



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on December 3, 2021, from 9:00 am to 1:00 pm

Location: Virtual meeting via Zoom Videoconference

Attendance:

Board Members:

Lindsay Martinek, RRT - **Chair**
Kim Morris, RRT - **Vice-Chair**
Derek Clark, Public Member
Jody Saarvala, RRT
Angela Miller, RRT
Katherine Lalonde, RRT
Christa Krause, RRT
Jillian Wilson, RRT

Shawn Jacobson, RRT
Andriy Kolos, Public Member
Jeffrey Schiller, Public Member
Jeff Dionne, RRT
Kelly Munoz, RRT
Yvette Wong, Public Member
Tracy Bradley, RRT

Staff:

Carole Hamp RRT, Acting Registrar
Janice Carson, Manager of Communications
Kelly Arndt RRT, Coordinator of Quality Practice
Shaf Rahman, Manager of Professional Conduct
Sophia Rose, Coordinator of Professional Conduct

Lisa Ng, Manager of Registration
Denise Steele, Coordinator of Professional Programs
Temeka Tadesse, IT & Database Specialist
Stephanie Tjandra, Office Coordinator

Guests:

Ally Chadwick, RRT
Rhonda Contant, RRT
Vivian Pang, Ministry of Health

Regrets:

Allison Peddle, Public Member

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:00 am. Carole Hamp, Acting Registrar welcomed Council, Staff and Guest to the meeting.

2.0: ANNOUNCEMENT OF NEW REGISTRAR & CEO

Allison Chadwick, the former CRTO President, announced to Council and Staff that Carole Hamp was selected as the new Registrar & CEO for the CRTO beginning January 4, 2022.

3.0: EXECUTIVE ELECTIONS & ACKNOWLEDGEMENT OF OUTGOING EXECUTIVE

Carole Hamp, Acting Registrar provided an overview of the Executive Committee election process, referring to the Election Policy that had been provided for Council's information.

Following a confirmation that all nominees were appropriately nominated and eligible to stand for election, the Acting Registrar declared the following Council members as acclaimed to the Executive Committee for a one-year term:

President	Lindsay Martinek, RRT
Vice-President	Kim Morris, Public Member
Members	Jeff Dionne, RRT
	Jody Saarvala, RRT
	Yvette Wong, Public Member

The Acting Registrar congratulated the new Executive Committee and asked that the President, Lindsay Martinek, RRT, take the Chair and conduct the proceedings of Council.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for December 3, 2021.

MOTION # 1 MOVED BY Andriy Kolos, and SECONDED BY, Jeffrey Schiller, to recommend that Council approve the Meeting Agenda for December 3, 2021.

MOTION 1# CARRIED.

4.0: STRATEGIC ISSUES

4.1 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK

Carole Hamp, Acting Registrar presented to Council a brief overview of the College Performance Measurement Framework (CPMF). The Ministry of Health and Long-Term Care (MOHLTC) CPMF

initiative aims to strengthen accountability and oversight of Ontario’s health regulatory Colleges by providing publicly reported information that is transparent, consistent, and aligned across all 26 regulators. During this initial reporting cycle, College’s regulatory performance within the various domains was not assessed or ranked. However, their initial report highlights some commendable College practices, areas where Colleges are collectively performing well, potential areas for system improvements, and the various commitments Colleges have made to improve their performance. In future reporting cycles, Colleges will be evaluated and scored based on established performance benchmarks.

The areas identified for improvement were:

- Enhancing how College’s measure and use information to improve performance
- Consistency in competency-based selection of Council members
- Transparency in addressing conflicts of interest
- Clarity on how Council’s decisions serve the public interest

4.2 DRAFT 2021 - 2025 STRATEGIC DIRECTION & KEY PRIORITIES

Lindsay Martinek presented to Council the CRTO Strategic Direction and Key Priorities.

The CRTO has traditionally created a strategic plan that is reviewed and revised every four (4) to five (5) years. In 2016, the focus of this document shifted from a strategic “plan” to the CRTO’s strategic “direction” in recognition of the numerous evolving factors that influence the decision and actions of our organization. The CRTO’s 2021 – 2025 Strategic Direction is based on the following five (5) strategic domains:

1. Member Engagement
2. Governance & Accountability
3. Enhancing Professionalism
4. Healthcare Community
5. Core Business Practices

MOTION # 2 MOVED BY Kim Morris, and SECONDED BY, Jeffrey Schiller, to recommend that Council approve the 2021 – 2025 Strategic Direction & Key Priorities.

MOTION 2# CARRIED.

5.0: OPERATIONAL & ADMINISTRATIVE ISSUES

5.1 REGISTRAR REPORT

Carole Hamp, Acting Registrar, reported on general CRTO activities and initiatives.

Key Initiatives:

- CRTO staff continues to review and revise all public-facing documents to ensure alignment the newly established Policy Framework.
- As part of the review of the CRTO By-Laws, it was determined that several policies could be rescinded as the majority of their content was already included in the CRTO By-Laws.
- CRTO staff continues to work alongside system partners regarding the College Performance Management Framework (CPMF) administered by the Ministry and their request to provide feedback on the draft reporting template. The “soft launch” of the 2021 reporting template took place in October. The final version of the 2021 reporting template was released in November and the deadline for submission is March 31, 2022.
- The CRTO is participating in the Health Profession Regulators of Ontario (HPRO) board and working group where they consider the development of common documents, tