
- d) up to one (1) Public Member Appointee.

## **12. QUALITY ASSURANCE COMMITTEE**

- 12.01** The Quality Assurance Committee shall consist of at least five (5) voting members with:

- a) at least one (1) Professional Council Member;
- b) at least one (1) Public Council Member or Public Committee Appointee; and
- c) at least two (2) Professional Committee Appointees.

- 12.02** A panel of the Quality Assurance Committee shall consist of at least three (3) members of the Committee, at least one of whom must be a Professional Council Member or Professional Committee Appointee, and at least one of whom must be a Public Council Member or Public Committee Appointee.

## **13. PATIENT RELATIONS COMMITTEE**

- 13.01** The Patient Relations Committee shall consist of at least five (5) voting members with:

- a) at least one (1) Professional Council Member;
- b) at least one (1) Public Council Member or Public Committee Appointee; and
- c) at least two (2) Professional Committee Appointees.

## 14. COMMITTEE MEETINGS

- 14.01 Each Committee shall meet at the call of its Chair, at a place in Ontario, subject to Article 14.09 of this By-Law, on a date and time designated by the Chair.
- 14.02 Committees shall operate in accordance with the Policies and Procedures of the CRTO.
- 14.03 No formal notice is required for a meeting of a Committee, but reasonable efforts will be made to notify all the Committee Members informally of every meeting and to arrange meeting dates and times for the convenience of the Committee Members.
- 14.04 Committee meeting materials are posted at least one (1) week prior to the scheduled Committee meeting date.
- 14.05 Unless otherwise provided in the *Code* or specified in the By-Law, a majority (more than 50%) of the actual members of a Committee constitutes a quorum.
- 14.06 The Chair, or their appointee for the purpose, shall preside over meetings of the Committee.
- 14.07 Every motion which comes before a Committee may be decided by a majority of the votes cast at the meeting, including the presiding officer's and, in the case of a tie vote, the motion is defeated.
- 14.08 The presiding officer shall cause minutes to be taken of the proceedings of the Committee meeting.
- 14.09 Meetings of any Committee or of panels, may be held in any manner that allows all persons participating to communicate with each other simultaneously and instantaneously. This includes in person, by teleconference, by videoconference, or other means that satisfy Committee Members.

## 15. REMUNERATION

- 15.01 The fees payable for honoraria and expenses of Council, Committees and Working Group members who are Members of the CRTO shall be as set in Policy.
- 15.02 Council Members who are appointed by the Lieutenant Governor in Council will be paid honoraria and expenses by the Health Boards Secretariat of the Government of Ontario.

## 16. INDEMNIFICATION AND DIRECTORS' INSURANCE

- 16.01 Every Council Member, Professional Committee Appointee, Public Member Appointee, officer, employee or appointee of the CRTO, including independent contractors, assessors, investigators and inspectors, and each of their heirs, executors, administrators and estate, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the CRTO from and against:



- a) any liability and all costs, charges and expenses that such person sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against such person for or respect of anything done or permitted by the person in respect of the execution of the duties of such person's office; and
- b) subject to the Policies and Procedures of the CRTC and the Government of Ontario, all costs, charges or expenses that such person sustains or incurs in respect of the affairs of the CRTC, except any liability or costs, charges or expenses occasioned by such person's wilful neglect or default.

**16.02** The CRTC shall at all times maintain “Errors and Omissions Insurance” covering the Council Members and Committees, staff members, independent contractors or officers of the CRTC.



## Schedule A of By-Law 2: Council and Committees

### 1. CODE OF CONDUCT

The Code of Conduct applies to all Council and Committee Members of the CRTO. They must earn and preserve the confidence of the public by demonstrating a high standard of ethical and professional conduct, ~~carry out and fulfill their expectations and obligations~~ carry out and fulfill their expectations and obligations to meet the CRTO's public protection mandate, support strong governance practices, and safeguard the integrity of the CRTO.

The Code of Conduct is broken down into four core values and the principles that exemplify them.

#### Fiduciary Duties

Council and Committee Members stand in a fiduciary relationship to the CRTO and they must:

- 1.01** Act honestly, objectively, in good faith, and in the best interest of the CRTO consistent with its mandate to protect the public and this duty supersedes any loyalties to other organizations, associations, persons or personal or professional interests.
- 1.02** Uphold the decisions made by a majority of the Council and Committees, regardless of the level of prior disagreement.
- 1.03** Adhere to the CRTO's established governance model.

#### Accountability and Competence

Council and Committee Members are accountable to the public for their decisions and actions, and they must:

- 1.04** Exercise all powers and discharge all responsibilities in good faith and in the best interests of the CRTO consistent with its mission statement, goals and objectives, and its mandate to protect the public.
- 1.05** At all times conduct themselves in a way that protects the CRTO's reputation, and in particular, act with fairness, honesty, and integrity.
- 1.06** Be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991* ("RHPA") and its regulations and the *Code*, the *Respiratory Therapy Act 1991*, Regulations, and the By-Laws and Policies- and Procedures of the CRTO.
- 1.07** Participate in all required orientation and training sessions.
- 1.08** Regularly attend all Council and/or Committee meetings including by reviewing all materials in advance, being on time and engaging constructively in discussions in a respectful and courteous manner, recognizing the diverse background, skills and experience of all other Council Members, Committee Members, and staff.

### Code of Conduct & Conflict of Interest

- 1.09 Respond to communications from staff, Council and Committee Members regarding Council and Committee business, in a timely manner.
- 1.10 Strictly abide by the Confidentiality Agreement with the CRTO, the Confidentiality Policy ~~and~~ [Procedure](#) of the CRTO, and the confidentiality provisions of the *Regulated Health Professions Act, 1991* and the *Code*.

### Integrity

Council and Committee Members are committed to maintaining the highest standards of professional and personal conduct and they must:

- 1.11 Conduct themselves in a manner that respects the integrity of the CRTO by striving to be fair, impartial, and unbiased in their decision making.
- 1.12 Avoid and, where that is not possible, declare any appearance of or actual conflicts of interest and comply with CRTO's By-Laws and Policies relating to conflict of interest.
- 1.13 Preserve confidentiality of all information before the Council or Committee unless disclosure has been authorized by the Council or is otherwise permitted under the *RHPA*.
- 1.14 Maintain appropriate decorum in all Council and Committee meetings by adhering to the rules of order adopted by the CRTO Council.
- 1.15 Refrain from speaking, or appearing to speak, on behalf of the CRTO, unless explicitly authorized to do so by the Registrar or Executive Committee.
- 1.16 Refrain from engaging in any discussions with other Council or Committee Members that take place outside the formal Council or Committee decision-making process that are intended to influence the decisions that the Council or a Committee makes.
- 1.17 Respect the boundaries of staff whose role is not to report to or work for individual Council or Committee Members including not contacting staff members directly except on matters where the staff member has been assigned to provide administrative support to the Council or Committee or where otherwise appropriate.
- 1.18 Maintain appropriate boundaries with all other Council Members, Committee Members and staff, including refraining from behaviour that may reasonably be perceived as discriminatory or as verbal, physical or sexual abuse or harassment, and intervening when observing such behaviour by others.

### Diversity and Inclusion

Council and Committee Members lead by example to support and respect the individuality and personal values of their colleagues and staff, they must:

- 1.19 Promote a culturally safe environment, recognizing and supporting inclusiveness and diversity of all people.

**Code of Conduct & Conflict of Interest**

- 1.20** Be respectful of different viewpoints or positions that may be expressed, in good faith, by other Council and Committee Members during Council or Committee deliberations.
- 1.21** Support an environment for Council, Committee Members, staff, registrants, stakeholders, and rights holders that is free from bullying, harassment, whether sexual or otherwise, physical or verbal abuse, threats or violence.

## **2. CONFLICT OF INTEREST**

### **Definition**

- 2.01** Council Members and Committee Members shall not carry out their duties when they are in a conflict of interest.
- 2.02** A conflict of interest may be actual, potential or perceived.
  - a) A conflict of interest exists where a reasonable person could conclude that the personal or private interests of the individual Council Member 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 Council Member or Committee Member.
  - b) An actual conflict exists when (1) the member has a private interest, (2) the member knows of the private interest, and (3) there is sufficient connection between the private interest and the member's public responsibilities to influence the performance of them.
  - c) A potential conflict exists as soon as a real conflict is foreseeable.
  - d) A perceived conflict exists when there is a reasonable apprehension, which reasonably well-informed persons could properly have, that a conflict of interest exists.
- 2.03** It is not a conflict of interest for a Council Member or a Committee Member to:
  - a) participate in a matter that affects all or most CRTO Members similarly unless the Member has an interest over and above that of all or most CRTO Members or the impact of the interest on the member is substantially greater than that of all or most other members;
  - b) participate in a matter that affects all or most public members similarly unless the public member has an interest over and above that of other public members or the impact of the interest on the public member is substantially greater than that of all or most other public members;
  - c) accept reasonable, usual and customary hospitality.

### Avoiding a Conflict of Interest

- 2.04** A Council Member or Committee Member who has, or believes they have, a conflict of interest in a matter before the Council, a Committee or a panel shall:
- a) declare the conflict to the President, Registrar or Committee Chair at the earliest opportunity;
  - b) not participate in the discussion of or voting on the matter; and
  - c) withdraw from the meeting, or in the case of a Council meeting that is open, withdraw from the Council table, for any discussion of or voting on the matter.
- 2.05** Council Members and Committee Members, related persons and related companies who wish to enter into contracts with the CRTO within one year of the end of their appointment or term, will have their proposals or applications referred to the Executive Committee for consideration, for the purpose of avoiding conflicts of interest.
- 2.06** Any Council Member or Committee Member who believes another Council Member or Committee Member has a conflict in relation to an issue before Council, a Committee or a panel which has not apparently been declared, may discuss the issue with the Council Member or Committee Member. If the matter is not resolved to the satisfaction of the Council Member or Committee Member who perceives the conflict, that Council Member or Committee Member shall discuss it with the President, Registrar or Committee Chair, or raise it as a point of order in the meeting. If the President, Registrar or Committee Chair is unable to resolve the issue, it shall be brought to Council (unless it is inappropriate to do so, for example, in a matter arising on a Panel for a hearing) to determine if a conflict of interest exists. The decision of Council, as to whether or not a conflict of interest exists, is final.
- 2.07** A Council Member or Committee Member who acts in a conflict of interest is subject to disqualification under By-Law 2: Council and Committees, Article 2.28.
- 2.08** All declared conflicts and their resolution shall be recorded.

### Managing Personal Bias

- 2.09** Council Members or Committee Members dealing with a member-specific matter must be impartial and appear to those present to be impartial.
- 2.10** Bias may be defined as holding, or appearing to hold, a preformed judgment or opinion or forming a judgment or opinion without thoughtful examination of all the facts, issues, and arguments. In any proceeding it is essential that the decision-makers be free of conflict of interest and bias. There are four (4) common ways in which a reasonable apprehension of bias may be created:
- i. where a relationship exists between a Council Member or Committee Member and a participant in the proceeding;
  - ii. by the conduct of a Council Member or Committee Member during the proceeding;

**Code of Conduct & Conflict of Interest**

- iii. through prior involvement or prejudgment by a Council Member or Committee Member;
  - iv. where a Council Member or Committee Member has a conflict of interest.
- 2.11** A close relationship, either personal or business, between a Council Member or Committee Member and the subject of the proceeding, the subject matter of the proceeding, or a participant in a proceeding may create an apprehension of bias. Such relationships include:
- a) relatives, personal friends, neighbours and acquaintances;
  - b) business partners or professional acquaintances;
  - c) persons with whom the panel member had a dispute in the past;
  - d) employer/employee and student/teacher relationships; or
  - e) practising in close association with (e.g., in the same hospital).

In deciding whether the relationship constitutes an appearance of bias, one must consider the nature and extent of the relationship, what type of information would pass between the panel member and participant, how long ago the relationship existed, the nature and size of the profession and the CRTO's policy in such matters.



## Schedule B of By-Law 2: Council and Committees

### 1. RULES OF ORDER OF THE COUNCIL AND COMMITTEES

- 1.01** When any Council or Committee Member wishes to speak, they shall so indicate by raising their hand, and shall address the presiding officer and confine themselves to the question under discussion.
- 1.02** When two (2) or more Council or Committee Members raise their hand to speak, the presiding officer shall call upon one Member to speak first.
- 1.03** No Council or Committee Member, shall interrupt another Council or Committee Member except to raise a point of order. The interrupting Council or Committee Member shall confine themselves strictly to the point of order.
- 1.04** Any Council or Committee Member in speaking or otherwise who transgresses these rules, if called to order either by the presiding officer or on a point raised by another Council or Committee Member, shall immediately cease speaking while the point is being stated, after which they may explain and shall then obey the decision of the presiding officer.
- 1.05** A Council or Committee Member may speak only once upon any question, except:
- a) in explanation of a material point of their speech which may have been misquoted or misunderstood, but then they are not to introduce any new matter or argument;
  - b) the proposer of a substantive motion, who shall be allowed a reply which shall close the debate, or
  - c) with the permission of the presiding officer.
- 1.06** No Council or Committee Member may speak longer than seven (7) minutes upon any question except with the permission of the presiding officer.
- 1.07** When the question under discussion contains distinct propositions, any Council or Committee Member may require the vote upon each proposition to be taken separately.
- 1.08** When the presiding officer puts the question, no Council or Committee Member shall enter or leave the chamber, and no further debate is permitted.
- 1.09** Any question when once decided by the Council or Committee Members shall not be reintroduced within six (6) months except by a two-thirds (2/3) majority vote of the members in attendance.
- 1.10** All motions shall be recorded and seconded, before being debated. When a motion is seconded, it may be re-read by the presiding officer or their designate. When the question under

**Rules of Order of the Council and Committees**

discussion has not been printed and distributed, any Council or Committee Member may require it to be at any time during the debate, but not so as to interrupt a member while speaking.

- 1.11** A Council or Committee Member who has made a motion may withdraw the same without the permission of the seconder or the consent of the Council or Committee. Rule 1.10 does not prevent another Council or Committee Member from making the same motion.
- 1.12** The presiding officer shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council or Committee without debate. In explaining a point of order or practice, they shall state the rule or authority applicable to the case.
- 1.13** When a question is under debate, no motion is received except to amend it, to postpone it (which may be indefinitely or to a day or time certain), to put the question, to adjourn the debate, to adjourn the meeting, or to refer the question to a Committee.
- 1.14** A motion to amend the main question shall be disposed of before the main question is decided and, where there is more than one motion to amend, they shall be decided in the reverse order to which they were made.
- 1.15** Whenever the presiding officer is of the opinion that a motion offered to the Council or Committee is contrary to these rules or the By-Law, they shall apprise the Council or Committee thereof immediately, rule the motion out of order, and quote the rule or authority applicable to the case.





College of Respiratory  
Therapists of Ontario

---

Ordre des thérapeutes  
respiratoires de l'Ontario

# By-Law 3: Membership

Approved by Council: March 3, 2023

By-Laws are approved by Council and form part of the operational guidelines for CRTO staff to administer the policies, regulations and legislation.

# TABLE OF CONTENTS

<b>1. DEFINITIONS</b> .....	<b>3</b>
<b>2. THE REGISTER</b> .....	<b>4</b>
ADDITIONAL INFORMATION IN THE REGISTER .....	4
CONSIDERATIONS .....	5
<b>3. DUTY TO PROVIDE INFORMATION</b> .....	<b>5</b>
<b>4. FEES</b> .....	<b>7</b>
SCHEDULE OF FEES .....	7
APPLICATION FEES .....	7
ANNUAL FEES .....	7
LATE PENALTY FEE .....	8
REINSTATEMENT FEE .....	8
OTHER FEES .....	8
FEE REFUNDS .....	9
FEE INCREASES .....	9
<b>5. PROFESSIONAL INCORPORATIONS</b> .....	<b>9</b>
<b>6. PROFESSIONAL LIABILITY INSURANCE</b> .....	<b>10</b>

## 1. DEFINITIONS

**1.01** In this By-Law, and in any other By-Law of the CRTO, unless otherwise defined or required by the context of the specific provision, the following words and phrases shall have the meanings set out below:

**Act**

The *Respiratory Therapy Act, 1991*, as amended from time to time and the regulations made under it

**Code**

The *Health Professions Procedural Code*, being Schedule 2 of the *Regulated Health Professions Act*

**CRTO**

The acronym for the College of Respiratory Therapists of Ontario

**Fees**

The fees payable to the CRTO by a member or applicant

**Member**

Unless further defined, or the context indicates otherwise, is an individual who holds a certificate of registration with the CRTO

**Panel**

A sub-group of a Committee of the CRTO

**Policies and Procedures**

The documented processes or courses of action undertaken by the CRTO in response to recurring issues

**Proceeding**

Any action or process undertaken related to the investigation, hearing or restriction (i.e., terms, conditions and limitations (TCLs) or suspension of a certificate of registration) of a Member's practice

**Profession**

The profession of Respiratory Care or Respiratory Therapy

**Registrar**

Person hired by the Council to act as Chief Executive Officer for the CRTO as required by the *Code* and as described in By-Law 1: General CRTO Administration, Article 4; includes a person

appointed as Acting Registrar by the Council during a vacancy in the office of the Registrar or during the disability or prolonged absence of the Registrar

**Respiratory Therapist**

A Member of the CRTO

**Respiratory Therapy**

As defined in the *Act* as the providing of oxygen therapy, cardio-respiratory equipment monitoring and the assessment and treatment of cardio-respiratory and associated disorders to maintain or restore ventilation; includes the practice of Respiratory Care

**RHPA**

The *Regulated Health Professions Act, 1991*, as amended from time to time and includes the *Code*

## 2. THE REGISTER

**2.01** The Registrar shall maintain a register in accordance with section 23 of the *Code* and in accordance with Regulation 261/18 made under the *RHPA*.

### Additional Information in the Register

In addition to the information set out in subsection 23(2) of the *Code*, the Register shall contain the following publicly available information:

- 2.02** If there have been any changes to the Member's name since the date of the Member's initial application for registration, the former name(s) of the Member;
- 2.03** The name, address and telephone number of every employer for whom the Member is employed as a respiratory therapist and, if the Member is self-employed as a respiratory therapist, the address and telephone number of every location where the Member practices other than addresses of individual clients;
- 2.04** For each practice location the area of practice identified by the Member as their "main area of practice";
- 2.05** The language(s) in which the Member is able to provide respiratory therapy services;
- 2.06** The Member's registration number;
- 2.07** The Member's current registration status;
- 2.08** The date on which the Member's current certificate was issued and cessation or expiration date;
- 2.09** If the Member ceased to be a Member, a notation specifying the reason for the cessation of Membership and the date on which the Member ceased to be a Member;

## By-Law 3: Membership

- 2.10** Where a Member has been charged with an offence under the *Criminal Code of Canada*, *Health Insurance Act*, *Controlled Drugs and Substances Act (Canada)*, or any other charge that relates to the Member's suitability to practice, the fact and content of the charge, the date and place of the charge, where applicable bail conditions, and, where known the date and outcome of the charge(s);
- 2.11** Information about a finding by a court that the Member has been found guilty of an offence under the *Health Insurance Act*, or any other offence that relates to the Member's suitability to practise, including:
- i. the date and a summary of the finding,
  - ii. the date and the sentence imposed, if any, and
  - iii. where the finding is under appeal, a notation to that effect;
- 2.12** Any information jointly agreed to be placed on the register by the CRTO and the Member;
- 2.13** The name and location of practice, if known, of individuals reported to the CRTO for holding themselves out as respiratory therapists or as qualified to practise as a respiratory therapist or in a specialty of respiratory therapy, in accordance with S.9 of the *Respiratory Therapy Act, 1991*.

## Considerations

- 2.14** In the event that the Member is not employed or not self-employed as a respiratory therapist a notation shall be made on the register to indicate the Member does not have a business address.
- 2.15** In the event that the Member's business address is the same as the Member's residential address, the Member shall provide a designated business address if the Member does not want their residential address to be posted as their business address for the purposes of the CRTO's public register.
- 2.16** Information that is subject to a publication ban shall not be placed in the register.

## 3. DUTY TO PROVIDE INFORMATION

- 3.01** In addition to the information listed in Articles 2.01 to 2.16 of this By-law, if requested in a manner determined by the Registrar, Members shall immediately provide the following information about the Member to the CRTO:
- a) address and phone number of primary residence;
  - b) date of birth;
  - c) languages spoken;
  - d) preferred email address;
  - e) information related to entry to practice examination results;
  - f) information related to respiratory therapy or related education;
  - g) information related to employment history;

- h) proof of professional liability insurance;
- i) employment information for each practice location, including:
  - i. title and position;
  - ii. employment category and status;
  - iii. name of supervisor;
  - iv. employer facsimile number;
  - v. a description of respiratory therapy activities; and
  - vi. areas of practice.
- k) information for the purpose of Ministry health human resources planning as required under section 36.1 of the *RHPA*;
- l) information about participation in the Quality Assurance Program;
- m) information about any charge on or after January 1, 2016:
  - i. under the *Criminal Code of Canada*, including any bail conditions;
  - ii. under the *Health Insurance Act*;
  - iii. related to prescribing, compounding, dispensing, selling or administering drugs;
  - iv. that occurred while the member was practicing or that was related to the practice of the member (other than a municipal by-law infraction or an offence under the *Highway Traffic Act*);
  - v. relating to the member's impairment or intoxication; or
  - vi. any other charge or offence relevant to the member's suitability to practise the profession.
- n) information about any finding by a court made after June 3, 2009 of professional negligence or malpractice against the member;
- o) information regarding professional registration and conduct; and
- p) information related to professional corporations as required by section 23(2) of the *Code* and Article 5 of this By-Law.

**3.02** Within thirty (30) days of the effective date of the change, Members shall notify the CRTO in writing of any change in the information provided on their previous registration renewal form or application for registration form, including:

- a) name(s);
  - i. The Member must provide information satisfactory to the Registrar confirming that the Member has legally changed their name; and
  - ii. The Registrar must be satisfied that the name change is not for any improper purpose.
- b) address and telephone number of the member's primary residence;

- c) member's business name, address telephone and facsimile number;
- d) preferred email address;
- e) employment status;
- f) conduct information as noted in Article 3.01(m-o) of this By-law; and/or
- g) information related to professional corporations as required by section 23(2) of the *Code* and Article 5 of this By-Law.

## 4. FEES

### Schedule of Fees

**4.01** The CRTO shall maintain a Schedule of Fees that is available on the CRTO's website.

### Application Fees

**4.02** There is a non-refundable application fee for a General, Graduate, ~~or~~ Limited or Emergency certificate of registration.

**4.03** A Member applying for a change in class of certificate of registration shall be exempt from paying the application fee.

### Annual Fees

**4.04** In this Article, "fiscal year" means the CRTO's membership year that begins on March 1 and ends on the last day of the following February.

**4.05** Every Member registered with a General, Graduate, Limited or Inactive certificate of registration shall pay the annual fee before March 1 of each year.

**4.06** For applicants who have been approved for registration with the CRTO, the annual fee for a General, Graduate or Limited certificate of registration is prorated on a quarterly basis, as defined in the Schedule of Fees.

**4.07** Where a Member holding an Inactive certificate of registration is reissued a General or Limited certificate of registration, in accordance with the Registration Regulation and the By-Laws, the annual fee for the year in which the General or Limited certificate is reissued is prorated on a quarterly basis.

**4.08** The Registrar shall notify each Member of the amount of the annual fee and the day on which the fee is due. The Member's obligation to pay the annual fee remains even if the Member fails to receive such notice.

### **Emergency Certificate Registration Fees**

4.XX Every applicant who has been approved for registration in the Emergency Class shall pay the Emergency Certificate Initial Registration fee, as set in the Schedule of Fees, before the Emergency certificate issue date.

4.XX Where applicable, every Member registered with an Emergency certificate of registration shall pay the Emergency Certificate Registration Renewal fee, as set in the Schedule of Fees, on or before the certificate expiry date.

### **Late Penalty Fee**

4.09 If a Member registered with a General, Graduate, ~~or~~ Limited or Inactive certificate of registration fails to pay the annual fee on or before the day on which the fee is due, the Member shall pay a penalty fee in addition to the annual fee.

~~4.10 If a Member registered with an Inactive certificate or registration fails to pay the annual fee on or before the day on which the fee is due, the Member shall pay a penalty fee in addition to the annual fee.~~

4.11 If a Member fails to submit the completed registration renewal by the date it is due, then the Member shall pay a penalty as if the Member had failed to pay the annual fee on time.

4.12 If a Member fails to complete any obligation outlined in the CRTO Professional Development Program Policy by the established deadline, one post-deadline reminder will be sent by the CRTO. If the Member does not complete the obligation within fifteen (15) days of the sent date of the reminder notice, they will be charged a penalty fee as outlined in the CRTO Schedule of Fees.

### **Reinstatement Fee**

4.13 There is a fee for reinstating a certificate of registration that has been suspended under subsection 65(1) of the Registration ~~R~~Regulation or section 24 of the *Code*.

### **Other Fees**

4.14 Where consideration of an application for a certificate of registration involves an evaluation by the CRTO of the applicant's educational program, additional training, or experience, the applicant shall pay an evaluation fee, as set in the Schedule of Fees.

4.15 A fee shall be payable by a Member where payment is made by cheque, and the cheque is returned to the CRTO due to insufficient funds.



## By-Law 3: Membership

**4.16** At renewal time, if a payment with non-sufficient funds (NSF) is received by the CRTO on March 1, an additional late penalty fee may be charged.

### Fee Refunds

**4.17** A fee paid under this Article is non-refundable with the following exceptions;

**4.18** The Registrar shall issue a refund to a Mmember who has paid the annual fee and,

- a) who resigns their General, Graduate or Limited certificate between March 1 and November 30;
- b) who changes their General or Limited certificate to Inactive between March 1 and November 30; or
- c) whose Graduate certificate expires between March 1 and November 30.

**4.19** The amount of the refund will be equal to the annual fee paid *minus* the following:

- 25% of the annual fee paid – if the change in membership occurs between March 1 and May 31
- 50% of the annual fee paid – if the change in membership occurs between June 1 and August 31
- 75% of the annual fee paid – if the change in membership occurs between September 1 and November 30.

### Fee Increases

**4.20** At each fiscal year, the fees set out in the Schedule of Fees shall be increased by an amount to offset increases in the Cost of Overhead and Operations (COO). That amount shall meet or exceed the percentage increase, if any, in the Consumer Price Index for goods and services in Ontario as published by Statistics Canada or any successor organization, unless the Council decides to waive a fee increase for that year.

## 5. PROFESSIONAL INCORPORATIONS

**5.01** There is a fee for the issuance of a certificate of authorization, including for any reinstatement of a certificate of authorization, of a professional corporation.

**5.02** There is a fee for the annual renewal of a certificate of authorization.

**5.03** There is a fee for the issuing of a document or certificate respecting a professional corporation.

**5.04** Every member of the CRTO shall, for every professional corporation of which the member is a shareholder, provide in writing the following information on the application and annual renewal forms, upon the written request of the Registrar within fifteen (15) days and upon any change in the information within fifteen (15) days of the change:

- (1) the name of the professional corporation as registered with the Ministry of Government and Consumer Services;

### By-Law 3: Membership

- (2) any business names used by the professional corporation;
- (3) the name, as set out in the register, and registration number of each shareholder of the professional corporation;
- (4) the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;
- (5) the head office address, telephone number, facsimile number and email address of the professional corporation;
- (6) the address and telephone number of the major location or locations at which the professional services offered by the professional corporation are provided; and
- (7) a brief description of the professional activities carried out by the professional corporation.

**5.05** The information specified in Article 5.04 of this By-Law is designated as public for the purposes of paragraph 4 of subsection 23(3) of the *Code*.

**5.06** The Registrar may issue a revised Certificate of Authorization to the corporation if the corporation changes its name after the certificate of authorization has been issued to it and provides proof of name change to the Registrar.

## **6. PROFESSIONAL LIABILITY INSURANCE**

**6.01** A Member engaging in the practice of respiratory therapy shall carry professional liability insurance with the following characteristics:

- a) the minimum coverage shall be no less than \$2,000,000 per occurrence;
- b) the aggregate coverage shall be no less than \$4,000,000;
- c) if coverage is through a “claims made” policy, an extended reporting period provision of at least two (2) years;
- d) any deductible must be \$1,000.00 or less per occurrence;
- e) any exclusionary conditions and terms must be consistent with standard industry practice with respect to insurance of this type;
- f) the insurer must be licensed with the Financial Services Commission of Ontario or the Office of the Superintendent of Financial Institutions of Canada; and
- g) the Member must be personally insured under the insurance policy.

### **Sexual Abuse Therapy and Counselling Fund Endorsement**

**6.02** The professional coverage must include proof of a sexual abuse therapy and counselling fund endorsement that,

### By-Law 3: Membership

- a) provides coverage for therapy and counselling for every person eligible for funding under subsection 85.7(4) of the *Code*; and
- b) provides coverage, in respect of each such eligible person, for the maximum amount of funding that may be provided for the person under the *Regulated Health Professions Act, 1991*, for therapy and counselling as a result of sexual abuse by the Member.

## Appendix D

# Schedule of Fees

<https://www.crto.on.ca/members/schedule-of-fees/>

<b>Registration</b>	<b>2024-2025</b> (Mar 1, 2024 – Feb 28, 2025)
Application Fee	\$75
<b>Annual Registration Fee</b>	
General Certificate	\$700
Graduate Certificate	\$700
Limited Certificate	\$700
Inactive Certificate	\$125
<b>Emergency Certificate Registration Fee</b>	
Emergency Certificate Initial Registration	\$350
Emergency Certificate Renewal	\$350
<b>Prorated Fees for Registration*</b> (General, Graduate or Limited Certificates)	
March 01 – May 31	\$700
June 01 – Aug. 31	\$525
Sept. 01 – Nov. 30	\$350
Dec. 01 – end Feb.	\$175
<b>Fee Refunds*</b> (General, Graduate or Limited Certificates)	

	Annual fee minus:
March 01 – May 31	\$175
June 01 – Aug. 31	\$350
Sept. 01 – Nov. 30	\$525
Dec. 01 – end Feb.	No fee refund

### Late Fees

General, Graduate or Limited Certificate	\$162.50
Inactive Certificate	\$50
Late PDP Submission	\$25

### Reinstatement Fees

Reinstatement from Suspension	\$325
-------------------------------	-------

### Other Fees

Fee for NSF Cheque	\$45
Entry-to-Practice Competency Assessment Appeal Fee	\$250

### Competency Assessment

Phase 1 & 2 – Program Review and Interview	\$500
Phase 3 – Clinical Skills Assessment	TBD

### Professional Incorporation Fees

Issuing a Certificate of Authorization	\$650
Annual Renewal Fee for Corporations	\$650

*\* There is no pro-rating for Inactive certificates*

# Council Briefing Note

**AGENDA ITEM # 6.3**

**December 1, 2023**

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	2023 College Performance Measurement Framework
<b>Purpose:</b>	For Information
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	Appendix A - College Performance Measurement Framework (CPMF): CRTC 2022 Summary Report

## **PUBLIC INTEREST RATIONALE:**

The College of Respiratory Therapists of Ontario (CRTC) regulates the practice of Respiratory Therapy in the public interest. In serving the public interest, the CRTC is expected to work in collaboration with the government and other relevant agencies. The College Performance Measurement Framework (CPMF) was developed by the Ontario Ministry of Health (MOH) with the intention of:

1. Strengthening the accountability and oversight of Ontario’s health regulatory Colleges and
2. Helping Colleges improve their performance.

## **ISSUE:**

Beginning in 2020, health regulatory Colleges in Ontario have been required to annually complete and submit the CPMF reporting tool, along with all supporting documentation. The reports are submitted at the end of March and encompass the College’s activities for the prior calendar year. Each year, once the report is submitted, the CRTC creates a summary report highlighting achievements and improvement opportunities. These items are essential to the CRTC’s Strategic Direction and Key Priorities.

The MOH has not yet disseminated the 2023 CPMF reporting tool to the Ontario regulators. However, it is anticipated that this will become available by mid-December and that the template will not differ substantially from the previous year. In the meantime, the CRTC continues to work toward achieving its objectives as identified in the CPMF.

## **BACKGROUND:**

In the 2022 CPMF, there were 50 measures, and for each, we were required to self-declare

whether we met the criteria by stating “yes”, “partially” or “no.” For that year, our overall score was as follows:

- Yes – 39
- Partially – 10
- No – 1

When the response was “partially” or “no,” we were required to briefly outline our objectives for meeting the criteria in 2023. Below is a summary of the status of those objectives.

<b>Domain</b>	<b>Objective</b>	<b>Status</b>
<b>Governance</b>	Complete the development of a Council & Committee Member Competency Profile.	Being presented for approval at the December Council meeting
	Finalize the pre-nomination Council and Committee Orientation eLearning module.	Completed
	Update the Annual Board Affiliation & Conflict of Interest form.	Completed
	Complete the Council Effectiveness Evaluation Framework.	Being presented for approval at the December Council meeting
	Validate the CRTO’s Reserve Policy.	Completed
<b>Resources</b>	Incorporate the strategies for accidental disclosure of confidential information into our organizational Risk Management Framework.	Completed
	Update the feedback form to be completed by complainants after the disposition of their complaint.	We are finalizing the questions and template for the feedback form and aiming to present it to the PRC early in 2024.
<b>Suitability to Practice</b>	Develop a Risk Register.	Completed
<b>Measurement, Reporting, and Improvement</b>		

#### **NEXT STEPS:**

Once the CRTO receives the 2023 CPMF reporting tool, staff will begin work on inputting all the necessary information and will submit it to the MOH by the March 31, 2024, deadline.

## Appendix A

### College Performance Measurement Framework (CPMF): CRTO 2022 Summary Report

#### Background

---

The CPMF was developed by the Ontario Ministry of Health (MOH) to answer the question, “how well are Colleges executing their mandate, which is to act in the public interest?” This initiative is intended to:

1. strengthen accountability and oversight of Ontario’s health regulatory Colleges; and
2. help Colleges improve their performance.

Beginning in 2020, health regulatory Colleges began reporting annually on 14 performance-based standards within seven measurement domains. The report also includes 14 context measures to provide statistical data related to the standards.

#### CPMF Measurement Domains

---

1. **Governance** (3 standards and 21 measures)
  - Competent and effective Council and Committees; transparent decision-making process and actions
2. **Resources** (1 standard and 4 measures)
  - Responsible stewardship of human and financial resources
3. **System Partners** (2 standards - measures not scored)
  - Active engagement with other health regulatory Colleges and system partners
4. **Information Management** (1 standard and 2 measures)
  - Collected information that is protected from unauthorized disclosure
5. **Regulatory Policies** (1 standard and 3 measures)
  - Policies, standards of practice, and practice guidelines that are based on the best available evidence
6. **Suitability to Practice** (5 standards and 16 measures)
  - Risk-based and right touch quality assurance, registration and professional conduct practices
7. **Measurement, Reporting, and Improvement** (1 standard and 4 measures)
  - Ongoing monitoring and reporting of organizational performance



## What's New in 2022

---

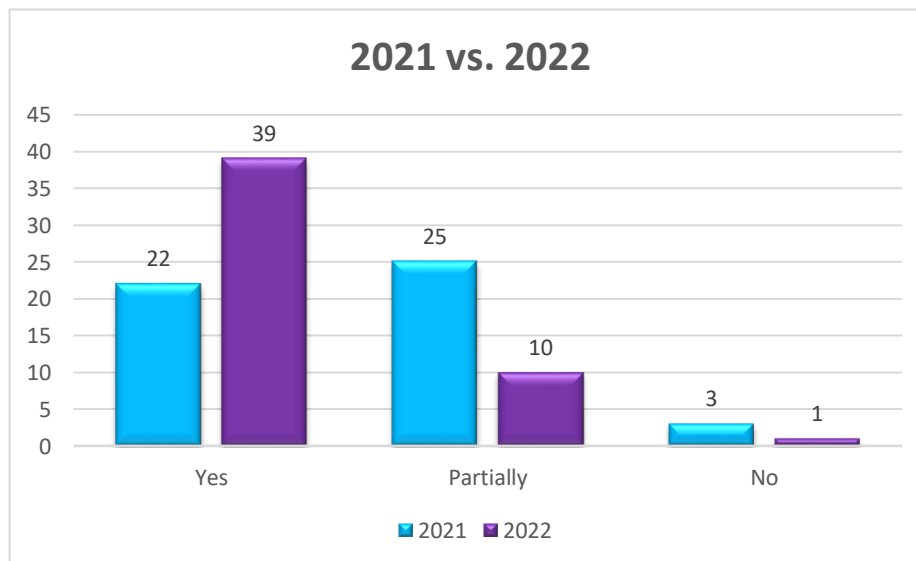
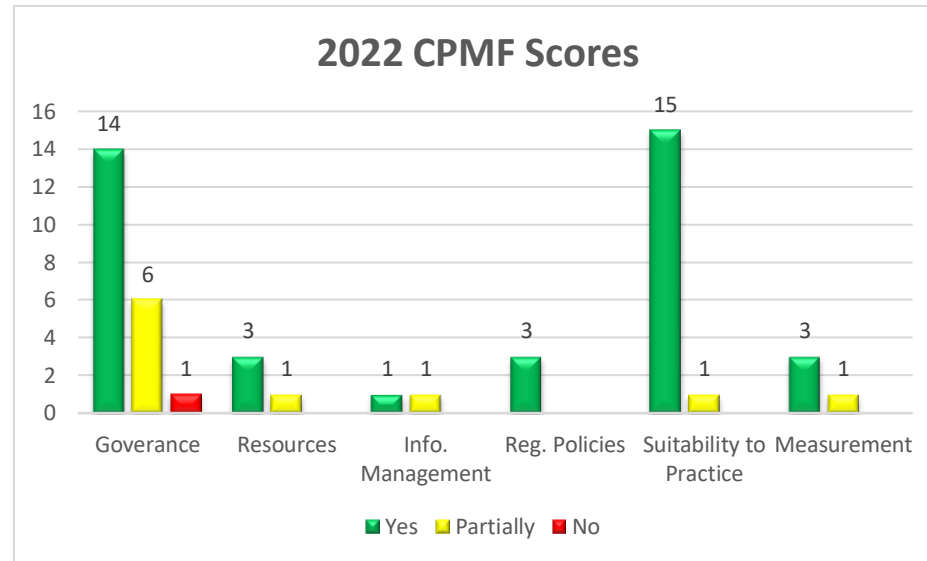
This year, eight (8) measures have been categorized as Benchmark Evidence that Colleges are expected to meet or work towards meeting, and they include:

1. **Governance 1.1 a i**
  - Professional members are eligible to stand for election to Council only after meeting pre-defined competency and suitability criteria.
2. **Governance 1.1 b i**
  - Professional members are eligible to stand for election to a statutory committee only after meeting pre-defined competency and suitability criteria.
3. **Resources 4.1 c i**
  - Colleges regularly review and update their written operational policies to ensure the organization has the necessary staffing complement (e.g., Succession planning for Senior Leadership).
4. **Information Management 7.1 a ii & iii**
  - College protects against and addresses unauthorized disclosure of information through cybersecurity measures & processes to address accidental or unauthorized disclosure of information.
5. **Regulatory Policies 8.1.a**
  - Colleges regularly evaluate their policies, standards and guidelines to determine whether they are appropriate, require revisions, or require new direction or guidance based on the current practice environment.
6. **Regulatory Policies 8.1 b i – vi**
  - When developing or amending policies, standards and practice guidelines, Colleges use an evidence-informed approach (e.g., the risk posed to the public, current practice environment, etc.).
7. **Suitability to Practice 11.1 a iii**
  - The College evaluates the different stages of the complaints process and all relevant supports available to complainants to ensure the information provided to complainants is clear and useful.
8. **Measurement, Reporting & Improvements 14.2 a**
  - Council uses performance and risk review findings to identify where improvement activities are needed.

## CRTO's Overall Score

There are 50 measures, and for each, we were required to self-declare whether we met the criteria – “yes”, “partially” or “no”.

- In 2022, our overall score was as follows:
  - Yes – 39
  - Partially – 10
  - No – 1
- When the response was “partially” or “no”, we briefly outlined our objectives for meeting the criteria in 2023.
- The chart to the right illustrates how we performed, per domain.
- The chart below illustrates our performance compared to our 2021 CPMF submission.



## Scores for Benchmark Evidence

---

Of the eight (8) measures that have been categorized as Benchmark Evidence, the CRTO scored the following in 2022:

- “Yes” for five (5)
- “Partially” for three (3)

## CRTO’s Objectives for 2023

### Domain 1: Governance

---

- Complete the development of a Council & Committee Member Competency Profile.
- Finalize the pre-nomination Council and Committee Orientation eLearning module.
- Update the Annual Board Affiliation & Conflict of Interest form.
- Complete the Council Effectiveness Evaluation Framework.

### Domain 2: Resources

---

- Validate the CRTO’s Reserve Policy.

### Domain 4: Information Management

---

- Incorporate the strategies for accidental disclosure of confidential information into our organizational Risk Management Framework.

### Domain 6: Suitability to Practice

---

- Update the feedback form to be completed by complainants after the disposition of their complaint.

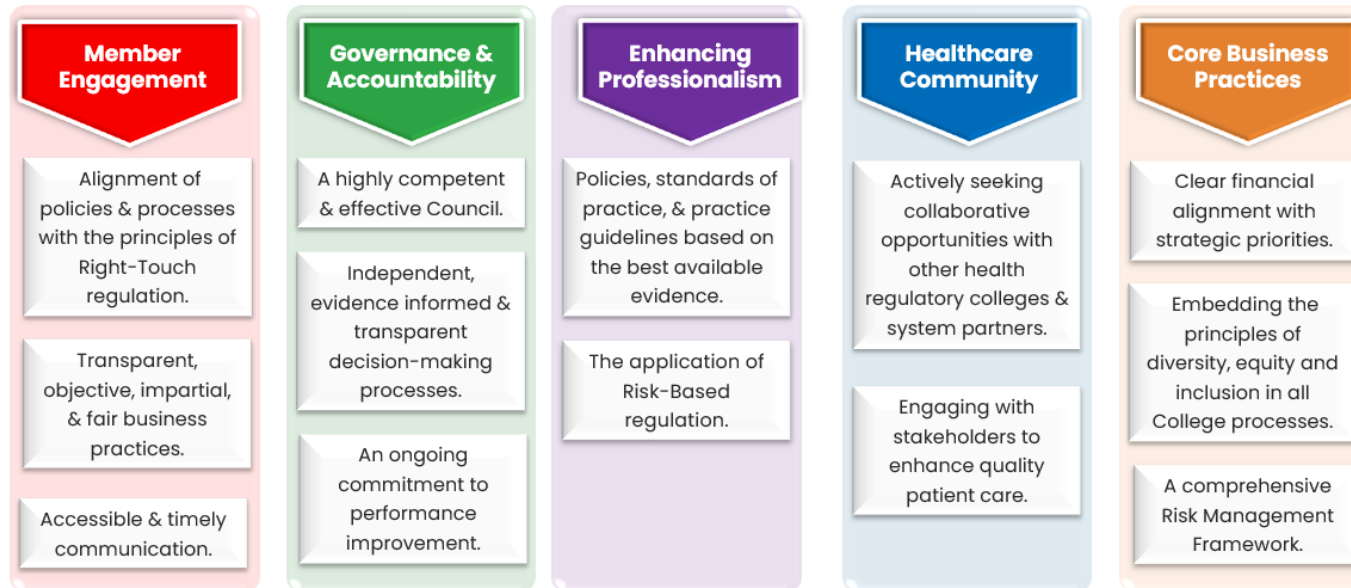
### Domain 7: Measurement, Reporting, and Improvement

---

- Develop a Risk Register.

## CRTO 2021 – 2025 Strategic Direction

*The CRTO regulates the practice of Respiratory Therapy in the public interest through:*



# Council Briefing Note

**AGENDA ITEM # 6.4**

**December 1, 2023**

<b>From:</b>	Ania Walsh, Manager, Regulatory Affairs
<b>Topic:</b>	Risk Register
<b>Purpose:</b>	For Information
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	Appendix A – Risk Register Summary Report

## **PUBLIC INTEREST RATIONALE**

The College of Respiratory Therapists of Ontario (CRTO) regulates the practice of Respiratory Therapy in the public interest. In serving the public interest, the CRTO has a fiduciary duty to manage risk. This expectation applies not only to the risks associated with regulating the practice of the RT profession (regulatory risk) but also, on an organizational level, to the management of risk in all aspects of the CRTO's operations and programs (e.g., continuity of operations and financial sustainability).

## **ISSUE**

In December 2022, Council approved a [Risk Management Framework](#), which articulates how the CRTO will establish and maintain a systemic approach to risk management, integrating risk management into its strategic planning, project and operations management and reporting.

As outlined in the framework document, Council is ultimately responsible for overseeing the CRTO's risk management strategy. This includes monitoring CRTO's activities and maintaining oversight of risks that can impact CRTO's strategic objectives. The attached Risk Register Summary Report is a high-level reporting tool used to provide regular quarterly updates to the Council. The summary is based on a more detailed internal Risk Register that is maintained by staff.

There have been no changes in the risk ratings since the September Council meeting. Any updates to the risk descriptions, controls and treatment plans are marked in blue font in the summary report. The report also includes a table tracking the risk rating for current and prior reporting periods, as well as our anticipated risk outlook.

**NEXT STEPS**

Moving forward, staff will continue to provide quarterly risk management reports, updating the Risk Register as required and reporting on the implementation of the action plan items. The Risk Management framework is also being updated to define the criteria used in our risk assessment process.

**CRTO Risk Register (Summary)**

**December 1, 2023**

Id	Risk Category	Risk Description/Sources of Risk	Potential Impact on CRTO Objectives	Controls/Risk Mitigation	Risk Rating	Treatment/Action
01	<b>Organizational Operations</b>	<b>Significant staff turnover &amp;/or loss of key leadership</b> <b>Loss of critical organization knowledge</b> <ul style="list-style-type: none"> <li>Competitive labour market past COVID</li> <li>Illness or injury</li> <li>Staff absenteeism</li> </ul>	Human Capital Member Relationships <ul style="list-style-type: none"> <li>potential disruptions in the daily functioning of the CRTO</li> <li>insufficient staff to maintain essential College functions</li> </ul>	Succession Plan Policy Onboarding procedures and resources for new hires Strong leadership on Council DEI Strategic Plan in place Registrar’s Performance Review Policy	Medium	Ongoing monitoring Staff cross training Plan for key roles within the organization to provide coverage in the event of departure or illness – January 2024 Develop standard operating procedures in all program areas – March 2024 DEI strategy implementation (talent processes and organizational culture) – in progress, to be fully implemented by Dec. 2024
02	<b>Organizational Operations</b>	<b>Sudden/unexpected substantial increase in expenses and/or decrease in revenue</b> <ul style="list-style-type: none"> <li>Cost/expense escalations (e.g., significant increase in investigation expenses)</li> <li>Potential decrease in membership fees (e.g., increase in resignations; potential default of membership fees)</li> </ul>	Budget Adherence Member Relationships <ul style="list-style-type: none"> <li>Deviation from budget; depletion of reserves</li> <li>Disruptions in the daily functioning of the College</li> <li>Insufficient resources to maintain essential College functions</li> </ul>	Reserve Funds and Investments Policies Finance and Audit Committee oversight External audit <a href="#">Registration fees increase for 2024/25</a> <a href="#">New investment advisor monitoring all CRTO investments</a> <a href="#">Fees Assessment Tool</a>	Medium	<a href="#">FAC review of the registration fees using the Fee Assessment Tool – Sept 2023</a> <a href="#">New investment advisor</a> Ongoing monitoring

Appendix A

Id	Risk Category	Risk Description/Sources of Risk	Potential Impact on CRTO Objectives	Controls/Risk Mitigation	Risk Rating	Treatment/Action
		<ul style="list-style-type: none"> <li>Sudden loss of investment funds due to market volatility</li> </ul>				
03	<b>Organizational Governance</b>	<p><b>Disruption in the effectiveness of Council</b></p> <ul style="list-style-type: none"> <li>Loss of a public member on Council; delays in government public members' appointments</li> <li>Potential deterioration or dysfunctionality of relationship between staff and Council</li> <li>Gap in compensation between public and professional Council members</li> </ul>	<p>Member Relationships Compliance Stakeholder and Public Reputation Public Protections</p> <ul style="list-style-type: none"> <li>Delays in Council decision making</li> <li>CRTO non-compliant with statutory requirements</li> <li>Decrease in member engagement</li> </ul>	<p>Proactive approach with government to ensure we have sufficient public members</p> <p>Relationship building through collaboration between staff and Council</p> <p>Committee appointments are competency based, thus strengthening committees</p> <p>Governance e-learning modules</p> <p>Ongoing training for Council and Committee members</p> <p>Onboarding process</p> <p>Code of Conduct &amp; Conflict of Interest Policy</p> <p>Council evaluation</p>	High	<p>Increased utilization of HPRO as government relations advocate</p> <p>Update election communication materials – Sept 2023</p> <p>Develop Council &amp; Committee competency self-evaluation – Dec. 2023</p> <p>Ongoing engagement with Council/committee members</p>
04	<b>Organizational Operations</b>	<p><b>IT infrastructure disruption and/or compromise of data integrity</b></p> <ul style="list-style-type: none"> <li>Phishing</li> <li>Ransomware attacks</li> <li>Denial-of-service attacks</li> <li>Unauthorized disclosure of personal/confidential information</li> </ul>	<p>Member Relationships Compliance Stakeholder and Public Reputation</p> <ul style="list-style-type: none"> <li>Potential service disruption</li> <li>CRTO non-compliant with statutory requirements</li> <li>Negative media attention</li> </ul>	<p>3rd party systems monitoring</p> <p>Cyber-audits and white-hat simulation of attacks</p> <p>Staff training</p> <p>Built in scanning on USBs for all computers</p> <p>Cyber insurance</p>	High	<p>Verification of cybersecurity of key 3rd party vendors</p> <p>Develop member/stakeholder communication plan for use in event of a cyber-attack – March 2024</p> <p>Conduct an internal audit of the information stored on servers – March 2024</p>



Appendix A

Id	Risk Category	Risk Description/Sources of Risk	Potential Impact on CRTO Objectives	Controls/Risk Mitigation	Risk Rating	Treatment/Action
			<ul style="list-style-type: none"> <li>Stakeholder concerns/complaints</li> </ul>	Multi-Factor Authentication for access to systems is in place		
05	<b>Organizational Operations</b>	<b>Ineffective communications</b> <ul style="list-style-type: none"> <li>Outdated, incorrect information on the CRTO website/social media channels</li> </ul>	Member Relationships Compliance Stakeholder and Public Reputation Public Protection <ul style="list-style-type: none"> <li>Public unaware of the CRTO and unable to access the complaints process</li> <li>Member dissatisfaction; lack of engagement with the CRTO</li> <li>Stakeholders' concerns</li> <li>Members' non-compliance with statutory requirements</li> </ul>	Periodic/regular audit of website content Staff training Member outreach initiatives – eBlasts, reminders, etc.	High	Increase human resource capacity around communications – Dec 2023 New website to be developed – January 2024 Monitor response rates to CRTO consultations Develop new communications strategy
06	<b>Organizational Compliance</b>	<b>Misalignment with regulatory requirements (Registration)</b> <ul style="list-style-type: none"> <li>Changes in technology (e.g., new database, <a href="#">new online application system</a>)</li> </ul>	Compliance Public Protection <ul style="list-style-type: none"> <li>Potential delays in application processing</li> </ul>	<del>Partial</del> Monitoring of registration processing timelines Staff training <a href="#">Ongoing communications with developers regarding system needs</a>	Medium	<del>Establish internal audits to monitor registration processing timelines – Dec. 2023</del> <del>Include registration performance data in Council reports – Sept 2023 Council</del> Ensure adequate staffing in core program areas – ongoing
07	<b>Regulatory Professional Practice</b>	<b>Insufficient/out-of-date practice information</b> <ul style="list-style-type: none"> <li>Changes in practice expectations/scope</li> </ul>	Public Protection Member Relations	Regular checks on quality of practice guidelines Policy Framework – review cycle	Medium	Develop mechanisms for ongoing monitoring and reporting of practice related inquiries – Dec. 2023

Appendix A

Id	Risk Category	Risk Description/Sources of Risk	Potential Impact on CRTO Objectives	Controls/Risk Mitigation	Risk Rating	Treatment/Action
		<ul style="list-style-type: none"> <li>Changes in regulatory requirements (e.g., reporting, infection control, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Members' non-compliance with statutory requirements</li> <li>Stakeholder concerns/complaints</li> </ul>	Staff positioned well to respond quickly to changing practice expectations/scope		Regular legislative and regulatory scans (HPRO working group)
08	<b>Regulatory</b>	<b>Unauthorized Practice</b> <ul style="list-style-type: none"> <li>Impact of the "As of Right" initiative</li> </ul>	Public Protection <ul style="list-style-type: none"> <li>Increase in unauthorized practice concerns/reports received</li> </ul>	Ongoing monitoring of unauthorized practice complaints/reports Process in place to respond to unauthorized practice complaints/reports <a href="#">New webpage for Employers to address "As of Right"</a>	Medium	<a href="#">Develop a new webpage for Employers to address "As of Right", link to any guidance documents from the government—Oct. 2003</a> Continue to monitor unauthorized practice complaints/reports
09	<b>Organizational Operational</b>	<b>Inconsistent Processes/Records Management</b> <ul style="list-style-type: none"> <li>Lack of written procedures in key program areas</li> </ul>	Compliance Member relations <ul style="list-style-type: none"> <li>Potential delays in core program areas</li> <li>CRTO non-compliant with statutory requirements</li> </ul>	Policy Framework Registration guides (internal and external) PC process guides IT walkthroughs Records Management and Retention Policy	Medium	Review each department's procedures, guidelines and workflows; identify what procedures, need to be updated and/or developed— June 2024

**Appendix A**

**Risk Register/Outlook**

Risks		Risk Assessment		Risk Outlook	Notes
Category	Risk Description	Current Quarter	Prior Quarter		
<b>Organizational Operations</b>	Significant staff turnover &/or loss of key leadership Loss of critical organization knowledge	●	●	↔	
<b>Organizational Operations</b>	Sudden/unexpected substantial increase in expenses and/or decrease in revenue	●	●	↓	The 2024/25 registration fees increase will help to mitigate any unexpected increase in expenses and/or decrease in revenue
<b>Organizational Governance</b>	Disruption in the effectiveness of Council	●	●	↑	Recent resignation of a Public Council member
<b>Organizational Operations</b>	IT infrastructure disruption and/or compromise of data integrity.	●	●	↔	
<b>Organizational Operations</b>	Ineffective communications	●	●	↓	In the process of hiring a Comms Coordinator New website being developed
<b>Organizational Compliance</b>	Misalignment with regulatory requirements (Registration)	●	●	↑	New database implementation; potential delays in application processing or missing data when migrating data to new database
<b>Regulatory Professional Practice</b>	Insufficient/out-of-date practice information	●	●	↔	
<b>Regulatory</b>	Unauthorized Practice	●	●	↔	New webpage for Employers to address “As of Right”
<b>Organizational Operational</b>	Inconsistent Processes/Records Management	●	●	↔	

# Council Briefing Note

AGENDA ITEM # 6.5

December 1, 2023

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	Council & Committee Competency Profile
<b>Purpose:</b>	For Information
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	Appendix A – Council and Committee Competency Profile
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: The Council approves the Council &amp; Committee Competency Profile.</b>

## **PUBLIC INTEREST RATIONALE:**

The College of Respiratory Therapists of Ontario (CRTO) regulates the practice of Respiratory Therapy in the public interest. In serving the public interest, the CRTO is expected to work in collaboration with the government and other relevant agencies. The College Performance Measurement Framework (CPMF) was developed by the Ontario Ministry of Health (MOH) to clarify and quantify the expectations for health regulatory Colleges in this province.

## **ISSUE:**

One of the key expectations regarding the governance of Colleges highlighted in the CPMF is that *Council and Statutory Committee members demonstrate that they have the knowledge, skills, and commitment prior to becoming a member of Council or a Statutory Committee.*

## **BACKGROUND:**

The CRTO has completed several action items to ensure that all professional Council and Committee members possess the requisite competencies to fulfil their respective roles effectively. This includes the following:

- The [CRTO 2021 - 2025 Strategic Direction & Key Priorities](#) (Governance and Accountability) identifies a publicly accessible Council and Committee competency-based selection criteria essential to a highly competent and effective Council.
- A [Nomination Form](#) is completed by professional members prior to their election/appointment to Council, which encompasses all the elements in our newly revised Competency Profile.

- Members' Eligibility for Election criteria was expanded in the revised [CRO By-Laws \(By-Law 2 – Council & Committees\)](#) and approved for circulation at the December 2, 2022, Council meeting. This expanded criterion is intended to ensure that candidates for a Professional Member Council position:
  - are not the subject of any disciplinary or incapacity matter with any professional governing body and have not been found guilty by a court or other lawful authority of a criminal offence; and
  - complete the CRO's orientation online module relating to the duties, obligations and expectations of Council and Committee members prior to the date of nomination.
- In 2023, all professional members seeking a nomination to Council must complete an online e-learning module entitled "[Before you Volunteer](#)". Evidence of module completion was required as part of the nomination process. This module includes information on the following:
  - An overview of the regulatory framework, which includes:
    - The difference between an advocacy group and a regulatory body
    - The CRO's mandate
    - Roles and Responsibilities of College staff, Council and Committee members
    - The CRO By-Laws and the structure of Council
    - The frequency of Council meetings and how they are structured and conducted
    - A broad overview of each statutory Committee, how often they meet, for how long and the matters they deal with.
  - The essential competencies for Council and Committee members, such as:
    - Independence of thought and action
    - Obligation of loyalty, trust, preparedness, and participation
    - Equitable, ethical, and evidence-based decision-making
    - Fairness, impartiality, and objectivity
    - Basic financial literacy
    - Understanding the importance of maintaining confidentiality, avoiding conflicts of interest, and working collaboratively
    - The ability to act with integrity, without personal interest and to be objective
    - A willingness to be accountable to the public.

Each portion of the e-learning module includes a "test your knowledge" component and a certificate of completion if provided.

The CRTO retained an external consultant to evaluate our March 3, 2023, Council meeting, and the results of this evaluation and an action plan were presented at the May 26, 2023, meeting. Based in part on the results of that review, a draft CRTO Council and Committee Competency Profile was presented to Council at its May 26, 2023, meeting. Further revisions were made based on an environmental scan of the competency profiles utilized by other health regulatory Colleges. This revised version is being presented to the December Council for final approval.

**ANALYSIS:**

Some modifications were made in reviewing the Competency Profiles of several other health regulatory bodies. These are outlined in the attached track-changed version of the Council and Committee Competency Profile (Appendix A).

**RECOMMENDATION:**

That Council approves the Council & Committee Competency Profile.

**NEXT STEPS:**

If approved, any necessary modifications will be made to the Nomination Form prior to the 2024 Council elections. In addition, this competency profile will be posted on the CRTO website.

## Appendix A

### The College of Respiratory Therapists of Ontario

#### Council and Committee Competency Profile

The CRTO’s Council and Committee Competency Profile defines the knowledge, skill, judgement, attitude, and experience (i.e., competencies) expected of College Council and Committee members. The competency profile establishes minimum requirements for a Council/Committee candidate and is supported by the **CRTO Council and Committee Orientation Module**. Once an individual becomes a Council or Committee member, these competencies can be enhanced through orientation, continuing education and professional development.

#### Understanding Basic Governance Responsibilities and Fiduciary Duties

Understands the role, fiduciary duties, effective governance principles, and stewardship responsibilities of a Council/Committee Member, including:

- Governance & Fiduciary Responsibilities
- Financial & Organizational Oversight
- responsible decision-making
- basic financial literacy

**A. Governance and Fiduciary Responsibilities** – Council and Committee members are required to have a foundational understanding of:

Competency	Indicators	Council member	Committee member
<b>The structure and function of the CRTO.</b>	<ul style="list-style-type: none"> <li>• the College’s <u>public protection</u> mandate.</li> <li>• professional self-regulation.</li> <li>• the <i>RHPA</i> &amp; other relevant legislation.</li> </ul>	✓	✓
<b>The structure &amp; function of the CRTO Council &amp; Committees.</b>	<ul style="list-style-type: none"> <li>• the role of the Council and Committees in accomplishing the College’s mandate.</li> <li>• the distinction between the role of Council &amp; the roles of the Registrar and CRTO staff.</li> </ul>	✓	✓
<b>The principles of good governance.</b>	<ul style="list-style-type: none"> <li>• accountability and transparency.</li> <li>• confidentiality and conflict of interest.</li> <li>• right touch regulation.</li> <li>• good faith, trust, preparedness and participation.</li> </ul>	✓	✓

## Appendix A

B. **Financial and Organizational Oversight** – Council and Committee members are required to have a foundational understanding of:

Competency	Indicator	Council member	Committee member
<b>Financial management</b>	• basic financial literacy (e.g., reading and interpreting financial statements).	✓	(✓)
	• financial planning and budget development process.	✓	
	• adequate financial controls.	✓	
<b>Risk Management</b>	• risk-based regulation.	✓	
	• identification and mitigation of organizational <u>and regulatory</u> risk.	✓	
	• succession planning for senior leadership.	✓	

C. **Collaborative Leadership** – Council and Committee members are required to possess skills in the following:

Competency	Indicator	Council member	Committee member
<b>Professionalism</b>	• <u>respectful of diverse backgrounds, cultural frameworks, values, norms,</u> and points of view.	✓	✓
	• <u>awareness of human rights and acknowledgement of the existence of discrimination in its various forms.</u>		
	• self-reflective and committed to ongoing growth and improvement.		
<b>Communication</b>	• respectful participation in discussions.		
	• active listening.	✓	✓
	• effective questioning.		
<b>Decision-making</b>	• <u>the ability to engage in strategic thinking and to understand the obstacles and enablers of strategic change.</u>	✓	✓
	• ability to maintain objectivity.		



# Council Briefing Note

**AGENDA ITEM # 6.6**

**December 1, 2023**

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	CRTO Council Evaluation Framework
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	Appendix A – Third-Party Assessment of Council 2023 Appendix B - CRTO Council Evaluation Framework
<b>Motion:</b>	It is moved by _____ and seconded by _____ that: <b>The Council approves the Council Evaluation Framework.</b>

## **PUBLIC INTEREST RATIONALE:**

The College of Respiratory Therapists of Ontario (CRTO) regulates the practice of Respiratory Therapy in the public interest. In serving the public interest, the CRTO is expected to work in collaboration with the government and other relevant agencies. The College Performance Measurement Framework (CPMF) was developed by the Ontario Ministry of Health (MOH) to clarify and quantify the expectations for health regulatory Colleges in this province.

## **ISSUE:**

One of the key expectations regarding the governance of Colleges highlighted in the CPMF is that *Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education.*

## **BACKGROUND:**

The CRTO retained an external consultant to evaluate our March 3, 2023, Council meeting, and the results of this evaluation and an action plan were presented at the May 26, 2023, meeting (Appendix A).

## **ANALYSIS:**

Based on that 3<sup>rd</sup>- party evaluation, a Council Evaluation Framework was developed (Appendix B).

**RECOMMENDATION:**

The Council approves the Council Evaluation Framework.

**NEXT STEPS:**

If approved, this framework would be implemented on both an ongoing and annual basis for CRTO Council.

## Appendix A

### The College of Respiratory Therapists of Ontario

#### Third-Party Assessment of Council 2023

The following third-party assessment of Council is premised on principles of good governance within the legislative landscape of the *Regulated Healthcare Professions Act (RHPA)*. This assessment has been completed with a view to satisfying the requirement for such assessment to be completed every three (3) years, pursuant to the Ministry of Health of Ontario's reporting tool, the College Performance Measurement Framework (CPMF).

#### Principles of Good Governance:

- Council members have received member orientation/training in advance of attending their first Council meeting.
- Council members understand a Conflict of Interest (COI) in the context of the RHPA and the Council's business and attest to having no COI or must declare a COI in advance of every Council meeting.
- The public interest is considered in every decision of Council.
- Transparency is optimized in all Council decision-making.
- In-camera matters are considered by Council only when confidentiality for legal purposes or privacy issues requires such.
- Right-touch Regulation is applied to Council decision-making with matters posing the greatest risk to public protection, warranting the greatest regulatory resources.

**Assessor:** Nanci Harris, BScN, MLIS

**Date of Assessment:** March 3, 2023

**Type of Meeting Assessed:** Council Meeting

## Appendix A

### Part I: Council Member Orientation, Competency and Ongoing Council Member Training

Criteria	Observations	Proposed Actions
Elected Council Members who are Members of the Profession must complete a competency assessment prior to running for election to Council.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> CRTO requires, as part of the application process and nomination form, the completion of a Competency and Experience Questionnaire, and there are plans to continue to build on that requirement. This is best practice.  <a href="https://www.crto.on.ca/public/about-us/council-info/crto-elections/sample-nomination-form">https://www.crto.on.ca/public/about-us/council-info/crto-elections/sample-nomination-form</a></p>	Plan to review the competency assessments utilized by other health regulatory Colleges to see if we need to refine our competency assessment tool.
Council Members are provided with orientation prior to their first Council meeting.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> Members are required to complete a number of well-done professional modules related to their work, including financial literacy and the annual audit. An overview presentation of the CRTO and a description of the Council and Committee structure is also provided. This is a commendable component of governance orientation as it provides consistency and the capacity for asynchronous orientation.</p>	<p>Completing the development of an online orientation module that all candidates will be required to complete. This module will consist of an overview of the roles &amp; responsibilities of a professional member of Council.</p> <p>Plan to introduce a mentoring program for new council members (professional and public)</p>
Council Members receive ongoing training that includes principles of good governance throughout their term.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> An Annual Education session (1/2 day) is provided that coincides with a Council Meeting. Topics are current and relevant to governance education, including Privacy, Cybersecurity and</p>	The Chairs and Vice-Chairs will be taking part in a discussion on Right Touch Regulation facilitated by Deanna Williams on May 25, 2023.

Appendix A

Criteria	Observations	Proposed Actions
	<p>Standards updates. CRTO continues to develop learning modules, most recently the topic being “Chairing a Meeting,” which can be applied to any manner of meeting format. An Education Day is planned for May 26th.</p> <p>One suggestion is to ensure that principles of Right Touch Regulation are reflected in future learning to ensure alignment is maintained in decision-making.</p>	
<p>Council Meeting Agenda includes education item(s) for Council Members.</p>	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> A formal education session is offered annually akin to a Council meeting (and for which members can suggest topics) as well as informal education, which occurs through content in briefing notes and discussions which take place for decision items at Council.</p>	<p>To continue to host an annual Education Day to coincide with the spring or fall Council meeting.</p>
<p>Council Members are surveyed following the completion of the Council Meeting for feedback and suggestions to improve future Council meetings.</p>	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> This is done at the first meeting of the year using an online Council Evaluation Survey, and members can suggest additional topics throughout the year for future consideration. At the current time, participants do not complete a post-session evaluation; it is suggested to include this for future learning opportunities.</p>	<p>Have implemented a post-Council self-evaluation that we will continue to expand and improve upon.</p>

## Appendix A

Criteria	Observations	Proposed Actions
Council Members are surveyed following the completion of the Council Meeting for feedback and suggestions to improve future Council meetings.	<ul style="list-style-type: none"><li>• <b>Met Criteria</b></li></ul>	Will continue to monitor and improve the post-Council survey.

### Assessor's Overall Comments about Member Orientation, Competency and Ongoing Training:

- There is an extensive and comprehensive range of materials in both video and document form available on the Member's Page to assist a Council/Committee member in understanding health regulation, the history of the CRTO, financial literacy, the role of Council and Committee members and the skills and focus needed to make a meaning contribution. There is also a commitment to expanding content.
- There is additional content specific to the role of the Chair.
- Public members receive a log-in specific to the length of their term to access the material, whereas professional members log in through their CRTO account.
- For consideration is the introduction of a mentoring program for new Council members to be paired with a more experienced member for support and direction.
- CRTO's approach represents a comprehensive and evolving approach to orientation and education and reflects current best practices with respect to assessing the skills and competency of potential Council members.

### On a scale of 1 (unsatisfactory) to 5 (excellent), rate the Member Orientation, Competency and Ongoing Training:

- **4 (Good)**

## Appendix A

### Part II: Council Meeting Materials

Criteria	Observations	Proposed Actions
Council Meeting Materials are provided to Council Members in a timely manner.	<ul style="list-style-type: none"><li>• <b>Met Criteria</b></li></ul> <p><b>Comments:</b> Materials are provided two weeks prior to the meeting. Requests for accommodation are handled on a case-by-case basis.</p>	
Council Meeting Materials include an agenda indicating decision items with briefing notes and supporting material to aid Council Members in decision-making.	<ul style="list-style-type: none"><li>• <b>Met Criteria</b></li></ul> <p><b>Comments:</b> The agenda is clear and always includes reference to the appropriate strategic plan element. Items requiring an in-camera component are noted on the agenda, and the President verbally cites the relevant section of the legislation prior to commencing discussion of the item.</p>	
All items for the decision include briefing notes clearly setting out the public interest in decision-making.	<ul style="list-style-type: none"><li>• <b>Met Criteria</b></li></ul> <p><b>Comments:</b> Briefing notes are clearly written in a consistent manner and include public interest rationale. Each BN provides, as part of the package, the motion, who is the mover/seconded and if the motion is carried.</p>	
Notice of the Council Meeting is on the Regulator's website in advance of the Council meeting.	<ul style="list-style-type: none"><li>• <b>Met Criteria</b></li></ul> <p><b>Comments:</b> To be commended is the clear messaging that is provided for when materials will be available and the Zoom link. Instructions are present on how to</p>	

Appendix A

Criteria	Observations	Proposed Actions
	<p>inform the CRTO if there is an intention to participate.</p> <p>All but one Council meeting is held virtually, and specific information about the one meeting held in-person is provided with respect to attendance, details about accommodation booking and meals reimbursement at that time.</p> <p>The materials are posted on the website two (2) weeks in advance of the meeting (with a possible supplemental posing of any additional material one (1) week prior), and a link to the webpage is sent to all Council members. Both at the two (2) and one (1) week mark, all Council members (professional and public) are asked to notify asap if they are not able to attend.</p>	
<p>Notice of the Council Meeting includes instructions for attending the meeting (either in person or virtually).</p>	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> Any request for accommodation to attend in person would be handled on a case-by-case basis.</p>	
<p>Minutes of previous Council Meetings that have been approved by Council are posted on the Regulator’s website.</p>	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> Meeting minutes for the last several years are available for review.</p> <p>CRTO has a Records Management Policy that outlines the retention schedule for Council and Committee materials (Five (5)</p>	<p>Have added a disclaimer to the CRTO website.</p>



Appendix A

Criteria	Observations	Proposed Actions
	<p>years). However, it is recommended to have a content management policy for the currency of materials to be available on the website.</p> <p>Also for consideration is the addition of a disclaimer on the CRTO website with respect to it being the member’s responsibility to ensure the materials they are referencing are the most current version. This addresses what to do with archived copies of information which come up doing online searches and are not always accurate.</p>	
<p>Council Meeting Materials posted on the Regulator’s website include all materials provided to Council members excluding in-camera materials.</p>	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> It may help to provide a definition of what is “in-camera” for any general public participants who attend to understand why that material is not available for download.</p>	<p>In-camera material is housed in a separate, secure location in the Member Login portion of the CRTO website. We plan to add a definition of “in-camera” in that location.</p>
<p>Council Meeting materials include a declaration of a COI for Council Members to complete and sign in advance of the meeting.</p>	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> The COI declaration is completed prior to each meeting and is done via a link with the Member log-in portal. This gives the Registrar time to review responses and respond to any COI prior to the meeting. There is still the capacity to declare COI at a meeting if the issue arises.</p>	

## Appendix A

Criteria	Observations	Proposed Actions
Council Meeting materials are available in both English and French upon request.	<ul style="list-style-type: none"><li>• <b>Met Criteria In Part</b></li></ul> <p><b>Comment:</b> This is an area for improvement. However, also relevant is the practical consideration of the expense involved for the French translation. Therefore, at this time, it is handled on a case-by-case basis. To date, there have been no requests for French translation of any Council meeting material.</p>	

### Assessor's Overall Comments About Council Meeting Materials:

- Council materials are well-prepared, comprehensive and thorough. Each item on the agenda includes a public interest rationale. PowerPoints and other graphics are well done in presentations.
- Suggested is a "second set of eyes" review prior to posting of materials to ensure any spelling and numbering mistakes are corrected.

### On a scale of 1 (unsatisfactory) to 5 (excellent), rate the Council Meeting Materials:

- **4 (Good)**

**Appendix A**

**Part III: Council Meeting**

**(A) The Council Meeting Chair:**

Criteria	Observations	Proposed Actions
The Chair conducts the Council Meeting in an orderly fashion.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> The meeting was run in a professional, relaxed, and collaborative atmosphere where it was clear that people felt comfortable discussing and asking questions. The Chair and the Registrar conversed respectfully and collegially.</p>	
The Chair seeks a mover and seconder for every motion prior to tabling the motion for discussion.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> This was consistently done.</p>	
The Chair appropriately addresses any declared Conflicts of Interests (COIs).	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> There were no COIs declared during this meeting.</p>	
The Chair invites appropriate discussion on all matters.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> Not all members participated in the discussion of items, but those who did were at ease and offered thoughtful and respectful observations and questions.</p>	
The Chair is inclusive to ensure all Council Members wishing to speak to a matter are afforded an opportunity to do so.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <p><b>Comments:</b> See the above comments. It may be worthwhile if particular members</p>	Plan to create a process to follow up with those members who do not routinely participate in Council discussions.

## Appendix A

Criteria	Observations	Proposed Actions
	do not regularly participate in exploring offline if there is any barrier to their participation and to support more active involvement.	
The Chair ensures consensus is achieved on each decision item or takes a vote for each item.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <b>Comments:</b> There were no matters where dissent occurred.	
The Chair conducts the meeting in a manner that is respectful and professional.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <b>Comments:</b> As noted above, excellent chairing practice was observed. All Council members were made to feel welcome and included.	
The Chair addresses quorum if there is an issue.	<b>Comments:</b> Could not assess as this did not occur.	
The Chair cites the relevant section of the <i>RHPA</i> when seeking a motion to move in-camera, identifying the need to move the Council meeting from a public forum.	<b>Comments:</b> Could not assess as this did not occur.	Will ensure the Council Chair is prepared for this scenario should it occur.
The Chair appropriately addresses any Council Members attending virtually who do not have their camera on.	<b>Comments:</b> Could not assess as this did not occur.	

## Appendix A

### Assessor's Overall Comments About the Chair:

- As previously noted, the Chair was professional, relaxed and skilled in running the meeting. The meeting was completed on time (early, in fact), and it was clear there was mutual respect and collegiality between the Chair, the Registrar, members, and staff present. The Chair was well prepared and knowledgeable about all items but comfortable deferring to the Registrar or appropriate staff to answer any questions that required a more detailed explanation. As a visitor, I was made to feel welcome and included.

### On a scale of 1 (unsatisfactory) to 5 (excellent), rate the Chair:

- 5 (excellent)
- 

### (B) Council Members

Criteria	Observations	Proposed Actions
Council Members are respectful, raise their hand when they wish to speak to a matter and wait until the Chair invites them to speak before speaking.	<ul style="list-style-type: none"><li><b>Met Criteria</b></li></ul> <b>Comments:</b> Members communicated respectfully and clearly, offering comments and/or when asking questions or providing feedback.	
Council Members are well prepared for the meeting and are familiar with the Council Meeting agenda/materials.	<ul style="list-style-type: none"><li><b>Met Criteria</b></li></ul> <b>Comments:</b> Members who spoke came prepared to speak to items and offer comments and feedback. Some members did not speak during the meeting.	As noted above, the CRTO plans to create a process to follow up with those members who do not routinely participate in Council discussions.
Council Members focus discussion on public protection in all decision-making items.	<b>Comments:</b> Was not able to assess as this topic did not come up as part of the discussion. The lens of public protection is reflected in Briefing Note content.	

## Appendix A

Criteria	Observations	Proposed Actions
Council Members who focus concerns on stakeholder interests above that of the public interest are appropriately addressed by the Chair and/or other Council Members.	<b>Comments:</b> Unable to assess as this did not occur.	
Council Members attending virtually have their cameras on.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul>	
Council Members are respectful of the agenda schedule and are on time and in attendance when the Council Meeting resumes after breaks.	<ul style="list-style-type: none"> <li>• <b>Met Criteria</b></li> </ul> <b>Comments:</b> The meeting finished earlier than scheduled, and there was ample time for presentations, breaks and discussions.	
Council Members appear familiar with the <i>RHPA</i> and applicable legislation.	<b>Comments:</b> Not able to assess as the need to include content about <i>RHPA</i> legislation did not arise.	
Council Members appear to understand the concept of Right Touch Regulation and its application to Agenda items.	<b>Comments:</b> Not able to assess as this did not arise as part of discussions. As previously noted, specific reference to elements of Right Touch Regulation could be helpful as content for the Briefing Notes (when appropriate) and as a topic for a future education day.	As previously noted, the CRTO will be hosting an event for all Council and Committee Chairs & Vice-Chairs, where there will be a presentation on Right Touch Regulation. Also, plan to add a section that references Right Touch Regulation in the Council Briefing Notes.

## Appendix A

### Assessor's Overall Comments about Council Members:

- Council members behaved professionally and courteously, and those who participated in discussions did so respectfully, knowledgeably, and collegially. There is evidence of mutual respect and commitment to the goals of CRTO and their responsibility/accountability as Council members.
- As noted earlier, it might be worthwhile to address ways to support any members who consistently do not participate, as this cannot be evaluated on the basis of observing only one meeting.

### On a scale of 1 (unsatisfactory) to 5 (excellent), rate the Council Members:

- **4 (good)**
- 

### Assessor's Comments:

#### 1. 3 key items for suggested improvement:

- Consider a disclaimer on the website with respect to member responsibility to ensure the currency of the version of documents they are accessing.
- Include education on Right Touch Regulation as part of future education sessions.
- Consider the introduction of a mentoring program for new council members (professional and public).

#### 2. 3 highlights that represent best practice:

- Inclusion of public interest rationale in Briefing Notes.
- Inclusion of standardized professional online training modules for Board Orientation (and commitment to continued development).
- Alignment of all agenda items to CRTO Strategic Direction.

#### 3. General Comments:

It was a pleasure to observe this meeting. The evidence of mutual respect, collegiality, well-prepared materials and relevant discussion reflects a synergy between staff and Council that positively promotes effective functioning and decision-making.

## **Appendix A**

The agenda was well organized, and the materials were clear and understandable. There was sufficient time for discussion. The presentations were excellent. It was welcoming to see the amount of staff involved in preparing and presenting material (which, to be acknowledged, is easier to do in a smaller college). The amount of work accomplished in particular in the last year, as evidenced by the agenda, reflects a commitment to effective and responsible regulation.



## The College of Respiratory Therapists of Ontario

### Council Evaluation Framework

The following Council Evaluation Framework is premised on principles of good governance within the legislative landscape of the *Regulated Healthcare Professions Act (RHPA)*. The evaluation process will be as follows:

#### 1. Quarterly Council Meeting Evaluation

A. Following each Council meeting, Council members in attendance will complete an anonymous online **Council Meeting Evaluation** survey to examine the following elements:

- Council meeting materials
  - provided to Council Members in an easily accessible and timely manner
  - presented in a clear and easy-to-understand manner.
- Council meeting outcomes
  - effective use of the allotted time.
  - employed good decision-making processes that were focused on the public interest
  - the goals outlined in the meeting agenda were achieved.
- Council meeting engagement
  - the meeting was conducted respectfully, professionally, and orderly
  - Council members were able to provide input and express viewpoints freely.

## Appendix B

- B. Once the surveys are completed, CRTO staff will collect the results and provide a quarterly **Council Meeting Evaluation Summary** to the Executive Committee for review and discussion.
- C. Council will receive an annual **Council Meeting Evaluation Summary Report** to be included in the end-of-year Council meeting package and, therefore, publicly available on the CRTO website.

### 2. Annual Council Effectiveness Evaluation

- A. At the end of each calendar year, all Council members will complete an anonymous online **Council Effectiveness Evaluation** survey to examine the following elements:
  - Council Orientation & Ongoing Education
    - pre-nomination and onboarding orientation to the roles & responsibilities of a Council member
    - opportunities for ongoing education and input into training opportunities.
  - Alignment with the CRTO's Strategic Direction and Key Priorities
    - tracking progress toward meeting the organization's strategic goals
    - ensuring that the annual budget reflects the organization's priorities.
  - Board Composition & Structure
    - composition (public and professional), diversity and size of the Council
    - structure of the Council meetings (e.g., length, meeting format, etc.)
    - level of engagement demonstrated by the majority of the Council members.

## Appendix B

- B. Once the surveys are completed, CRTO staff will collect the results and provide an annual **Council Effectiveness Evaluation** to the Executive Committee for review and discussion.
- C. Council will receive a **Council Effectiveness Evaluation** to be included in the end-of-year Council meeting package and, therefore, publicly available on the CRTO website.

### 3. Council Member Self-Evaluation

- A. At the end of each calendar year, each Council member will complete an anonymous online **Council Member Self-Evaluation** survey to examine the following elements:
  - Competencies
    - Knowledge of relevant information (e.g., legislation, regulations, CRTO By-Laws, policies & strategic direction)
    - Understanding governance roles and responsibilities (e.g., right-touch regulation, fiduciary duty)
    - Financial literacy
    - Understanding of risk-based regulation.
  - Engagement
    - Responses to communications from CRTO staff (e.g., meeting requests, electronic voting, etc.)
    - Attendance at Council meetings
    - Preparedness and participation in Council meetings.
- B. Once the surveys are completed, CRTO staff will collect the results, assisting in committee composition and identifying potential educational opportunities.

# Registrar's Report – Council Meeting

December 1, 2023

## AGENDA ITEM # 7.1

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	Registrar's Report
<b>Purpose:</b>	For Information

## INTERNAL

### CURRENT INITIATIVES

#### **Criminal Reference/Vulnerable Sector Checks**

Until now, the CRTO has not required confirmation of valid Criminal Reference Checks (CRC) or Vulnerable Sector Checks (VSC), relying instead on the fact that students must complete this process before starting their clinical rotation. In addition, all applicants are asked at the time of registration to fully disclose details of any criminal offence of which the applicant has been found guilty. Members are requested to declare the same each year at renewal time.

CRTO staff conducted an environmental scan of the other Ontario regulatory Colleges, as well as the RT Colleges that make up the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). It appears that most regulatory bodies require some form of CRC/VSC confirmation at some point. This matter was discussed at the Aug. 16th Registration Committee (RC) and the fall Executive Committee meetings and was brought forward to the September Council meeting for further discussion. Since then, we have drafted a Vulnerable Sector Checks policy approved at the November Registration Committee meeting. It will be presented to this Council meeting for approval for consultation.

#### **Office Space Plans**

As we look toward the end of our current office lease at the end of 2024, we have been actively exploring options that would enable us to maintain our current hybrid work environment while at the same time making the best use of our financial resources. One promising prospect is sharing office space with the Ontario College of Opticians. They are located at 90 Adelaide Street W. and are interested in sharing space with us on a one-day/week basis. A few staff members have already taken part in a tour of the site, and we have a date booked for all staff to engage in a full-day test run at the end of this month.

# Registrar's Report

## STAFFING

We invite you to join us in welcoming **Anastasia Kokolakis** to our team! Anastasia comes to us with a wealth of professional conduct experience in the regulatory world and will cover Misbah's maternity leave until next year.

The CRTO recently underwent an extensive recruitment process in the search for a Communications Coordinator and we are delighted to report that we have hired **Wellie Chihaluca** to that position. Wellie comes to us with a great deal of recent and relevant regulatory experience, and we look forward to her start date of December 4<sup>th</sup>.

## ADMINISTRATION

### 2023 General Elections

Elections to Council seats in Districts 3, 4 and 6 closed on October 11, 2023. The following RTs have been elected for three-year terms starting December 2023:

#### District 3

Sandy Fodey, RRT

#### District 4

Jeffrey Dionne, RRT

Lindsay Martinek, RRT

#### District 6

Kelly Munoz, RRT

Congratulations to our newly elected Council members! Elections for Council President and Vice-President will take place at the December Council meeting. In accordance with the CRTO By-Laws, the President of the Council shall be the Chair of the Executive Committee and the Vice-President of the Council shall be the Vice-Chair of the Executive Committee.

### External Financial Auditor

At its September meeting, Council approved Grewal Guyatt LLP as the CRTO's auditor for the 2023/24 fiscal year.

### New CRTO Database & Website

The CRTO has engaged In1Touch (OlaTech) to develop a new database and website. Work on the platform and website began in June. To avoid any service disruptions, the new database and website will not go live until sometime after the completion of the 2024 renewal cycle.

# Registrar's Report

## **EXTERNAL**

### **Emergency Class of Registration**

Numerous CRTO documents and website content required review and revision to enable the addition of this Emergency Class and changes to our database. Most notably, the September Council approved our revised Emergency Registration Policy for consultation. The consultation period is now closed, and this revised policy was presented at the most recent Registration Committee meeting and is coming to the December Council meetings for final approval.

### **Accreditation Canada (AC)**

Sir Sandford Fleming College is still listed on the AC website as “registered”, indicating they are at an indeterminate stage of the accreditation process. The on-site review for Qatar's University of Doha for Science and Technology (UDST) was conducted in early November, and the results of this evaluation are pending.

### **NARTRB**

The CRTO hosted the NARTRB AGM & Business meeting in Toronto on November 15<sup>th</sup>. Topics on the agenda included common Registration Verification Form and Standards of Practice, IEHP assessment and single jurisdiction registration.

In addition, the 2023 version of the NARTRB National Competency Framework is nearing completion, and communication will be going out soon to all the RT Program Coordinators regarding the projected release date, program implementation date and exam integration date.

# Council Briefing Note

**AGENDA ITEM # 7.2**

**December 1, 2023**

<b>From:</b>	Carole Hamp. CRTO Registrar & CEO
<b>Topic:</b>	Financial Statements – March 1, 2023 – October 31, 2023
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	<b>Core Business Practices</b>
<b>Attachment(s):</b>	Appendix A: Highlights of the Financial Summary Appendix B: Balance Sheet Summary Report Appendix C: Income Statement Summary Report Appendix D: Income Statement Reporting Codes
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: The Council approves the quarterly financial statements from March 1, 2023, to October 31, 2023.</b>

**PUBLIC INTEREST RATIONALE:**

To ensure the CRTO has the financial resources to meet its statutory objectives and regulatory mandate, now and in the future.

**ISSUE:**

The College Performance Measurement Framework (CPMF) states that a College’s strategic plan and budget should be designed to complement and support each other. To align the CRTO’s finances more closely with its strategic plan, it is necessary to provide a streamlined set of financial reports to the Executive Committee and Council.

**BACKGROUND:**

The Executive Committee reviewed these financial statements at its November 16, 2023, meeting and recommended they be presented at the December 1, 2023, Council meeting for review and final approval.

**ANALYSIS:****Balance Sheet**

- The CRTO has just under \$67,000 more in total assets compared to last year. There is substantially more money held in cash/cash equivalents, and the plan is to move a portion of that over into our investment portfolio at RBC once the 2 GICs at CIBC (worth \$200,000 in total) come due in early December.
- It is worth noting that the Total Restricted Funds are \$160,000 less than previously. At the September meeting, Council approved a movement of \$60,000 from the Reserve for Funding Therapy and \$100,000 from the Reserve for Fee Stabilization into the CRTO's general operating fund. These extra funds were reallocated as follows:
  - **5620 Database Development** – increased from \$40,000 to \$140,000 to cover the cost of implementing our new database.
  - **5622 Cybersecurity** – increased from \$15,250 to \$75,250 to assist with applying several risk-reduction solutions.

**Income Statement**

- The expenses for the Internationally Educated Healthcare Professionals (IEHP) Entry-to-Practice **Competency Assessment** are almost six times higher than they were this time last year. Although there has been some fluctuation in the number of applicants since the start of the program in 2016, we have seen a significant increase in IEHP candidates over the past year. With both the provincial and federal government's focus on IEHPs, this demand for the program will most likely continue into the near future.
  - The October Income Statement indicates a higher amount received in Competency Assessment Income than Competency Assessment Expense. However, this fluctuates based on where the candidates are in the assessment process. For example, a candidate may have paid for their Clinical Skills Assessment (which is currently \$4,250), but the cost for the simulation centre (\$3,729) and the Assessors (per diem, meals, travel/accommodations – on average \$1,443) may not have been expensed yet.
- To date, our expenses for **Professional Services** (Audit, General Legal and Telephone) are less than anticipated, primarily due to this year's lower costs for General Legal Services.
- **General Operating Expenses** (Computer Software, Communications – General & Social Media and Data Management) are also lower than this time last year. This is mainly because we have yet to send our second batch of paper records for scanning and



shredding. Our plan, however, is to have this project completed prior to the end of the fiscal year.

- Our **Consulting Costs (General, Core Functions & Governance)** are also lower than expected at this point in the year. The contracts with our Policy Framework, Language Proficiency Benchmarking, DEI and Risk Management consultants are now complete. Some of that budget line has been allocated to developing elearning modules (some for Council & Committee members and a Delegation module for the Members). The creation of new modules will continue into the next fiscal year.

**RECOMMENDATIONS:**

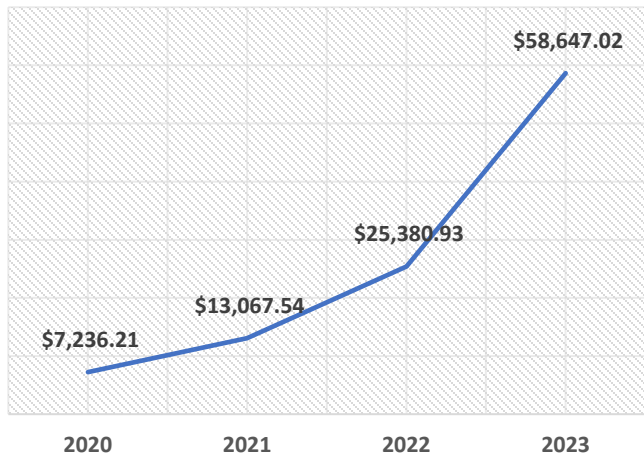
That Council approved the CRTO's quarterly financial statements.

**NEXT STEPS:**

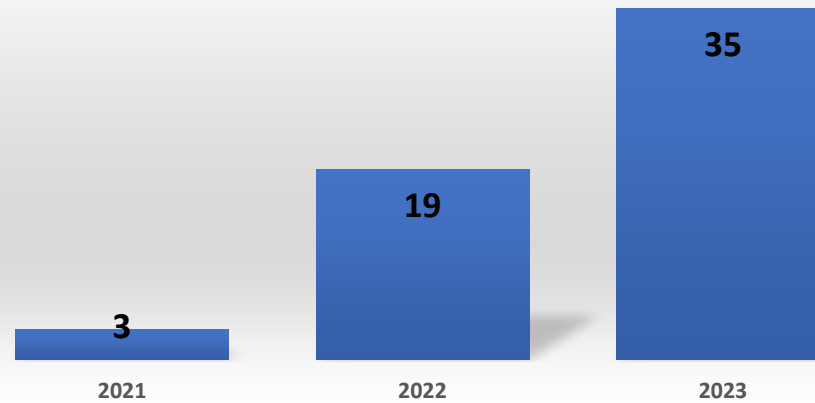
Once approved, the CRTO will continue to monitor its daily financial activities and begin drafting the 2024/25 budget.

## Appendix A: Highlights of the Financial Summary

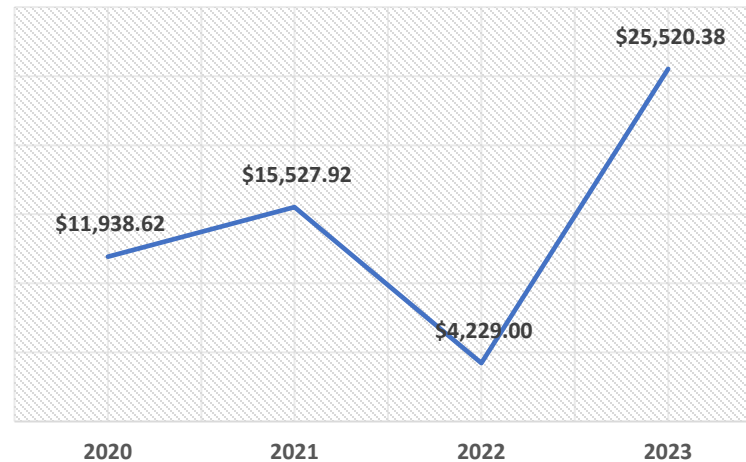
### Investment Income



### Competency Assessment Applicants



### Competency Assessment Expenses



Appendix B: Balance Sheet Summary Report

<b>Total Equity</b>	\$ 2,381,921.47	\$ 2,282,866.53
<b>CRTO Balance Sheet Summary</b>		
	<b>As of October 31, 2023</b>	<b>As of October 31, 2022</b>
<b>Assets</b>		
<i>Current Assets</i>		
Cash and Cash Equivalent	\$ 1,292,510.64	\$ 715,817.99
Accounts Receivable	\$ -	
Investments	\$ 1,046,965.78	\$ 1,537,606.00
Prepays	\$ 53,733.62	\$ 53,733.62
<b>Total current assets</b>	<b>\$ 2,393,210.04</b>	<b>\$ 2,307,157.61</b>
<b>Total Non-Current Assets</b>	<b>\$ 43,455.86</b>	<b>\$ 62,630.77</b>
<b>Total assets</b>	<b>\$ 2,436,665.90</b>	<b>\$ 2,369,788.38</b>
<b>Liabilities</b>		
Accrued liability	\$ 54,405.87	\$ 86,921.85
<b>Net Assets</b>		
General contingency reserve fund	\$ 500,000.00	\$ 500,000.00
Reserve for funding of therapy	\$ 20,000.00	\$ 80,000.00
Reserve for Fee Stabilization	\$ 150,000.00	\$ 250,000.00
Reserve for investigations and hearings	\$ 150,000.00	\$ 150,000.00
Special projects reserve fund	\$ 300,000.00	\$ 300,000.00
<i>Total Restricted funds</i>	<b>\$ 1,120,000.00</b>	<b>\$ 1,280,000.00</b>
<b>Unrestricted Reserves</b>	<b>\$ 1,261,921.47</b>	<b>\$ 1,002,866.53</b>
Budgeted Monthly Operating Expenses = \$208,333.00		
Current Unrestricted Reserves = 6 months operating expenses		

Appendix C: Income Statement Summary Report

Code	CRTO Statement Summary	Income Mar 1-October 31, 2023	Budget for year	Over (Under) Budget	% (Under) Over Budget	Mar 1 - October 31, 2022
0	Revenue	2,518,614.57	\$ 2,568,220.00	-\$ 49,605.43	-1.9%	\$ 2,441,918.53
0.5	Competency Assessment Income	37,250.00	\$ 12,500.00	\$ 24,750.00	198.0%	\$ 11,000.00
	<b>Total Income</b>	<b>\$ 2,555,864.57</b>	<b>\$ 2,580,720.00</b>	<b>-\$ 24,855.43</b>	<b>-1.0%</b>	<b>\$ 2,452,918.53</b>
0.6	Competency Assessment Expense	\$ 25,520.38	\$ 24,000.00	\$ 1,520.38	6.3%	\$ 4,229.00
1	Wages and benefits	\$ 980,278.16	\$ 1,505,031.36	-\$ 524,753.20	-34.9%	\$ 901,618.68
2	Occupancy costs	\$ 163,118.55	\$ 260,485.86	-\$ 97,367.31	-37.4%	\$ 153,140.75
3	Professional services	\$ 28,315.51	\$ 85,000.00	-\$ 56,684.49	-66.7%	\$ 40,434.44
4	Investigation and hearing expense	\$ 96,256.65	\$ 155,000.00	-\$ 58,743.35	-37.9%	\$ 126,067.06
5	Technology / Website	\$ 143,002.77	\$ 287,750.00	-\$ 144,747.23	-50.3%	\$ 67,431.97
6	General operating expenses	\$ 47,322.72	\$ 126,450.00	-\$ 79,127.28	-62.6%	\$ 101,958.85
7	Credit card and Paypal fees	\$ 13,900.28	\$ 66,249.41	-\$ 52,349.13	-79.0%	\$ 11,562.77
8	Memerbership and dues	\$ 17,516.64	\$ 37,000.00	-\$ 19,483.36	6.3%	\$ 25,974.27
9	Quality assurance expenses	\$ 19,023.09	\$ 59,550.00	-\$ 40,526.91	-68.1%	\$ 20,975.00
11	Unrealized (gains) losses	-\$ 4,717.00	\$ -			-\$ 3,800.00
12	Council and committee	\$ 37,273.77	\$ 66,265.94	-\$ 28,992.17	-43.8%	\$ 39,874.31
14	Consulting	\$ 18,208.46	\$ 78,000.00	-\$ 59,791.54	-76.7%	\$ 89,871.96
99	Equipment purchased	\$ 1,524.07	\$ 4,500.00	-\$ 2,975.93	-66.1%	\$ 19,091.74
	<b>Total Expenses</b>	<b>\$ 1,586,544.05</b>	<b>\$ 2,755,282.57</b>			<b>\$ 1,598,430.80</b>
	<b>Net Income</b>	<b>\$ 969,320.52</b>				<b>\$ 854,487.73</b>

**Appendix D: Income Statement Reporting Codes**

<b>Code</b>	<b>Reporting Line</b>	<b>Line Item #</b>	<b>Description</b>
<b>0</b>	<b>Revenue</b>	4100	Registration fees
		4200	Reg and renewal fees
		4300	Penalty fees
		4400	Misc Rev
		4600	Invest Income
<b>0.5</b>	<b>Competency assessment revenue</b>	4210	Comp Assess 1&2
		4211	Comp Assess CSA
<b>0.6</b>	<b>Competency assessment expenses</b>	5521	Comp Assess Phase 1&2
		5522	Comp Assess - CSA
		5523	Comp Assess - Train/Dev't
<b>1</b>	<b>Wages and benefits</b>	5010	Salaries
		5020	Benefits
		5030	CPP & EI
		5031	RSP
		5035	EHT
		5040	Training and Dev
		5041	Personal Education
5045	Staff Travel & Exp		
<b>2</b>	<b>Occupancy costs</b>	5060	Rent
		5070	Equip lease and Mtce
		5090	Insurance
		5320	Office mtce / upkeep
<b>3</b>	<b>Professional services</b>	5110	Audit
		5120	Legal - general
		5210	Telephone, etc
		5555	Government Relations
<b>4</b>	<b>Investigation and hearing expense</b>	5121	Legal - investigations
		5130	Expenses - Investigation
		5131	Investigation services
<b>5</b>	<b>Technology / Website</b>	5223	Website hosting
		5224	Website development
		5620	Database development
		5623	Database Annual software fee
		5624	Database hosting
5622	Cybersecurity		
<b>6</b>	<b>General operating expenses</b>	5220	Computer software
		5230	Postage, etc
		5240	Printing - general
		5250	Translation - general
		5310	Office supplies
		5321	Office meeting exp
		5330	Bank account charges
5350	Conf reg fees		

		5545	Outreach / Travel
		5546	Communications - general
			Communications - Social
		5547	Media
		5610	Education day expenses
		5624	Data Management
<b>7</b>	<b>Credit card and PayPal fees</b>	5331	PayPal charges
		5340	Credit card merch fees
<b>8</b>	<b>Membership and dues</b>	5380	Membership / subs
		5385	Accreditation services
<b>9</b>	<b>Quality assurance expenses</b>	5500	QA Portfolio Reviewers
		5516	QA Port Annual Fee
<b>11</b>	<b>Unrealized (gains) losses</b>	5700	Unrealized (gain) / loss
<b>12</b>	<b>Council and committee</b>	6000	Total Council
		6100	Total Executive
		6200	Total Reg Committee
		6300	Total PRC Committee
		6400	Total Q&A Committee
		6500	Total IRC Committee
		6600	Total Discipline Committee
		6800	Finance & Audit Committee
		5600	Chair's Event (Dinner)
<b>14</b>	<b>Consulting</b>	5140	Consulting - general
		5154	Consulting - core functions
		5142	Consulting - governance
<b>99</b>	<b>Equipment purchased</b>	5050	Equip purchases
		5221	Computer hardware

# Council Briefing Note

**AGENDA ITEM # 7.3**

**December 1, 2023**

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	Investment Portfolio – as of October 31, 2023
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Core Business Practices
<b>Attachment(s):</b>	Appendix A – Investment Portfolio Summary Appendix B – RBC Asset Allocation
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that:</b> <b>The Council approves the Investment Portfolio Summary as of October 31, 2023.</b>

**PUBLIC INTEREST RATIONALE:**

Careful management of the CRTO’s investments is essential to ensure the organization has the necessary resources to continue fulfilling its mandate of acting in the public interest.

**ISSUE:**

The CRTO is striving for improvements regarding our investments in 2 areas:

1. A more comprehensive investment strategy
2. More streamlined reporting tools
3. Clear alignment with the CRTO’s Strategic Direction & Key Priorities

**BACKGROUND:**

The CRTO is in the process of transferring its investment portfolio over to RBC. In terms of investments, \$400,000 in GICs remain at CIBC awaiting maturity, as well as just over \$650,000 in high-interest savings accounts. We are still utilizing CIBC for our daily banking (chequing accounts and credit cards). However, we are exploring the option of moving our daily banking over to the RBC as well, beginning with our credit card account.

**ANALYSIS:**

Two CIBC GICs will be coming due in early December, at which time they will be transferred

over to our RBC investment portfolio. The plan is to also invest a portion of the cash currently residing in our CIBC high-interest savings accounts. The remaining CIBC GICs will reach maturity mid-way through 2024, at which point the CRTO will have all its investments managed by the team at RBC.

**RECOMMENDATION:**

That Council approves the Investment Portfolio Summary as of October 31, 2023.

**NEXT STEPS:**

CRTO staff are currently making arrangements for the RBC investment team to come to speak and answer questions at the next FAC meeting.



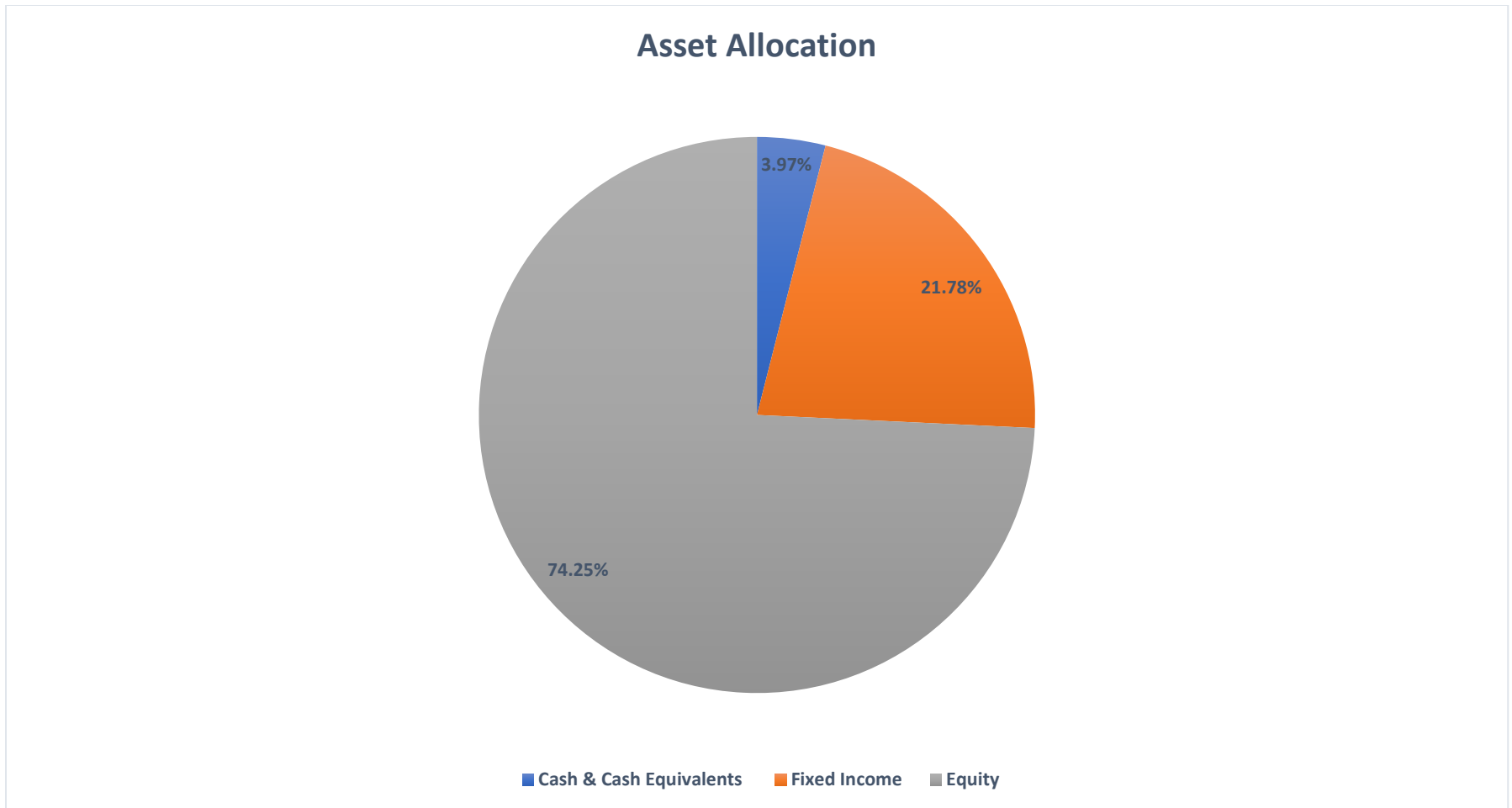
**Appendix A: Investment Portfolio Summary**

<b>Cash &amp; Cash Equivalents</b>	<b>As of Oct. 31/23</b>
CIBC Chequing Account	\$677,078.00
CIBC Renaissance High-Interest Savings	\$441,549.00
CIBC High-Interest Savings	\$216,412.00
RBC Cash Balance	\$18,308.57
<b>Total Cash</b>	<b>\$1,353,347.57</b>

<b>Investments</b>		<b>Interest Rates</b>	<b>Due Date</b>	<b>Comments</b>
CIBC Fairstone Bank	\$100,000.00	4.37%	July 4/24	
CIBC Concentra Bank	\$100,000.00	4.1%	June 13/24	
CIBC CDN Western Bank	\$100,000.00	1.25%	Dec. 9/23	
CIBC Equitable Bank	\$100,000.00	1.25%	Dec. 9/23	
RBC Investments	\$614,471.87			
<b>Total Investments</b>	<b>\$1,014,471.87</b>			

<b>Total Cash &amp; Investments</b>	<b>\$2,367,819.44</b>
-------------------------------------	-----------------------

**Appendix B: RBC Asset Allocation (as of November 17, 2023)**



# Council Briefing Note

## AGENDA ITEM # 7.4

<b>From:</b>	Carole Hamp, Registrar & CEO
<b>Topic:</b>	Entry-to-Practice Clinical Skills Assessment Fee for Internationally Educated Health Professionals
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Core Business Practices
<b>Attachment(s):</b>	Appendix A - Schedule of Fees
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: The Council approve a revision to the CRTO Schedule of Fees to reflect an increase in the Entry-to-Practice Clinical Skills Assessment from \$4,250 to \$5,000.</b>

### **PUBLIC INTEREST RATIONALE:**

S. 2.1 of the *Regulated Health Professions Act* states that it is the duty of the College to ensure that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals. An important part of the CRTO's efforts to meet this legislative mandate is our Entry-to-Practice Assessment Program for Internationally Educated Healthcare Professionals (IEHP).

### **ISSUE:**

IEHPs who elect to engage in the CRTO's Entry-to-Practice Assessment are required to pay fees for each phase of the process. These fees are set on a cost-recovery basis (e.g., compensation for external RT Assessors) and do not include the considerable staff time required to implement this program. In addition to our own Ontario applicants, the CRTO also conducts the IEHP assessments for 7 other regulated jurisdictions. The rising costs of running this program now mean that we are currently operating at a loss. This includes the assessment of candidates from other provinces who will likely never practice in Ontario.

### **BACKGROUND:**

The CRTO's current assessment process for IEHPs was launched in 2015. At that time, the fee for Part A of the assessment [Program Review and Behavioural Descriptive Interview (BDI)] was set at \$500. Part B [Clinical Skills Assessment (CSA)] was initially set at \$2,750.00 but had to be

raised to \$4,250/candidate in 2020 when the simulation facility doubled their reservation costs from around \$2,000 to almost \$4,000/day.

**ANALYSIS:**

The cost of running Part A has remained stable over the years. However, the average cost/candidate to run a single CSA is now approximately just over \$5,000, meaning that we currently lose, on average, \$750/assessment. Although we strive to keep the cost to the IEHP candidate as reasonable and accessible as possible, this needs to be balanced by the requirement for the program to remain financially sustainable.

**RECOMMENDATION:**

That Council approve a revision to the CRTO Schedule of Fees to reflect an increase in the Entry-to-Practice Clinical Skills Assessment from \$4,250 to \$5,000.

**NEXT STEPS:**

If the motion is approved, the \$5,000 fee will come into effect on March 1, 2024. The Schedule of Fees will be updated on the CRTO website, and all information relevant to the fees for the CSA will be updated (e.g., guidelines, website content, etc.).

# Schedule of Fees

<https://www.crto.on.ca/members/schedule-of-fees/>

<b>Registration</b>	<b>2024-2025</b> (Mar 1, 2024 – Feb 28, 2025)
---------------------	--

Application Fee	\$75
-----------------	------

<b>Annual Registration Fee</b>	
--------------------------------	--

General Certificate	\$700
Graduate Certificate	\$700
Limited Certificate	\$700
Inactive Certificate	\$125

<b>Emergency Certificate Registration Fee</b>	
---	--

Emergency Certificate Initial Registration	TBD
--	-----

Emergency Certificate Renewal	TBD
-------------------------------	-----

<b>Prorated Fees for Registration*</b> (General, Graduate or Limited Certificates)	
---	--

March 01 – May 31	\$700
June 01 – Aug. 31	\$525
Sept. 01 – Nov. 30	\$350
Dec. 01 – end Feb.	\$175

<b>Fee Refunds*</b> (General, Graduate or Limited Certificates)	
--	--

Annual fee minus:

## Appendix A

March 01 – May 31	\$175
June 01 – Aug. 31	\$350
Sept. 01 – Nov. 30	\$525
Dec. 01 – end Feb.	No fee refund

### Late Fees

General, Graduate or Limited Certificate	\$162.50
Inactive Certificate	\$50
Late PDP Submission	\$25

### Reinstatement Fees

Reinstatement from Suspension	\$325
-------------------------------	-------

### Other Fees

Fee for NSF Cheque	\$45
Entry-to-Practice Competency Assessment Appeal Fee	\$250

### Competency Assessment

Phase 1 & 2 – Program Review and Interview	\$500
Phase 3 – Clinical Skills Assessment	\$5,000

### Professional Incorporation Fees

Issuing a Certificate of Authorization	\$650
Annual Renewal Fee for Corporations	\$650

*\* There is no pro-rating for Inactive certificates*

# Council Briefing Note

**AGENDA ITEM # 7.5**

**December 1, 2023**

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	Draft Budget Projections
<b>Purpose:</b>	For Discussion
<b>Strategic Focus:</b>	Core Business Practices
<b>Attachment(s):</b>	N/A

**PUBLIC INTEREST RATIONALE:**

To ensure the CRTO has the financial resources to meet its statutory objectives and regulatory mandate, now and in the future.

**ISSUE:**

This item is being brought forward to highlight some of the more significant changes that will take place in the upcoming 2024/25 budget.

**BACKGROUND:**

<b>Registration Fees*</b>	
2023/24 Budget	\$2,492,325.00
2024/25 Budget	\$2,767,500.00
Difference	\$275,175.00 increase in revenue

\*based on an increase in membership fees and a projected increase in membership.

<b>Staff Salaries*</b>	
2023/24 Budget	\$1,294,499.27
2024/25 Budget	\$1,374,408.43
Difference	\$79,909.16 increase in expense

\*based on 12 full-time and 1 part-time staff with salary increases resulting from compensation review.

<b>Competency Assessment - CSA*</b>	
2023/24 Budget	\$17,000.00
2024/25 Budget	\$25,000.00
Difference	\$8,000 increase in expense

\*based on 2023/24 expenditure for CSA and training of Assessors.

**NEXT STEPS:**

The draft budget will be presented to Council at the March 2024 meeting.



# Council Briefing Note


AGENDA ITEM # 7.6

December 1, 2023

<b>From:</b>	Lisa Ng, Manager of Registration
<b>Topic:</b>	Membership Statistics
<b>Purpose:</b>	For Information
<b>Strategic Focus:</b>	Core Business Practices

## CRTO Membership Statistics for the December 1, 2023, Council

(Report generated on November 13, 2023)



		At last Council	1 year ago	5 years ago
Membership	Dec. 2023	Sept. 2023	Dec. 2022	Dec 2018
<b>Total members</b>	<b>3999</b>	<b>3994</b>	<b>3931</b>	<b>3625</b>
General Class	3688	3655	3593	3351
→ New Members (RRT)	→ 132	--	--	--
Graduate Class	21	21	21	22
Limited Class	4	4	4	6
Inactive Class	286	314	313	246
Status Changes	March 2023 – Dec. 2023	March 2023- Sept. 2023	March 2022- Dec. 2022	March 2018- Dec.2018
<b>Resigned</b>	<b>50</b>	<b>47</b>	<b>53</b>	<b>74</b>
Retired	27	24	29	32
Moved out of Ontario	11	11	11	17
Working in other profession	6	6	6	14
Personal/Other Reasons	6	6	7	10
Undertaking	0	0	0	1
<b>Suspended</b>	<b>18</b>	<b>18</b>	<b>12</b>	<b>15</b>
due to non-payment of fees	18	18	12	14
due to disciplinary decisions	0	0	0	1
other reasons	0	0	0	0
<b>Revoked</b>	<b>11</b>	<b>11</b>	<b>6</b>	<b>22</b>
due to non-payment of fees	8	8	4	21
due to disciplinary decisions	0	0	0	0
due to expiration of GRT Cert	3	3	2	1

<b>Reinstated<sup>1</sup></b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>5</b>
from resigned	5	4	6	1
→ From other provinces	→ 4	--	--	--
→ Other reasons	→ 1	--	--	--
from suspended	3	3	1	2
from revoked	3	3	3	2
<b>New Applications</b>	<b>March 2023 – Dec. 2023</b>	<b>March 2023- Sept. 2023</b>	<b>March - Dec. 2022</b>	<b>March 2018- Nov 2018</b>
<b>Applications Received</b>	<b>195</b>	<b>146</b>	<b>179</b>	<b>194</b>
Ontario Graduates	154	115	153	182
Other Canadian Grads <sup>2</sup>	15	11	12	7
→ Alberta	→ 5	--	--	--
→ British Columbia	→ 4	--	--	--
→ Newfoundland	→ 1	--	--	--
→ Quebec	→ 5	--	--	--
USA Graduates	7	5	7	2
International Graduates	19	15	7	3

<sup>1</sup> Captures data from Members that resigned, were suspended and/or revoked and then reinstated as Members of the CRTO.

<sup>2</sup> Includes applicants from other provinces that may have applied under labour mobility.

# Committee Report Items

## **AGENDA ITEM 8.1**

### **EXECUTIVE COMMITTEE REPORT – CHAIR’S REPORT TO COUNCIL**

September 22, 2023, to November 30, 2023

Since the last Council meeting, the Executive Committee met via video conference on November 16, 2023. The following is a summary of that meeting:

#### **Items Reviewed and Approved**

- Financial Statements & Investment Portfolio (March 1 – October 31, 2023)
- Draft Council agenda for December 1, 2023
- Executive Committee Goals & Terms of Reference
- Council dates for 2024
- Draft Revised By-Laws

#### **Items Discussed**

- 2021 – 2025 Strategic Direction Update Report
- Executive Committee Elections
- Committee Appointments

Respectfully submitted,  
Lindsay Martinek, RRT  
Executive Committee Chair

# Committee Report Items

## AGENDA ITEM 8.2

### REGISTRATION COMMITTEE REPORT – CHAIR’S REPORT TO COUNCIL

September 22, 2023, to November 30, 2023

Since the last Council meeting, the Registration Committee (RC) met via video conference on November 14, 2023. In addition, RC Panels met via video conference to consider referrals from the Registrar on November 23, 2023.

#### Referral Summary

Reason for Referral
One application was referred to the Panel of the RC due to currency requirements.
One application was referred to the Panel of the RC for change to terms, conditions, and limitations (TCLs) imposed on the Member’s General Certificates of Registration.
One application was referred to consider whether it is in the public interest to approve the application based on the applicant’s entry-to-practice assessment results. The applicant had completed all three stages of the assessment.

#### November 14, 2023, Meeting Report:

- **Registration Regulation Amendments** – The RC was briefed on the implementation plan for the Emergency Class provision.
- **Revised Emergency Registration Policy** – To align with the recent amendments to the Registration Regulation regarding the Emergency Class of Registration, the CRTO’s Emergency Registration Policy was revised to capture the changes to the Registration Regulation. The draft revised policy was posted for public consultation on the CRTO website, and the results of the consultation were presented to RC for review. The revised policy will be presented to the Council for final approval under agenda item 9.1.
- **“As of Right” Exemption** – Bill 60 received Royal Assent on May 18, 2023. The Act introduces exemptions from the restricted titles [s.9(1)] and holding out [s.9(2)] provisions within the *Respiratory Therapy Act*. Under the "As of Right" exemption, which is contingent upon certain conditions, registered Respiratory Therapists (RTs) from other Canadian provinces or territories can engage in practice in Ontario without initial registration with the CRTO. These individuals are required to apply for CRTO registration but are permitted to work for up to six (6) months before

# Committee Report Items

completing the application process. Eligibility criteria are set for individuals seeking these "As of Right" exemptions. The Ministry of Health (MOH) has created a comprehensive guidance document for applicants and employers detailing the "As of Right" provisions. The CRTO is currently in the process of evaluating necessary changes to the registration application and procedures to align with this legislative amendment.

- **Registrar's Report:** Carole Hamp, Registrar & CEO, provided the RC with an update on several CRTO initiatives, including:
  - Criminal Reference/Vulnerable Sector Checks
  - Office Space Plans
  - 2023 General Elections
  - External Financial Auditor
  - New CRTO Databased & Website
  - Emergency Class of Registration
  - Accreditation Canada
  - NARTRB Entry-to-Practice (ETP) Framework
- **International Educated Health Professionals:** Staff provided an overview of the assessment process and updated the RC on the number of applicants who are currently undergoing the Entry-to-Practice Assessment. There are 40 active IEHP applications in various stages in the assessment process.
- **Draft Vulnerable Sector Checks Policy:** CRTO staff presented the draft Vulnerable Sector Checks Policy. The draft policy will be presented to the Council under agenda item 9.2. If approved, the policy will be sent out for public consultation.
- **Advanced Prescribed Procedures Below the Dermis – Certification Programs:** The RC reviewed and approved the Revised Certification Program for Chest Needle Insertion, Aspiration, Reposition and Removal from the Children's Hospital of Eastern Ontario.
- **Entry-to-Practice Clinical Skills Assessment Fee for Internationally Educated Health Professionals:** The RC approved the proposed changes to the Schedules of Fees for the Clinical Skills Assessment to be increased from \$4,250 to \$5,000 which will be presented to Council under item 7.4 for final approval.
- **Emergency Certificate of Registration Fees:** The Emergency Class amendments came into effect on August 31, 2023. As part of its implementation of the new class

# Committee Report Items

of registration, the CRTO needs to establish the fees that will apply to the Emergency Certificates. Staff presented to the RC a list of recommendations, including:

- The Emergency Certificates of Registration be established outside of the regular renewal cycle;
- The application fee of \$75 will apply to the Emergency Class; however, under the Emergency Registration Policy, it can be waived by the Registrar;
- The initial Emergency Certificate registration fee and the renewal fee will be set at \$350, and it will not prorated;
- The Emergency Certificate will expire 12 months after it is issued unless it is renewed. If the certificate is not renewed, it will automatically expire, and no late fees will apply.

The draft changes to the CRTO Fees By-law and the Schedule of Fees will be presented to the Executive Committee and then to the Council for approval. If approved, the By-law will be circulated for a 60-day consultation period.

- **Revised Graduate Certificate of Registration Policy:** The RC reviewed and approved the revised Graduate Certificate of Registration Policy. Revision to the policy was made to remove a reference to section 14 of the *Controlled Acts Regulation* (O. Reg 107/96) that specified that Graduate Members are not to perform a tracheostomy tube change for a stoma that is less than 24 hours. Additional changes were made to the policy to provide clarity and relevance to existing registration practices and legislation, and to improve readability. Overall, there have been no changes to the intent or the direction of the original policy.
- **Revised Application for Registration – File Closure Policy:** The policy has been revised to ensure its relevance to legislation and existing registration practices. Although the policy has been revised, no changes were made to the intent or the direction of the original policy.
- **Updated Registration Related Fact Sheets:** Staff provided a brief overview of the registration-related Fact Sheets in the process of being updated to reflect the recent regulatory amendments to the new Emergency Class, “As of Right” provisions, as well as the *Controlled Acts Regulation* (O. Reg 107/96). These changes will be discussed under agenda item 10.1.
- **Registration and Use of Title PPG –** The Registration and Use of Title PPG has been revised to reflect the recent regulatory amendments, in particular, the new

# Committee Report Items

Emergency Class of Registration and the “As of Right” exemption. The document is presented to the Council for consideration under agenda item 10.2.

Respectfully submitted,  
Derek Clark  
Registration Committee Chair

# Committee Report Items

## **AGENDA ITEM #8.3**

### **QUALITY ASSURANCE COMMITTEE REPORT – CHAIR’S REPORT TO COUNCIL**

September 22, 2023, to November 30, 2023

Since the last Council meeting, there has been one meeting of the Quality Assurance Committee (QAC). The following is a summary of that meeting:

#### **Professional Development Program (PDP) Policy**

The QAC reviewed and approved the draft PDP Policy, which reflects the recent addition of the Emergency Class of Registration to the CRTO. The policy was amended to include the new class, along with the deferral of PDP activities in the event of extenuating circumstances or public emergencies.

#### **Supervision Policy**

The QAC reviewed and approved the draft Supervision Policy, which reflects the recent addition of the Emergency Class of Registration to the CRTO. The policy was amended to include the new class, along with the requirement of general supervision for members registered in the Emergency Class.

#### **2023/24 Portfolio Deferral Requests**

The QAC reviewed and considered nine applications for deferral of the 2023/24 Portfolio. They approved four requests, denied three, and requested further information from two Members.

#### **2023 Portfolio Assessors Term Review**

The committee reviewed and approved the terms for all 2023 Portfolio Assessors, except for one Assessor who was thanked for their service.

Respectfully submitted,  
Laura Dahmann, RRT  
Quality Assurance Committee Chair



# Committee Report Items

## **AGENDA ITEM 8.4**

### **PATIENT RELATIONS COMMITTEE REPORT – CHAIR’S REPORT TO COUNCIL**

September 22, 2023, to November 30, 2023

Since the last Council meeting, there have been no meetings of the Patient Relations Committee (PRC).

#### **Equity Impact Assessment Update & Implementation Strategy**

Diversity, Equity, and Inclusion remain a priority, and the CRTO staff continue to strategize on the development of our action plan with the Canadian Equity Consulting (CEC).

Respectfully submitted,  
Kim Morris  
Patient Relations Committee Chair

# Committee Report Items

## AGENDA ITEM 8.5

### **INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE - CHAIR'S REPORT TO COUNCIL**

September 22, 2023, to November 30, 2023

#### **ICRC Deliberations:**

Since the last Council meeting, the ICRC held two (2) meetings via Zoom. Both of the meetings were to review an investigation and render a decision on the matter. Both of the investigations related to an employer report.

#### **Employer Reports:**

1. In July 2021, the CRTO received an employer report relating to the resignation of a Member for issues concerning the Member's professionalism, assessment, intervention and documentation. After a careful review of the investigation report and the Member's submissions, the Panel identified significant concerns with the Member's knowledge, skills, judgment, and abilities. The Panel decided that requiring the Member to complete a Specified Continuing Education or Remediation Program would best address these concerns and protect the public interest.
2. In March 2022, the CRTO received an employer report relating to the Member's inappropriate assessment and intervention in critical care practice. After a careful review of the investigation report and the Member's submissions, the Panel identified some concerns with gaps in the Member's knowledge and skill. The Panel believed that written advice and recommendations to the Member would best address these concerns and protect the public interest.

#### **New Matters:**

Since the last Council meeting, the CRTO received nine (9) new matters. The new matters are comprised of six (6) Employer Reports and three (3) complaints.

Five (5) of the Employer reports are currently under review by the Registrar. The other employer report and the complaints have been referred to the ICRC and are under investigation.

#### **Policy Framework:**

The ICRC continues to review its policies per the CRTO Policy Framework.

Respectfully submitted,  
Kim Morris  
Inquiries, Complaints and Reports Committee Chair

# Committee Report Items

## **AGENDA ITEM 8.6**

### **DISCIPLINE COMMITTEE – CHAIR’S REPORT TO COUNCIL**

September 22, 2023, to November 30, 2023

Since the last Council meeting, there have been no Discipline hearings, nor referrals to the Discipline Committee.

Respectfully submitted,  
Lindsay Martinek, RRT  
Discipline Committee Chair

# Committee Report Items

## **AGENDA ITEM 8.7**

### **FITNESS TO PRACTISE COMMITTEE – CHAIR’S REPORT TO COUNCIL**

September 22, 2023, to November 30, 2023

Since the last Council meeting, there have been no new referrals to the Fitness to Practise Committee and no Fitness to Practise hearings have taken place.

Respectfully submitted,  
Lindsay Martinek, RRT  
Fitness to Practise Committee Chair

# Committee Report Items

## **AGENDA ITEM 8.8**

### **FINANCE & AUDIT COMMITTEE - CHAIR'S REPORT TO COUNCIL**

September 22, 2023 – November 30, 2023

Since the last Council meeting, there have been no meetings of the Finance and Audit Committee (FAC).

FAC continues to oversee the transfer of investment funds from the CRTO's former investment bank (CIBC) to the new CRTO investment bank (RBC). In December 2023, an additional \$200,000 will be transferred from CIBC to RBC once the CIBC GICs mature.

Respectfully submitted,  
Jeffrey Dionne, RRT  
Vice-Chair, Finance & Audit Committee

# Council Briefing Note

AGENDA ITEM # 9.1

December 1, 2023

<b>From:</b>	Registration Committee
<b>Topic:</b>	REVISED Emergency Registration Policy
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance & Accountability
<b>Attachment(s):</b>	Appendix A – DRAFT revised Emergency Registration Policy Appendix B – Consultation Survey Results
<b>Motion:</b>	It is moved by _____ and seconded by _____ that: <b>Council approve the revised Emergency Registration Policy.</b>

## **PUBLIC INTEREST RATIONALE:**

During an emergency (e.g., a pandemic), it is critical to ensure a sufficient number of qualified Respiratory Therapists to provide essential services to the public of Ontario.

## **ISSUE:**

The Ontario Ministry of Health (MOH) amended the *Registration Regulation* (O. Reg 596/94 (General - Part VIII)) to enable the creation of an Emergency Class of Registration. The CRTO's Emergency Registration Policy was revised to align with the amended regulation.

## **BACKGROUND:**

Under the *Regulated Health Professions Act, 1991* (RHPA) and the *Registration Requirements Regulation* (O. Reg. 508/22), all Ontario health regulatory colleges are now required to have an Emergency Class of Registration. The intent of the Emergency Class is to create an alternative pathway to registration during an emergency.

The Emergency Registration Policy has been revised to ensure that it aligns with the recent amendments to the *Registration Regulation*, specifically the new Emergency Class of Registration.

On August 16, 2023, the Registration Committee reviewed the draft revisions and approved that the revised policy be circulated for public consultation. On November 14, 2023, the Registration Committee reviewed the consultation feedback and subsequently recommended that Council approve the revised policy.

## **ANALYSIS:**

### **Summary of Changes**

Under section 63.1 of the *Registration Regulation*, the Emergency Certificates of Registration can only be issued if the government has requested the CRTO to initiate registrations under the Emergency Class or the CRTO Council has determined that there are emergency circumstances and that it is in the public interest to issue Emergency Certificates of Registration. The proposed policy revisions include the criteria under which the CRTO Council would open the Emergency Class.

In addition to the Emergency Class, the policy includes provisions under which the Registrar can waive certain registration requirements for applicants in the General and Graduate Class of Registration. There are no substantive changes to these provisions in the proposed draft.

### **Public Consultation**

The draft revised policy was posted for public consultation on the CRTO website, where participants were asked to provide feedback through an online survey and/or by email. A link to the survey was also shared with Members in the September 2023 e-blast. In total, 36 people viewed the consultation survey, with one complete submission (note: \*4 individuals viewed/completed the survey one day after the deadline).

For full consultation results, see Appendix B.

**Date consultation opened:** September 14, 2023

**Length of time consultation was open:** 32 days

**Date consultation closed:** October 16, 2023

## **RECOMMENDATION:**

That Council approve the revised Emergency Registration Policy.

## **NEXT STEPS:**

If the motion is approved, the policy will be posted on the CRTO website and communicated to members in the next e-blast.

## COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



### Emergency Registration

Type: Policy

Origin Date: June 13, 2003

Section: RG

Approved By Council on: April 17, 2021

Document Number: RG-412

Next Revision Date: April 17, 2026

### 1.0 POLICY STATEMENT

~~During times of emergency and/or health crises, the College Respiratory Therapists of Ontario (CRTO) Council may declare that it is in the public interest to issue certificates of registration in the Emergency Class. In addition, During times of during these emergency circumstances, and/or health crises, the College of Respiratory Therapists of Ontario's (CRTO) the Registration Committee may authorize the Registrar to waive certain registration requirements for register applicants in the General and Graduate Class who meet the conditions detailed in this policy. The CRTO Registration Currency Policy should be used as a guideline for applying terms, conditions, or limitations, as appropriate.~~

~~The definition of "emergency situation" shall be at the discretion of the Registrar.~~

### 2.0 PURPOSE

Emergencies or health crises, such as natural disasters and pandemic situations, may require the CRTO to implement emergency registration provisions.

This policy is intended to expedite the registration process during emergency situations. The policy sets out the circumstances under which:

1. the CRTO will issue Emergency Certificates of Registration; and
- ~~1-2.~~ by eliminating barriers to registration, at tthe Registrar can waive 's discretion, including allowing applicants to register without having met certain exemptible registration requirements for applicants in the General and Graduate Class (e.g., currency requirements, registration-related fees, etc.).

### 3.0 APPLICABILITY & SCOPE OF POLICY

#### A. EMERGENCY CLASS<sup>1</sup>

The Emergency Class can be ordered by the government or by the CRTO Council. For the Council to trigger the Emergency Class, the following criteria must be met:

<sup>1</sup> Acknowledgements: This policy is based in part on the College of Midwives of Ontario (CMO), Emergency Class Policy.





1. There must be a current or imminent threat to the supply of qualified, skilled and competent respiratory therapists to meet the needs of the public and the healthcare system.
2. It is in the public interest to issue Emergency Class certificates of registration.
3. All possible options have been considered and it is determined that issuing certificates in the Emergency Class is the best solution under the circumstances.

When the Emergency Class is in force, an applicant for a certificate of registration in the Emergency Class will be required to meet the registration requirements set out in the Registration Regulation, section 63.1.

### **B. REGISTRATION CONSIDERATIONS – GENERAL AND GRADUATE CLASS**

During times of emergency and/or health crises, the Registration Committee may authorize the Registrar to waive certain registration requirements for registering applicants in the General and Graduate Class who meet the conditions detailed in this policy.

- **Retired or Resigned Members:**

Members who have retired and/or resigned their certificate of registration with the CRTO can reapply by submitting an online application for registration. At the time of reapplying, applicants who practised respiratory therapy within the last two (2) years are considered to have met the currency requirements. The Registrar will reissue the same class of certificate held before retiring/resigning, along with any applicable terms, conditions, or limitations the member previously held before their retirement/resignation.

For applicants who have not practised within the last 2-5 years, the Registration Committee grants the Registrar the authority to register the individual and apply terms, conditions, or limitations on the certificate of registration in accordance with the Registration Currency Policy.

Applicants who have a currency gap of more than five (5) years will be referred to the Registration Committee for consideration.

- **Inactive Class of Registration:**

Members in the Inactive ~~class~~-Class applying for a general certificate and who have practised respiratory therapy within the last two (2) years are considered to have met the currency requirements. The Registrar will issue the certificate along with any applicable terms, conditions, or limitations the member previously held before going Inactive.

For applicants who have not practised within the last 2-5 years, the Registration Committee grants the Registrar the authority to register the individual and apply terms, conditions, or limitations on the certificate of registration in accordance with the Registration Currency Policy.



Applicants who have a currency gap of more than five (5) years will be referred to the Registration Committee for consideration.

- **Respiratory Therapy Students:**

Respiratory Therapy (RT) students enrolled in a recognized program who are within ten (10) weeks of successful completion of that program may be considered for registration in the Graduate ~~class~~Class. This is contingent on confirmation from the educational program that the applicant has completed the program. In addition, during a state of emergency, these individuals will be considered eligible to write the Health Professionals Testing Canada (HPTC)<sup>2</sup> exam as first-time writers.

Second-year RT Students (i.e., those who have not completed a substantial amount of the clinical training provided in the program) are not eligible for registration with the CRTO. However, the CRTO supports the deployment of second-year RT students in non-direct patient care roles (e.g., screening, technical support roles in the RT department, etc.).

- **Out-of-Province Applicants:**

Out-of-province applicants wishing to register with the CRTO will be registered in accordance with the Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy and the Registration Currency Policy. Applicants coming from provinces that are regulated will be granted a certificate of registration equivalent to the one held in their home province. Applicants applying under Labour Mobility will be required to provide the following:

- **Registration Verification Forms** - If the applicant holds (or have ever held) a license or registration to practise Respiratory Therapy outside of Ontario, and/or if they hold (or have ever held) a license or registration to practise another profession, they will need to complete the Registration Verification Form; and
- Submit a **written declaration** stating that they have worked as an RT within the past two years and have no outstanding conduct issues.

These applicants will be granted a certificate of registration that permits them to practice under terms, conditions and limitations stipulated by the CRTO until such time that they can provide the **employment verification form(s)**. If the employment verification form is not provided to the CRTO within six (6) months from their registration date, their registration will be revoked.

#### **A.C. REGISTRATION-RELATED FEES:**

During an emergency, registration-related fees may be waived, at the discretion of the Registrar. The decision will be based on the circumstances of the emergency, as well as the need for qualified respiratory therapist~~expedient return of skilled providers to~~ in the workforce and will be balanced against the necessity of finances for the CRTO to continue operating effectively.

---

<sup>2</sup> Formerly the Canadian Board for Respiratory Care (CBRC)



#### 4.0 RESOURCES

- [Registration Verification Form](#)
- [Employment Verification Form](#)
- [Labour Mobility: Applicants from Regulated Canadian Jurisdictions](#)
- [Graduates \(GRTs\)](#)
- [Registration Currency Policy](#)

#### 5.0 CONTACT INFORMATION

**College of Respiratory Therapists of Ontario**

180 Dundas Street West, Suite 2103

Toronto, ON M5G 1Z8

**Telephone:** 416-591-7800

**Toll-Free (in Ontario):** 1-800-261-0528

**Fax:** 416-591-7890

**General Email:** [questions@crto.on.ca](mailto:questions@crto.on.ca)

# Appendix B: Emergency Registration Policy Consultation Survey Results

## Answers to Questions Emergency Registration Policy Consultation

As of: 10/20/2023 2:40:24 PM

### Page: Intro

#### Question: Introduction/Overview

Number Who Answered: 0

[View Details](#)

### Page: About You

#### Question: Are you a...

Number Who Answered: 2

Respiratory Therapist (including retired)	0	0 %
Graduate Respiratory Therapist	0	0 %
Student of a Respiratory Therapy Program	0	0 %
Member of the Public	0	0 %
Other Respiratory Therapy Regulator or Association	0	0 %
Other Health Care Professional (including retired)	0	0 %
Other Health Care Regulator or Association	0	0 %
Prefer Not to Say	2	100 %

#### Question: I live in...

Number Who Answered: 2

Ontario	1	50 %
Canada, but outside Ontario	0	0 %
Outside of Canada	0	0 %
Prefer Not to Say	1	50 %

### Page: Questions

#### Question: 1. Is the purpose of the Emergency Registration Policy clear?

Number Who Answered: 1

Yes	No
0	1
0 %	100 %

#### Question: If no, please provide further details:

Number Who Answered: 1

"such as".....vague During an emergency, registration-related fees may be waived, at the discretion of the Registrar. The decision will be based on the circumstances of the emergency, as well as the need for qualified respiratory therapists expedient return of skilled providers to in the workforce and will be balanced against the necessity of finances for the CRTO to continue operating effectively. Too vague.

#### Question: 2. Do you agree that the Emergency Registration Policy is clear and understandable?

Number Who Answered: 1

Yes	No
0	1
0 %	100 %

#### Question: If no, please provide further details:

Number Who Answered: 1

A written declaration may be inadequate and dangerous to rely on to support they have worked as an RT within the past two years and have no outstanding conduct issues. In this era of falsification of credentials from local and international sources the risk is too high to the public and contravenes the mandate of the CRTO

#### Question: 3. Is the Emergency Registration Policy free from omissions and/or errors?

Number Who Answered: 1

Yes	No
0	1
0 %	100 %

#### Question: If no, please provide further details:

Number Who Answered: 1

# Emergency Registration Policy Consultation Survey Results

*Six (6) months is far too long a period. In the interim the person may be unable or unsuited to work as a Respiratory Therapist or worse be a threat to the public.*

## Page: Additional Comments

**Question: Do you have any additional comments you would like to share?**

*Number Who Answered: 1*

Retired, Resigned, and Inactive Members can potentially contribute during times of emergencies. Front line care appears to be the focus. Through the vast breadth and depth of time and experiences they have acquired and hence contribute in many areas not limited to the following: education, management, supply chain, human resources, and policy as examples. Their vast knowledge, skills, and abilities which would greatly support and strengthen the broad baseline in times of greatest need in emergencies.

# Council Briefing Note

**AGENDA ITEM # 9.2**

**December 1, 2023**

<b>From:</b>	Registration Committee
<b>Topic:</b>	Vulnerable Sector Checks Policy
<b>Purpose:</b>	Decision
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	Appendix A: DRAFT Vulnerable Sector Checks Policy
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: the council approve the DRAFT Vulnerable Sector Checks Policy for consultation.</b>

## **PUBLIC INTEREST RATIONALE:**

Ensuring the CRTO has the necessary safeguards in place to meet its mandate of regulating the profession of Respiratory Therapy in the public interest/safety. To this end the CRTO must ensure that applicants' past and present conduct affords reasonable grounds for belief that they will practice respiratory therapy with decency, integrity, and honesty and in accordance with the law.

## **BACKGROUND:**

Under section 53(1)1 of the *Respiratory Therapy Act, 1991 (O. Reg. 596/94)*, all CRTO applicants must disclose to the CRTO details of any criminal offence of which the applicant has been found guilty, including any offence under the *Controlled Drugs and Substances Act (Canada)* or the *Food and Drugs Act (Canada)*. Our current approach relies on the applicant being forthcoming and truthful without any mechanism in place for the CRTO to ensure that the applicant has provided full disclosure of their criminal matters.

Accordingly, to ensure that the CRTO is conducting a diligent background check of their applicants for registration, the CRTO embarked on research and development of the Vulnerable Sector Check Policy (see Appendix A), which included a comprehensive environmental scan and a review by CRTO's legal counsel.

**ISSUE:**

As the CRTO developed the Vulnerable Sector Check Policy, specific considerations were researched, and the results of the research were brought forward to both the Registration Committee and the CRTO Council for discussion and feedback. These considerations included:

- 1.) What is the most appropriate form of criminal reference check to conduct?
- 2.) Should the CRTO also conduct criminal reference checks of current members? If yes, how should the CRTO go about conducting a criminal reference check for current members?
- 3.) What are the costs associated with a criminal reference check, and who will incur the cost of a reference check?
- 4.) How long of a period is a criminal reference check valid?
- 5.) Ontario RT grads often obtain a criminal record check for their clinical placement, and as such, would the CRTO be duplicating the requirements by requiring them to obtain two criminal checks in such a short span, one for their placement and one for their CRTO application?

**ANALYSIS/DISCUSSION:**

This section will discuss the questions posed in the “ISSUE” section of the briefing note.

**1.) What is the most appropriate form of criminal reference check to conduct?**

Recognizing that RTs treat patients who are often in extremely vulnerable positions, it is recommended that the CRTO use the Vulnerable Sector Check (VSC), as it is the most comprehensive form of a criminal background check. The VSC provides the disclosure of findings of guilt in which a pardon has not been issued or granted, any other court orders against an individual (including outstanding warrant/charge), any findings of not criminally responsible on account of mental disorder, and any non-convictions including charges that were dismissed, withdrawn, or stayed.

During its research, the CRTO determined that approximately 81% of regulators who responded to a survey regarding criminal records checks indicated they perform one on applicants. Further, of the respondents, approximately 60% indicated they conduct a VSC. Based on this research, both the Registration Committee and Council agreed that the best type of check to perform would be the VSC.

**2.) Should we also conduct criminal reference checks of current members?**

During its research, the CRTO determined that approximately 92% of the regulators who provided information to the CRTO regarding criminal records checks indicated that they do not require current members to provide a criminal record check, and they rely solely on the member's renewal declarations which is either built into their by-laws or required under the applicable governing legislation. As part of its renewal process, the CRTO also asks its members to declare any conduct concerns, including criminal charges, convictions, discharge, or bail conditions.

Based on this information, both the Registration Committee and Council agreed not to expand the requirement to submit a Vulnerable Sector Check to its current members and instead rely on the member's declaration. If a member is deemed to have provided false information to the CRTO, they would be referred to the ICRC for allegations of professional misconduct.

### **3.) What are the costs associated with a criminal record check and who will incur the cost of a record check?**

Based on the jurisdictions in Ontario, the cost of a VSC conducted by the local police jurisdictions will cost somewhere between \$45-\$70.

If the CRTO were to incur the cost of such a request, the administrative hurdles to administer such a program would cause delays in the processing of applications. Further, at a projected cost of \$60 per record check, with an average of 230 applications a year, the cost would be high, at approximately, \$13,800.

Whereas, if an applicant was required to submit their record check as part of the application process, the CRTO would be in a better position to process the information in an expedited manner. Further, the cost per applicant/member would not be an unjust burden.

Both the Registration Committee and Council agreed with the results of the CRTO's research on the costs and agreed that the cost should be covered by the applicant.

### **4.) How long of a period is a criminal reference check valid?**

VSCs are a point-in-time search and are only valid on the day they are issued since information can change daily. Therefore, a timeframe of validity must be established. Once a VSC is obtained by an applicant, a maximum amount of time must be established for the applicant to provide that information to the CRTO, and for the CRTO to consider the VSC to be valid.

Based on its research, the CRTO determined that organizations that require VSCs will accept them either six months or one year out from the date of issuance. In discussion at the Registration Committee and at Council, it was determined that **six months** of validity would be appropriate to ensure that any VSCs received are reasonably up-to-date and that they would provide reasonable assurance to the CRTO that the applicant will practice respiratory therapy with decency, integrity, and honesty and in accordance with the law.



**5.) Ontario RT grads often obtain a criminal record check for their clinical placement, and as such, would the CRTO be duplicating the requirements by requiring them to obtain two criminal checks in such a short span, one for their placement and one for their CRTO application?**

After discussions at both the Registration Committee and Council, a concern was flagged that applicants who graduated from an RT program in Ontario and did their clinical placement in Ontario, would have to duplicate their efforts to provide a VSC to both their clinical placement and the CRTO.

As such, an exemption was carved out in the policy that allows for recent graduates of an Ontario RT program to sign an undertaking and provide a copy of their (clinical placement) VSC in lieu of providing a new VSC to the CRTO (see section 4.0 b, Appendix A).


**RECOMMENDATION:**

It is recommended that Council approve the draft Vulnerable Sector Checks Policy for consultation.

**NEXT STEPS:**

If approved, the draft Vulnerable Sector Check Policy will be sent out for consultation in January 2024, and brought back to Council to discuss the results of the consultation during Council's March 2024 meeting.

## COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

	<b>Vulnerable Sector Checks</b>	
	<b>Type:</b> Policy	<b>Origin Date:</b>
	<b>Section:</b> RG	<b>Approved By Council on:</b>
	<b>Document Number:</b> RG-000	<b>Next Revision Date:</b>

**1.0 POLICY STATEMENT**

As part of its public interest mandate, the College of Respiratory Therapists of Ontario (Certo) must ensure that applicants' past and present conduct affords reasonable grounds for belief that they will practice respiratory therapy with decency, integrity, and honesty and in accordance with the law. To this end, it is the policy of the Certo that all applicants for registration submit the results of a Vulnerable Sector Check (VSC) as part of their application for registration with the Certo.

**2.0 PURPOSE**

The Certo uses the VSCs as part of its review of applicants' suitability to practice. The purpose of this policy is to explain the VSC requirement as it applies to applicants for registration with the Certo.

**3.0 APPLICABILITY & SCOPE OF POLICY**

- a) This policy applies to all applicants who are seeking to register with the Certo, including applicants for initial registration and those who are applying for reinstatement (e.g., from suspension (except for administrative suspensions), resignation, or revocation). The policy does not apply to current Members of the Certo who are applying for a change of class (e.g., Graduate Members applying for the General Certificate of Registration or Inactive Members applying to the General Class).
- b) The VSC must meet the following requirements:
  - i. The VSC Report must be dated no more than **six months** before the date of application for registration with the Certo.
  - ii. The VSC must be completed on **all names** the applicant is currently using or has ever used (e.g., maiden names).
  - iii. The **name(s)** and **date of birth** on the VSC report must match those listed on the applicant's application for registration with the Certo.
- c) The applicant is responsible for any **costs** related to obtaining the VSC.



- d) The CRTO will only accept the **original** VSC report obtained from the applicant's local Canadian police service. Applicants who receive an electronic copy of the VSC are required to submit the copy through their applicant portal. Applicants who receive a paper copy of their VSC are required to mail the original copy to the CRTO's Registration Department.
- e) VSCs are specific to the institution requesting the check. Accordingly, the CRTO cannot accept a VSC issued to another organization, with the exemption as outlined in Section 4.0 (b) of this policy.

#### 4.0 EXEMPTIONS

- a.) Applicants who do not or have not lived in Canada and who are unable to obtain a VSC are required to provide criminal records check that is acceptable to the Registrar (e.g., international police certificate).
- b.) Recent graduates of approved Ontario RT programs may be exempted from the VSC requirement if they:
  1. Sign an Undertaking with the CRTO indicating that:
    - i. They have completed a VSC in the last 12 months for the purpose of their clinical placement and the results were completely clear;
    - ii. They have never been charged with or found guilty of a criminal offence; and
    - iii. They agree to promptly obtain and provide the CRTO with a new VSC if requested by the Registrar.
  2. Provide a copy of the VSC completed for the clinical placement to the CRTO with the undertaking.

#### 5.0 AUTHORITY & MONITORING

Under section 53. (1) of the Registration Regulation (O. Reg. 596/94 Part VIII):

- An applicant for a certificate of registration of any class must fully disclose details of any criminal offence of which the applicant has been found guilty, including any offence under the *Controlled Drugs and Substances Act (Canada)* or the *Food and Drugs Act (Canada)*; and
- The applicant's past and present conduct afford reasonable grounds for belief that the applicant,
  - i. is mentally competent to practise respiratory therapy,
  - ii. will practise respiratory therapy with decency, integrity, and honesty and in accordance with the law, and
  - iii. will display an appropriately professional attitude.

If the results of the VSC include the disclosure of a criminal record (positive record), the applicant will be required to submit additional information and/or documentation (e.g., court transcript). The Registrar will review the findings to determine whether there are concerns about the



applicant's suitability to practice. If the Registrar has concerns about the applicant's suitability to practice, their application may be referred to the CRTO's Registration Committee for review and decision.

## 6.0 RELATED DOCUMENTS

- [O. Reg. 596/94: GENERAL \(ontario.ca\)](#)
- [Determining Applicants' Suitability to Practice Fact Sheet](#)

## 7.0 CONTACT INFORMATION

**College of Respiratory Therapists of Ontario**  
180 Dundas Street West, Suite 2103  
Toronto, ON M5G 1Z8

**Telephone:** 416-591-7800

**Toll-Free (in Ontario):** 1-800-261-0528

**Fax:** 416-591-7890

**General Email:** [questions@crto.on.ca](mailto:questions@crto.on.ca)

# Council Briefing Note

AGENDA ITEM # 10.1

December 1, 2023

<b>From:</b>	Ania Walsh, Manager, Regulatory Affairs
<b>Topic:</b>	Emergency Class and “As of Right” Exemption Policy Updates
<b>Purpose:</b>	For Information
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	N/A
<b>Motion:</b>	N/A

## ISSUE:

Several CRTO policy documents need to be updated to reflect the recent regulatory amendments related to the new Emergency Class, “As of Right” exemption, as well as the exemptions under the *Controlled Acts Regulation*.

## BACKGROUND:

Effective August 31, 2023, the Ontario Ministry of Health (MOH) amended the *Registration Regulation* (O. Reg. 596/94, General, Part VIII) to enable the creation of an Emergency Class of Registration.

The *Exemption – Restricted Titles Regulation* (O. Reg. 199/23) came into effect on July 24, 2023. This new regulation was drafted as part of the government’s “As of Right” initiative. It enables out-of-province regulated Respiratory Therapists (Inter-jurisdictional RTs) who meet specific conditions to start working in Ontario’s public hospitals, long-term care homes and the University of Ottawa Heart Institute without having to first register with the CRTO.

Lastly, Parts VII (Prescribed Procedures) and VII.1(Prescribed Substances) under O. Reg. 596/94 General, as well as the *Controlled Acts Regulation* (O. Reg. 107/96), were also amended to enable Respiratory Therapists in the Emergency Class and those practising under the “As of Right” exemption to perform controlled acts authorized to the profession.

The purpose of this briefing note is to provide a high-level overview of the CRTO’s policy documents that need to be updated in order to reflect the regulatory changes listed above.

**ANALYSIS:****Summary of Changes**

- **By-laws**

The Fee By-law is being amended to establish the fees that will apply to the Emergency Certificates. The revised draft By-law will be sent out for consultation and presented for final approval at the March 2024 Council meeting.

- **Professional Practice Guidelines (PPGs)**

The following PPGs have been updated to reflect the regulatory changes discussed above:

- **Registration and Use of Title PPG** – the revised draft PPG will be sent out for consultation and presented for final approval at the March 2024 Council meeting.
- Staff updated the **Delegation PPG** with references to the new Emergency Class and the amended *Controlled Acts Regulation*. The PPG will be published on the CRTO website in the upcoming weeks.
- Staff updated the **Interpretation of Authorized Acts PPGs** with references to the new Emergency Class and the amended *Controlled Acts Regulation*. The PPG will be published on the CRTO website in the upcoming weeks.

- **Policies**

**Emergency Registration Policy** – the policy revisions include the criteria under which the CRTO Council would open the Emergency Class. The revised draft policy was sent out for consultation and will be presented to Council for final approval at the December 1, 2023, meeting.

**Unauthorized Use of Title and Holding out Prior to Registration** – the policy revisions include references to the Emergency Class and “As of Right” exemption. The draft revised policy will be presented to Council for final approval at the December 1, 2023, meeting.

Other policies that have been updated and will be published on the CRTO website in the upcoming weeks include:

- **Graduate Certificate of Registration Policy** – updated to reflect the amended *Controlled Acts Regulation* (specifically the new tracheostomy tube change exemption)
- **Application for Registration - File Closure Policy** – updated to reflect the “As of Right” exemption
- **Professional Development Program Policy** – updated with references to the new Emergency Class of Registration

- **Supervision Policy** – updated with references to the new Emergency Class of Registration

The following policies are under review:

- Currency Policy
- Application for Registration Document Requirements Policy

- **Fact Sheets**

The following Fact Sheets have been updated and published on the CRTO website:

- **Am I Practising Fact Sheet** updated with references to the “As of Right” exemption
- **Funding for Therapy Fact Sheet** (and forms) - updated to clarify that the funding for therapy and counselling program applies to patients/clients who allege that they were sexually abused by a Member of the CRTO
- **Terms Conditions and Limitations** - updated with references to the Emergency Class and the amended *Controlled Acts Regulation*

Fact Sheets under review / pending publication on the CRTO website:

- Examination
- Graduate Certificates
- Mandatory Reporting by Employers

**NEXT STEPS:**

Staff will continue to implement the regulatory changes listed above changes coordinate the policy review process.

# Council Briefing Note

**AGENDA ITEM # 10.2**

**December 1, 2023**

<b>From:</b>	Kelly Arndt, RRT, Manager, Quality Practice
<b>Topic:</b>	Draft Revised Registration and Use of Title PPG
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance and Accountability
<b>Attachment(s):</b>	Appendix A – Draft Revised Registration and Use of Title Professional Practice Guideline (PPG)
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: Council approve the draft revised Registration and Use of Title PPG for consultation.</b>

## **PUBLIC INTEREST RATIONALE:**

The Registration and Use of Title PPG provides guidance with respect to the different classes of registration, protected titles and the requirements of maintaining one’s registration with the CRTO. The protected title and registration requirement provisions assure that anyone identifying themselves as a Respiratory Therapist is authorized to practice, and as such, meets certain registration requirements and is professionally accountable for providing safe, competent and ethical care.

## **ISSUE:**

Previously revised in 2020, the Registration and Use of Title PPG has been reviewed and updated with references to the new Emergency Class and the “As of Right” exemption. The document has gone through a rigorous policy review process, including external legal review, to ensure that all legislative and regulatory requirements have been addressed.

## **BACKGROUND:**

In Ontario, “Respiratory Therapist” is a protected title. The title and any variation or abbreviation of the title (e.g., RT, RRT) are protected under the *Respiratory Therapy Act* (RTA). In addition, the RTA has a “holding out” provision that prohibits any person who is not a Member of the CRTO from holding themselves out as a person who is qualified to practice Respiratory Therapy in Ontario (with the exception of Inter-jurisdictional Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption – Restricted Titles).



The CRTO developed the Registration and Use of Title PPG to clarify Members' obligations with respect to their use of professional titles and designations and maintaining their registration with the CRTO.

## **ANALYSIS:**

### **Summary of Changes**

The format and intent of this document is unchanged. The content has been revised to reflect the recent regulatory amendments, in particular, the new Emergency Class of Registration and the "As of Right" exemption. For example, under:

- Classes of Registration:
  - Added the Emergency Certificates of Registration
- Protected Titles
  - Revised to clarify the "As of Right" exemption.
- Professional Designations, Professional Titles & Job Titles
  - Updated with references to the Emergency Certificates of Registration.

In addition, the conditions imposed on Graduate Certificates of Registration (listed under the Classes of Registration section) have been updated to reflect the recent changes under the *Controlled Acts Regulation*.

Other changes were made to improve readability and to ensure consistency with other CRTO documents.

For reference, the current version of the Registration and Use of Title PPG is available [HERE](#).

## **RECOMMENDATION:**

It is recommended that Council approve the revised Registration and Use of Title PPG for circulation for feedback from members and other stakeholders.

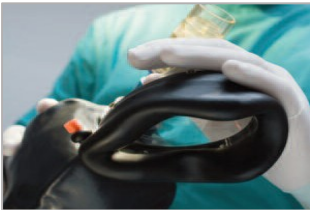
## **NEXT STEPS:**

If the motion is approved, the PPG will be sent out for consultation in January 2024.

MARCH 2020 Draft Revisions 2023

## Registration & Use of Title

### PROFESSIONAL PRACTICE GUIDELINE



COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO

## Professional Practice Guideline

College of Respiratory Therapists of Ontario (CRTO) publications contain practice parameters and standards that should be considered by all Ontario Respiratory Therapists (RTs) in the care of their patients/clients and in the practice of the profession. CRTO publications are developed in consultation with professional practice leaders and describe current professional expectations. All Members are required to abide by these CRTO publications, and they will be used in determining whether appropriate standards of practice and professional responsibilities have been maintained.

It is important to note that employers may have policies related to registration and use of title. If an employer's policies are more restrictive than the CRTO's expectations, the RT must abide by the employer's policies. Where an employer's policies are more permissive than the expectations of the CRTO, the RT must adhere to the expectations of the CRTO.

## Table of Contents

Commented [AW1]: To be updated

Introduction.....	4
Classes of Registration .....	5
General Certificate of Registration .....	5
Graduate Certificate of Registration.....	5
Limited Certificates of Registration .....	7
Inactive Certificates of Registration .....	7
Emergency Certificates of Registration .....	8
Protected Titles.....	9
Professional Designations, Professional Titles & Job Titles.....	9
Student Respiratory Therapists (SRT).....	12
Terms, Conditions and Limitations.....	12
CRTO Public Register.....	13
Maintaining Registration with the CRTO.....	14
Resignation.....	15
Suspension (for Failure to Renew Membership) .....	15
Revocation (for Failure to Renew Membership).....	16

## Introduction

The [Regulated Health Professions Act, 1991](#) (RHPA) sets out the framework for the regulation of health professions in Ontario. This piece of legislation grants the privilege of self-regulation to ~~the profession of~~ Respiratory ~~Therapy Therapists~~, as well as other healthcare professionals. The RHPA also permits each regulatory College to determine the appropriate registration requirements for its own profession. In addition, as a public protection mechanism, the profession-specific Acts restrict the use of certain professional titles and designations to members of health regulatory Colleges.

The [Respiratory Therapy Act, 1991](#) (RTA) confers the title “Respiratory Therapist” to those individuals who have met the College of Respiratory Therapists of Ontario’s (CRTO) registration requirements. The intent of this practice guideline is to offer clarification with respect to [the different classes of registration](#), protected titles and [maintaining one’s registration with the CRTO](#)~~the requirements for CRTO registration in Ontario.~~

Commented [AW2]: Updated for clarification

## Classes of Registration

All Members of the CRTO are issued a “certificate of registration.” ~~A member’s certificate may be issued~~ in either the General, Graduate, Limited (Practical), ~~or~~ Inactive ~~or~~ Emergency class. All CRTO Members are “Respiratory Therapists” regardless of the class of certificate of registration they hold.

~~An unusual feature of the regulatory model created by the RHPA is that certificates of registration are issued for life. Certificates of registration may only be removed by the CRTO for cause, as required by the legislation, or at the request of a Member. As a result, failure to notify the CRTO that a Member has moved out of province, retired, or wishes to resign for any other reason, by the annual renewal date, could result in a suspension of their certificate of registration.~~

Commented [AW3]: Seer the Maintaining Registration section

### General Certificate of Registration

~~A General Certificate M~~ay be issued to an individual who has met all ~~academic~~ registration requirements, ~~including academic requirements~~, and has successfully completed the registration examination approved by the CRTO, or met the registration requirements under ~~the labour mobility provisions Ontario Labour Mobility Act, 2009~~. ~~If a~~ Member holdsing a General Certificate of Registration, ~~they~~ must use the designation “RRT” ~~when practising the profession~~ and may use “Registered Respiratory Therapist” or “Respiratory Therapist” as their ~~professional~~ protected title.

Commented [JM4]: There are more than just academic requirements - such as good character, authority to work in Canada, liability insurance, etc.

Commented [KA5R4]: We could add this in.

### Graduate Certificate of Registration

~~A Graduate Certificate M~~ay be issued to an individual who has met all ~~academic~~ registration requirements, ~~including academic requirements~~, but has not yet successfully completed the registration examination approved by the CRTO. ~~If a~~ Member holdsing a Graduate Certificate of Registration, ~~they~~ must use the designation “GRT” and may use “Graduate Respiratory Therapist” as their ~~professional~~ protected title. This is a temporary class of registration. **A Graduate Certificate of Registration is automatically revoked after 18 months.**

Commented [JM6]: Is there any appetite to referring to this as the “protected title” instead of the “professional title”? If so, you’d have to change it throughout of course. I just think that it is the protected title so why not call it that? I’m not sure what “professional” adds.

Commented [KA7R6]: Those who will be practicing in EC without being Members will still be able to use the title Respiratory Therapist? Does that still make it protected under definition?

Commented [AW8R6]: RTs practising under “As of Right” - the provision applies - under the Exemption - Restricted Titles Reg

Commented [JM9]: Same question as above

The following conditions apply to a Graduate Certificate of Registration:

The (Graduate) Member shall,

1. at the first reasonable opportunity, advise every employer of any terms, conditions, and limitations that apply to the ~~member’s~~ Member’s ~~graduate~~ Graduate certificate-Certificate of registration if their employment is in the field of Respiratory Therapy;
2. only perform a controlled act that is authorized to the profession if it is performed under the general supervision of a member of a College within the meaning of the *Regulated Health Professions Act, 1991* who, the ~~member~~ Member holding the ~~graduate~~ Graduate certificate-Certificate has reasonable grounds to believe, is authorized to perform the controlled act, and is competent to do so and who is available to be personally present at the site where the authorized act is performed on ten minutes notice;
3. not delegate a controlled act;

4. not perform advanced prescribed procedures below the dermis; ~~and~~
5. not perform authorized act #5 “administering a prescribed substance by inhalation”; ~~and~~
6. ~~not perform a tracheostomy tube change for a stoma that is less than 24 hours old.~~

**A Graduate Certificate is deemed to have been revoked 18 months after its initial date of issue.**

Commented [AW10]: Removed based on the recent changes under the *Controlled Acts Regulation*

**Table 1: Controlled Acts Authorized to Respiratory Therapists Authorized Acts**

Authorized Acts <i>(under the Respiratory Therapy Act)</i>	GRT <del>can</del> Can Perform*
1. Performing a prescribed procedure below the dermis <del>-</del>	✓ (Basic procedures only)
2. Intubation beyond the point in the nasal passages where they normally narrow or beyond the larynx <del>-</del>	✓
3. Suctioning beyond the point in the nasal passages where they normally narrow or beyond the larynx <del>-</del>	✓
4. Administering a substance by injection or inhalation <del>-</del>	✓
5. Administering a prescribed substance by inhalation <del>1-</del>	X
Exceptions <i>(under the Controlled Acts Regulation)</i>	GRT can Perform*
1. <u>Performing a tracheostomy tube change</u> <sup>2</sup>	✓
2. <u>Use of diagnostic ultrasound</u> <sup>3</sup>	✓

Commented [AW11]: Updated to reflect the recent changes under the *Controlled Acts Regulation*

\*please note that general supervision is required.

**A Graduate Certificate is deemed to have been revoked 18 months after its initial date of issue.**

Commented [AW12]: Moved up

**Notes:**

1. Graduate Respiratory Therapists (GRTs) are not permitted to independently self-initiate oxygen therapy as per authorized act #5 (“administering a prescribed substance”). However, GRTs can still administer oxygen, and other substances (e.g., bronchodilators) as per authorized act #4 (“administering a substance by injection or inhalation”) provided they have a valid order (direct or via a medical directive) from an authorized prescriber (e.g., physician).
2. All Members of the CRTO are permitted under the Controlled Acts Regulation to change a tracheostomy tube, subject to any terms, conditions and limitations on their certificates of registration. However, it is the position of the CRTO that GRTs ~~graduate Members can~~ are not permitted to perform a

~~tracheostomy tube change for a stoma that is less than 24 hours old.~~  
~~4-3. Ultrasound must be ordered by a member of the College of Physicians and Surgeons of Ontario or the College of Nurses of Ontario (Extended Class).~~

**Commented [JM13]:** It seems to me that this is pretty important. Is there any reason that it is not highlighted in the yellow box below the way the notes about delegation are?

**Commented [KA14R13]:** While important, it is not the focus of this PPG, no? That is more IAA?

**Commented [AW15]:** Added based on the recent changes under the *Controlled Acts Regulation*

#### PLEASE NOTE:

In addition to GRTs not being permitted to delegate controlled acts, the CRTO's position is that GRTs should not **accept** delegation ~~for of~~ any controlled act.

**For example**, a GRT working in a pulmonary function lab cannot accept delegation to implement the controlled act "*Communicating to the individual or his or her personal representative a diagnosis...*". GRTs require general supervision for the acts already authorized to RTs (listed above). It is, therefore, in the best interest of patients/clients for ~~graduate-GRTs~~ graduate Members to first focus on developing their competency in core areas of RT practice.

#### Limited Certificates of Registration

~~Limited Certificates~~ Were issued to individuals who had not met all requirements for a General Certificate of Registration but provided sufficient evidence to a Panel of the Registration Committee of their competence in a defined area of the scope of practice of the profession. The CRTO stopped issuing Limited Certificates of Registration on February 25, 1999. If a Member holds a Limited Certificate of Registration, they must use the designation "PRT" and may use "Practical Respiratory Therapist" (PRT) as their ~~professional-protected~~ title.

#### NOTE:

It is important that ~~RTs, GRTs and PRTs~~ Members clearly identify themselves by their respective professional designation and/or title on their name badge and when documenting in the patient/client record.

#### Inactive Certificates of Registration

A Member registered with a General or Limited Certificate of Registration may apply for an Inactive Certificate of Registration provided they are not practising the profession\* in the broadest sense of that phrase.

#### NOTE:

A ~~GRT~~ graduate Member ~~can~~ is not permitted to apply for an Inactive Certificate of Registration.

The following conditions apply to an Inactive Certificate of Registration: The (Inactive) Member shall not,

- engage in providing direct patient care;
- use ~~his or her~~ the ~~ir~~ professional-protected title or designation;
- supervise the practice of the profession; or
- make any claim or representation to having any



competence in the profession

\*for additional information on what it means to be “practising the profession”, please review the CRTO’s [Am I Practising Fact Sheet](#).

**NOTE:**  
An Inactive Member is not permitted to serve as a [CRTO Council Member or Committee Appointee](#) or ~~Non-Council Member of the CRTO.~~

Commented [AW16]: Added to reflect the recent changes under the Registration Regulation

### Emergency Certificates of Registration

An Emergency Certificate may be issued when the government has requested that CRTO to initiate registrations under the Emergency Class, or the CRTO Council has determined that there are emergency circumstances and that it is in the public interest to issue Emergency Certificates of Registration. If a Member holds an Emergency Certificate of Registration, they must use the designation RT(E) and may use “Respiratory Therapist (Emergency)” as their protected title.

An Emergency Certificate of Registration expires twelve (12) months after it is issued unless it is renewed or six (6) months after Council determines that emergency circumstances no longer exist.

The following conditions apply to an Emergency Certificate of Registration:

The Member shall,

- (a) at the first reasonable opportunity, advise every employer of any terms, conditions and limitations that apply to the Member’s Emergency Certificate of registration if their employment is in the field of respiratory therapy
- (b) only perform a controlled act that is authorized to the profession if it is performed under the general supervision of a Member who holds a certificate in the General Class of Registration and who is available to be present at the site on ten minutes notice; and
- (c) not delegate a controlled act\*.

\* It is the CRTO’s position that Members who cannot delegate a controlled act, cannot accept delegation for a controlled act.

## Protected Titles

In Ontario, ~~use of the title- the title~~ “Respiratory Therapist” ~~title~~ is ~~protected under the Respiratory Therapy Act, 1991 (RTA)- granted to Members of the CRTO only. This title is protected/restricted under the Restricted Titles section (s.9) of the RTA which states:~~

~~Restricted titles~~

~~9. (1) No person other than a member shall use the title “respiratory therapist”, a variation or abbreviation or an equivalent in another language.~~

~~Representations of qualification, etc.~~

~~—No person other than a member shall hold himself or herself out as a person who is qualified to practice in Ontario as a respiratory therapist or in a specialty of respiratory therapy.~~

Therefore, only CRTO Members are entitled to use the professional **title** “Respiratory Therapist”. This means that to use the “Respiratory Therapist” title or any variation or abbreviation of that title, and/or hold oneself out as qualified to practice respiratory therapy in Ontario, a person must be registered with the CRTO<sup>1</sup>.

### Professional Designations, **Professional-Protected** Titles & Job Titles

**Professional title** is the full expression of the title, as it corresponds to the Member’s certificate of registration.

**Designation** is the abbreviation of the professional title.

**Job title** is often the term given by employers, educational facilities, and certification bodies to designate certain professional roles. These titles are not protected under law but can be used in addition to the protected professional title/designation to highlight the RT’s credentials and/or position within their organization.

Section 67 of the Registration Regulation (O. Reg. 596/94) specifies that:

- ~~Members may use the **professional-protected title** that corresponds to their certificates of registration (see table 2 below) as follows; for example;~~
- ~~Members registered withholding General Certificates of Registration may use the “Registered Respiratory Therapist” or “Respiratory Therapist” titles;~~
- ~~Members registered withholding Graduate Certificates of Registration may use the “Graduate Respiratory Therapists” title; and~~
- ~~Members of the CRTO registered withholding Limited Certificates of Registration may use the “Practical Respiratory Therapist” title;~~
- Members must use the **designation** that corresponds to their certificates of registration (see table 2 below) for example, as follows:

<sup>1</sup> With the exception of Inter-jurisdictional Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption – Restricted Titles, which include having submitted an application for registration to the CRTO.

**Commented [AW17]:** Updated to reflect the new Exemption - Restricted Titles Regulation

**Commented [JM18]:** This also applies to RRT or Registered Respiratory Therapist. I realize it might be a "credential" in some countries, but where this title is restricted by law such as in Ontario, a person cannot use RRT without being a member of the CRTO.

**Commented [JM19]:** I think I'd be inclined to put this phrase that is in brackets into a footnote.

- Members registered with holding General Certificates of Registration must use the “RRT” designation;
- Members registered with holding Graduate Certificates of Registration must use the “GRT” designation; and
- Members of the CRTO registered with holding Limited Certificates of Registration must use the “PRT” designation; holding “”

Job titles may also be used, but they must be accompanied by the appropriate designation.

**Table 2: Professional Designations, Professional Protected Titles & Job Titles**

Class of Registration	Designation	<u>Professional Protected</u> Title	Job Title
General	RRT	Registered Respiratory Therapist or Respiratory Therapist	<u>Anesthesia</u> <del>Anaesthesia</del> Assistant (AA)
Graduate	GRT	Graduate Respiratory Therapist	Patient Educator Registered Polysomnography Technician (RPSGT)
Limited (Practical)	PRT	Practical Respiratory Therapist	Certified Respiratory Educator (CRE)
<u>Emergency</u>	<u>RT(E)</u>	<u>Respiratory Therapist (Emergency)</u>	

**Commented [JM20]:** Doesn't the chart just duplicate the two paragraphs above? Can you not get rid of the previous two paragraphs and simply say that members must use designation listed below opposite the type of certificate they hold and may use the corresponding professional (protected?) title.

**Commented [KA21R20]:** I really like the visual aspect of the chart. Much easier to understand.

**Commented [AW22]:** Added to reflect the recent changes under the Registration Regulation

Documents or records signed by a Member or used by a Member in a professional capacity (e.g., business card) **must** include, at a minimum, their name and their professional designation (e.g., RRT).

#### Example...

An RT who has successfully completed an Anesthesia Assistant certification program may use “AA” when working in their role as an AA, provided their designation is listed first (i.e., RRT/AA). Additional information regarding the AA role can be found in the CRTO’s Respiratory Therapists ~~As as~~ Anesthesia Assistants Professional Practice Guideline.

**Commented [AW23]:** Subheading added for emphasis

### **Registered Names**

It is also important that [when practising the profession](#), Members use the name that they have registered with the CRTO in all interactions with the public and the healthcare team. The name used to register with the CRTO is the one that is [found placed](#) on the Public Register and is ~~the one that would be used~~ [to identify the Member as if someone needed to find out if the therapist was a Member of being registered with](#) the CRTO. The [Professional Misconduct regulation Regulation \(O. Reg. 753/93\)](#) states that it is professional misconduct for a Member to be “*using a name other than the Member’s name as set out in the register, in the course of providing or offering to provide services within the scope of practice of the profession*”.

### **PLEASE NOTE:**

It is an expected standard of practice that RTs manage their professional and therapeutic relationships by “introducing themselves to patients/clients and other members of the healthcare team using their name and professional title” (CRTO [Standards of Practice - Standard 13](#), Professional Responsibilities - Responsibilities to the Profession and the Public).

If a Member feels that identifying [his/herself themselves](#) by name could put them at risk, they should seek further assistance by contacting the CRTO.

### **PLEASE NOTE:**

In 1999, the CRTO adopted the [use of the](#) title **Registered Respiratory Care Practitioner (RRCP)** to identify Registered Respiratory Therapists (RRTs) in Ontario. At the time, it was felt that this title more accurately reflected the role of CRTO Members. However, Members who responded to a survey conducted by the CRTO in June 2002 were overwhelmingly in favour of returning the professional title and designation back to Registered Respiratory Therapist (RRT) because they believed that the RRCP designation caused confusion for both the healthcare team and the public. As a result, the CRTO Council voted in September 2003 to amend the [Registration Regulation](#) and returned Registered Respiratory Therapists (RRT) as the official professional title and designation for Respiratory Therapists in Ontario.

Professional titles and designations are intended to help safeguard the public by making registered members of health professions easy to identify. Using a title and designation that is no longer official may be contrary to this intention and, therefore, the title “Registered Respiratory Care Practitioner” and the designation “RRCP” is not to be used by Members of the CRTO. For the correct professional titles and designation for the various classes of registration, please [see](#) the table on page [910](#).

## Student Respiratory Therapists (SRT)

Students enrolled in a ~~recognized-an approved~~ RT ~~training education~~ program are not Members of the CRTO, but the CRTO encourages them to use the title Student Respiratory Therapist (SRT) while fulfilling the requirements to become a Respiratory Therapist.

## Terms, Conditions and Limitations

Terms, conditions, and limitations are restrictions that may appear on any certificate of registration. In general terms, such restrictions are imposed to protect the public. These restrictions may be imposed by regulation, (e.g., preventing Inactive Members from engaging in ~~the~~ practice), or by one of the CRTO's statutory committees ~~for cause on a particular Member~~, such as disciplinary action. The Registration Committee may also direct that terms, conditions, or limitations be placed on a certificate of registration when reviewing an application for registration. For example, the Registration Committee may direct that an RT practice under supervision when the Member has been away from practice for an extended period of time and does not meet the CRTO's ~~two-year~~ currency requirement.

Terms, conditions, and limitations may be removed from a certificate of registration in a variety of ways, including:

- ~~completing a pre-set time period;~~
- submitting a request to, and receiving approval from, the committee which originally put the restrictions in place; and
- meeting pre-set conditions, such as completing a Specified Continuing Education or Remediation Program (SCERP), or providing acceptable evidence of competence to perform a procedure.

Terms, conditions, or limitations imposed on a Member's certificate of registration are part of the CRTO's ~~online Public Register and are available to the public (including employers and other Members of the CRTO)~~. Additional ~~information information on about~~ TCLs can be found in the CRTO's ~~Terms, Conditions and Limitations Policy Terms, Conditions and Limitations Fact Sheet~~.

Commented [JM24]: Should the yellow box be put somewhere else so it doesn't split up the sentence?

Commented [AW25]: The currency requirement is different for the new Emergency Class

Commented [AW26]: Covered under the last bullet (e.g., meeting a pre-set time condition)?

## CRTO Public Register

The *Regulated Health Professions Act, 1991 (RHPA)* requires all health regulatory colleges to maintain a register of Member information that is ~~publically~~ publicly available on ~~its~~ their websites. The CRTO online Public Register includes the information required under the ~~Health Professions Procedural Code (the “Code”)~~ RHPA, which is a subsection of the RHPA, and additional ~~requirements information~~ requirements outlined in the CRTO’s By-laws.

Examples of information provided on the online Register include:

- Members’ names, and ~~formal~~ where applicable, former names
- Members’ class of registration, registration number, and registration status
- Any conditions or restrictions imposed on Members’ certificates of registration
- Information about ~~a~~ Members’ ~~business address~~ practice locations,
- ~~the~~ The language(s) in which Members ~~are~~ able to provide respiratory therapy services
- Registration history, for example, information about Members’ registration with the CRTO, including changes to the class and registration status
- Information about registration or licensure in other professions or with other RT regulators
- ~~information~~ Information about health profession corporations
- Conduct information, for example,
  - Results of past hearings
  - Notations of pending hearings, for example, when a Member has been referred for a hearing before CRTO’s Discipline or Fitness to Practise Committee
  - ~~Notations of every caution that a Member has received from a panel of the Inquiries, Complaints and Reports Committee (ICRC) and any specified continuing education or remedial programs required by a panel of the ICRC~~ Notations regarding when a Member has been required to appear before a panel of CRTO’s Inquiries, Complaints and Reports Committee for a caution
  - ~~Notations regarding when a Member is required to complete a Specified Continuing Education and Remediation Program (SCERP)~~
  - ~~Convictions, if for example, a Member has been convicted of an offence under the Criminal Code (Canada) and other similar Codes. Information about convictions, if for example, a Member has been found guilty of an offence under the Criminal Code of Canada, or under the Health Insurance Act, or under the Controlled Drugs and Substances Act (Canada), or~~

- any other offences that relate to the Member's suitability to practise.
- Criminal charges or other similar charges, until such time as they have been dismissed, withdrawn, or a conviction occurs. Information about charges under the *Criminal Code of Canada*, or under the *Health Insurance Act*, or under the *Controlled Drugs and Substances Act (Canada)*, or any other offences that relate to the Member's suitability to practise, including where applicable bail conditions.
- Restrictions imposed by a court, for example, bail conditions.

The Register also includes information about former Members of the CRTC. ~~This includes notations specifying that a Member ceased to be registered with the CRTC,~~ the date on which the Member ceased to be registered, and the reason for the cessation of membership.

For more information, please see the ~~CRTC Register By-law~~ Public Register Fact Sheet.

## Maintaining Registration with the CRTC

Members of the ~~College of Respiratory Therapists of Ontario~~ CRTC must renew their registration on an annual basis, by completing the online registration renewal form and by paying the annual renewal fee. In addition, Members ~~of the CRTC~~ are required to:

- Practise according to the standards of practice established in the legislation, regulations and CRTC guidelines;
- Participate in the CRTC Professional Development Program;
- Maintain Professional Liability Insurance (PLI)\* in the amounts and coverage set out in the ~~policies of the CRTC~~ By-Law 3. For additional information about the PLI requirement, please review the Professional Liability Insurance Policy Fact Sheet;
- Inform the CRTC of any change to their personal contact information and employment status
- Self-report information about themselves as outlined in section 23 of the Code and the CRTC By-Law 3. For example,
  - Information related to charges and/or findings of guilt related to offenses,
  - Findings/proceedings of professional negligence or malpractice,
  - Findings/proceedings of professional misconduct, incompetence, incapacity, or other similar finding by another professional regulatory/licensing authority in any jurisdiction.

~~\* for additional information on Professional Liability Insurance, please review the CRTC's Professional Liability Insurance Policy.~~

### Additional Information...

For additional information on mandatory reporting obligations, please review the CRTC's [Mandatory Reporting by Members](#) and [Mandatory Reporting by Employers/Facilities Fact Sheets](#).

[Certificates of registration must be renewed annually and failure to provide the requested information at renewal time, or pay the renewal fee by the CRTC's deadline, may result in suspension of a Member's certificate of registration. A person who no longer wishes to be a Member of CRTC must formally resign their certificate; simply failing to renew on time or pay the renewal fee will result in suspension of the certificate of registration and, ultimately, revocation.](#)

## Resignation

Members [who are not practising the profession and](#) who do not wish to renew their registration must let the CRTC know of their intent to resign in writing. Under the *Respiratory Therapy Act 1991*, a Member who has resigned or no longer holds a certificate of registration is prohibited from using the title "Respiratory Therapist" [\(or any variation or abbreviation of that title\)](#) and is prohibited from holding themselves out as a person who is qualified to practise as a Respiratory Therapist in Ontario.

~~Members who are not practicing respiratory therapy but engage in another healthcare activity (e.g., such as a manager in healthcare), and whose employer does not require them to be registered with the CRTC, have the option of resigning their Membership.~~

If a [resigned](#) Member ~~resigns and~~ wishes ~~at a later point~~ to be reinstated, ~~the Member~~ they must [re](#)-apply and meet the registration requirements in place at the time of [their](#) re-application.

## Suspension (for Failure to Renew Membership)

If a Member fails to renew their ~~Registration~~ [registration](#) with the CRTC and does not resign, their [certificate of](#) registration will be suspended.

A person whose certificate of registration has been suspended is not permitted to:

- Hold themselves out as a person qualified to practise the profession in Ontario, including using the title "Respiratory Therapist" or any variation or abbreviation of these titles, such as "RT", "RRT".
- Practise as a Respiratory Therapist in Ontario.
- Perform controlled acts under the *Regulated Health Professions Act, 1991* by virtue of being a Member of the CRTC.



In order to have the suspension lifted, the person will be required to meet all annual renewal requirements, including payment of fees as set out in the CRTO By-Laws.

## Revocation (for Failure to Renew Membership)

According to the Registration Regulation (s. 66.(2)), if the suspension (for failure to renew registration) is not lifted, the Member's certificate of registration will be revoked by the last day of the CRTO's fiscal year in which the suspension was imposed. Once the certificate has been revoked, a former Member may be reinstated if they:

- (a) re-apply for registration and pay the application fee; ~~for registration;~~
- (b) meet the registration requirements;
- (c) pay the annual fee for the year in which the new certificate is issued.

## Notes

This Professional Practice Guideline will be updated as new evidence emerges or as practice evolves. Comments on this guideline are welcome and should be addressed to:

Manager, Quality Practice  
College of Respiratory Therapists of Ontario  
180 Dundas Street West, Suite 2103  
Toronto, Ontario M5G 1Z8

Phone 416-591-7800  
Toll Free 1-800-261-0528

Fax 416-591-7890  
E-mail [questions@crto.on.ca](mailto:questions@crto.on.ca)

Field Code Changed

# Council Briefing Note

**AGENDA ITEM 10.3**

**December 1, 2023**

<b>From:</b>	Ania Walsh, Manager, Regulatory Affairs
<b>Topic:</b>	Revised Unauthorized Use of Title and Holding Out Policy
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance & Accountability
<b>Attachment(s):</b>	Appendix A – Revised Unauthorized Use of Title and Holding Out Policy
<b>Motion:</b>	<p><b>It is moved by _____ and seconded by _____ that:</b></p> <p><b>Council approve the revised Unauthorized Use of Title and Holding Out Policy.</b></p>

**PUBLIC INTEREST RATIONALE:**

The Unauthorized Use of Title and Holding Out Policy outlines the criteria the Registrar may consider when determining an appropriate regulatory response when the CRTO receives information about a person’s unauthorized use of a restricted title, designation, or holding themselves out as qualified to practise in Ontario as a Respiratory Therapist (RT). The policy helps to ensure that the public receives safe and competent respiratory therapy care from persons who are authorized and qualified to practice the profession in Ontario.

**ISSUE:**

Previously updated in May 2022, the Unauthorized Use of Title and Holding Out Policy has been reviewed and revised to ensure that it is consistent with the recent regulatory amendments, in particular the “As of Right” exemption. Several other changes were made to the policy to clarify some of the language and the scope of the policy.

**BACKGROUND:**

Under the *Respiratory Therapy Act, 1991 (RTA)*, no person other than a member of the College of Respiratory Therapists of Ontario (CRTO) shall use the title “respiratory therapist”, “RT”, a variation or abbreviation or an equivalent in another language, or hold themselves out as a person who is qualified to practise in Ontario as a respiratory therapist or in a specialty of respiratory therapy.

The CRTO developed the Unauthorized Use of Title and Holding out Policy to outline the possible outcomes the Registrar will consider when they receive information about a person's unauthorized use of a restricted title or designation or holding out as qualified to practise in Ontario as an RT.

**ANALYSIS:**

The intent and direction of the policy have not changed; the policy has been revised to address the following:

- Change from ICRC to a general (administrative) policy. The current policy is under the oversight of the Inquiries, Complaints and Reports Committee (ICRC). However, it was noted that the authority of this policy is vested with the Registrar and that ICRC would not be involved (outside of the limited scenario of an Inactive member being referred to ICRC by the Registrar).
- “As of Right” exemption – the policy has been updated to clarify that under the RTA, no person other than a Member of the CRTO is authorized to use the “Respiratory Therapist” title or any variation or abbreviation of that title, and/or hold oneself out as qualified to practice respiratory therapy in Ontario, with the exception of Inter-jurisdictional Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption – Restricted Titles, which include having submitted an application for registration to the CRTO.
- Emergency Class – the policy has been updated with references to the new Emergency Class of Registration.
- Removal of separate groups in Section 3.0 - it was noted that the separate provisions for Inactive/Suspended Members and Applicants under section 3.0 were not necessary. The specific headings were removed, and more general language was used to clarify the scope of the policy and reduce redundancies.
- Section 7.0 was updated to clarify the difference in how this policy applies to individuals not registered with the CRTO and those who hold Inactive Certificates of Registration.
- Simplifying language throughout the policy - the wording of the policy was revised to improve readability.

**RECOMMENDATION:**

It is recommended that Council approve the revised Unauthorized Use of Title and Holding Out Policy.

**NEXT STEPS:**

If the motion is approved, the policy will be posted on the CRTO website and communicated to members in the next eblast.

## APPENDIX A

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO	
	<b>Unauthorized Use of Title and Holding out</b> <del>Prior to Registration</del>
<b>Type:</b> Policy	<b>Origin Date:</b> March 3, 2017
<b>Section:</b> <del>CPAD</del>	<b>Approved By Council on:</b> May 27, 2022
<b>Document Number:</b> <del>CPAD-199210</del>	<b>Next Revision Date:</b> May 2027

**Commented [AW1]:** To clarify the scope of the policy - i.e., the policy also applies to Inactive (registered) Members of the CRTO

**Commented [AW2]:** Change from Conduct/ICRC to general (Admin) Policy

### 1.0 BACKGROUND

Under the *Respiratory Therapy Act, 1991*, (RTA), no person other than a member of the College of Respiratory Therapists of Ontario (CRTO) shall use the title "respiratory therapist", "RT", a variation or abbreviation or an equivalent in another language<sup>2</sup>, ~~and no person other than a member shall~~ or hold themselves out as a person who is qualified to practise in Ontario as a respiratory therapist or in a specialty of respiratory therapy.

**Commented [AW3]:** Footnote added to clarify the "As of Right" exemption.

~~Under the RTA Registration Regulation (O. Reg. 596/94 Part VIII) sets out the~~ titles and designations ~~are set out for a member who holds a certificate of registration such as Registered Respiratory Therapist (RRT), Graduate Respiratory Therapist (GRT), and Practical Respiratory Therapist (PRT) that apply to Members of the CRTO. For a full~~ list of titles and designations, ~~see is included in~~ Appendix A.

### 2.0 POLICY STATEMENT

It is the policy of the CRTO that the Registrar has an obligation to address any information received regarding a person's unauthorized use of a restricted title, or designation, or holding ~~themselves~~ out as ~~a person who is~~ qualified to practise in Ontario as a Respiratory Therapist (RT), or in a specialty of Respiratory Therapy.

### 3.0 PURPOSE

#### ~~Purpose as it relates to Persons or Inactive and/or Suspended Members~~

The purpose of this policy is to describe the possible outcomes the Registrar will consider when information is received by the CRTO regarding a person's ~~unauthorized~~ use of restricted title, ~~or~~ designation, ~~or~~ ~~is~~ holding themselves out as ~~a person who is~~ qualified to practise in Ontario as an RT ~~without proper authorization, or in a specialty of Respiratory Therapy~~. The Registrar will use this policy to determine what action, if any, is appropriate.

**Commented [AW4]:** Subheadings/subsections have been consolidated to clarify the purpose of the policy, reduce redundancy.

#### ~~Purpose as it relates to Applicants~~

<sup>1</sup> With the exception of Inter-jurisdictional Respiratory Therapists who meet the conditions under O. Reg. 199/23 Exemption – Restricted Titles, which include having submitted an application for registration to the CRTO.

~~If a person who is seeking a certificate of registration with the CRTO has been using a restricted title, designation, or holding themselves out as a person who is qualified to practise in Ontario as an RT or in a specialty of Respiratory Therapy, prior to being issued a certificate of registration, the Registrar will refer to this policy in determining if the application for registration will be referred to the Registration Committee.~~

#### 4.0 SCOPE OF POLICY & APPLICABILITY

The Registrar must administer legislation in the interest of protecting the public. This policy applies to ~~all persons, individuals using a restricted title, or designation, or holding themselves out as qualified to practise in Ontario as an RT without the proper authorization, including inactive and/or suspended members of the CRTO, and applicants for registration with the CRTO.~~

Based on the information received, the Registrar considers the following:

- a. Any potential risk to the public posed by the individual's/applicant's conduct;
- b. The nature of the evidence to support that the individual/applicant used the restricted title or held themselves out as a Respiratory Therapist without proper authorization;
- c. Whether the individual's/applicant's conduct was intentional;
- d. The length of time in which the individual/applicant used the restricted title or held themselves out as Respiratory Therapist without proper authorization;
- e. The attitude or remorse expressed by the individual/applicant; and
- f. The individual's/applicant's willingness to sign an Acknowledgement and Undertaking with the CRTO.

#### 5.0 RESPONSIBILITIES

##### ~~As it applies to Persons or Inactive and/or Suspended Members~~

Upon receipt of information suggesting a person's unauthorized use of a restricted title, designation, or holding themselves out, it is the responsibility of the Registrar to take actions such as:

- a. Educate and remediate;
- b. Require that the person pay to the CRTO the fees of which they did not pay for the length of time that they used a designated title;
- c. Order that they cease and desist; and/or
- d. Prosecute under the *RTA* and the *Regulated Health Professions Act (RHPA)*.

##### ~~As it applies to Applicants for Registration~~

~~If the Registrar learns about an applicant's for registration Upon learning of an applicant's use of a restricted title, designation, or holding themselves out prior to registration, the Registrar may also do one or more of the following:~~

- a. Ask the applicant to submit a letter of explanation;

Commented [AW5]: Same as 3.0 above

- b. Request that the applicant enter into an undertaking to successfully complete a Specified Continuing Education or Remediation Program (SCERP) as determined by the Registrar prior to registration<sup>3</sup>;
- c. Require the applicant to review any applicable legislation or CROTO publications related to registration, use of title and professional conduct<sup>4</sup>; and/or
- d. Refer the applicant to the Registration Committee.

## 6.0 AUTHORITY & MONITORING

The Registrar shall address information that comes to their attention in keeping with the CROTO's mandate of protecting the public.

It is the responsibility of CROTO staff to carry out and fulfill the directions as given by the Registrar.

## 7.0 CONSEQUENCES FOR NON-COMPLIANCE

### ~~Persons-Individuals or Inactive and/or Suspended Members~~Not Registered with the CROTO (including Suspended Members)

Persons who have misused the title and who were not registered with the CROTO at the time of the finding will be asked to cease and desist using the RT title and practising all RT-related activities. Further continuation of such ~~un~~authorized conduct may result in prosecution under the RTA and RHPA.

### Inactive Members

~~Persons-An Inactive Member who have contravenes the conditions imposed on their certificate of registration<sup>5</sup> by, for example, using the restricted title or designation, misused the title while holding an Inactive Certificate or while under suspension will~~may be referred to the Inquiries, Complaints and Reports Committee (ICRC) of the CROTO for allegations of professional misconduct. In addition to the referral to the ICRC, they may be asked to cease and desist the use of RT title, designation, and the practice of RT-related activities.

**Commented [AW6]:** Revised to clarify how this policy applies to Inactive Members who contravene the conditions imposed on their certificates of registration.

### Applicants for Registration

An applicant's unauthorized use of title, designation, or holding out as a respiratory therapist prior to having been issued a certificate of registration by the CROTO, may provide reasonable grounds for the belief that the applicant will not practise "with decency, integrity and honesty and in accordance with the law" as required under the *Registration Regulation*.

<sup>3</sup> Such as completing a Launch RT Jurisprudence Assessment or submitting a reflective paper acceptable to the Registrar.

<sup>4</sup> Such as the CROTO Professional Practice Guideline – Registration and Use of Title, CROTO publication – A Commitment to Ethical Practice, and CROTO Standards of Practice.

<sup>5</sup> It is a condition of an inactive certificate of registration that the member shall not, (a) engage in providing direct patient care; (b) use the restricted title or designation; (c) supervise the practice of the profession; or (d) make any claim or representation to having any competence in the profession.



College of Respiratory  
Therapists of Ontario  
Ordre des thérapeutes  
respiratoires de l'Ontario

Unauthorized Use of Title and Holding  
out Prior to Registration **CD-439AD-  
210**

If the Registrar has reasonable and probable grounds to believe that an applicant will not practice safely, ethically, honestly, with decency, with integrity and in accordance with the law, the application will be referred to the Registration Committee for review<sup>6</sup>.

## 8.0 RELATED DOCUMENTS

- [Respiratory Therapy Act, 1991, \(RTA\)](#)
- [O. Reg. 596/94 General - Titles](#)
- [Determining Applicant's Suitability to Practice Fact Sheet](#)
- [Inactive Certificate of Registration Fact Sheet](#)

## 9.0 APPENDICES

Appendix A – Titles and Designations

## 10.0 CONTACT INFORMATION

**College of Respiratory Therapists of Ontario**  
180 Dundas Street West, Suite 2103  
Toronto, ON M5G 1Z8

**Telephone:** 416-591-7800

**Toll-Free (in Ontario):** 1-800-261-0528

**Fax:** 416-591-7890

**General Email:** [questions@crto.on.ca](mailto:questions@crto.on.ca)

Formatted: English (Canada)

<sup>6</sup> The CRTO has published a Fact Sheet *Determining Applicants' Suitability to Practice*, outlining the criteria that a panel of the Registration Committee may use to determine an applicant's suitability to practice.



## APPENDIX A

### Appendix A – Titles and Designations

Certificate of Registration	English Title	French Title	Designation
General	Registered Respiratory Therapist; or Respiratory Therapist	Thérapeute Respiratoire Autorisé(e); or Thérapeute Respiratoire	RRT
Graduate	Graduate Respiratory Therapist	Thérapeute Respiratoire Diplômé(e)	GRT
Limited	Practical Respiratory Therapist	Thérapeute Respiratoire Auxiliaire	PRT
<u>Emergency</u>	<u>Respiratory Therapist (Emergency)</u>	<u>Thérapeute Respiratoire (Urgence)</u>	<u>RT(E)</u>

# Council Briefing Note

**AGENDA ITEM # 11.1**

**December 1, 2023**

<b>From:</b>	Carole Hamp, RRT – Registrar & CEO
<b>Topic:</b>	2024 Council Dates
<b>Purpose:</b>	For Decision
<b>Strategic Focus:</b>	Governance & Accountability
<b>Attachment(s):</b>	N/A
<b>Motion:</b>	<b>It is moved by _____ and seconded by _____ that: The Council approves the proposed dates for the 2024 Council meetings.</b>

**PUBLIC INTEREST RATIONALE:**

Ensuring transparency by publicly posting the CRTO Council dates well in advance.

**BACKGROUND:**

The Executive Committee is proposing the following dates for the 2024 CRTO Council meetings:

<b>DATE</b>	<b>DAY</b>	<b>MEETING</b>	<b>TIME</b>	<b>LOCATION</b>
March 1, 2024	Friday	Council Meeting	9:00 a.m. - 1:00 p.m.	Virtual
June 7, 2024	Friday	Council Meeting & Education Day	9:00 a.m. - 3:00 p.m.	In-person (Downtown Toronto)
September 13, 2024	Friday	Council Meeting	9:00 a.m. - 1:00 p.m.	Virtual
December 6, 2024	Friday	Council Meeting	9:00 a.m. – 1:00 p.m.	Virtual

**RECOMMENDATION:**

That Council approves the proposed dates for the 2024 Council meetings.

**NEXT STEPS:**

Once approved by Council, these dates will be made publicly available on the CRTO website.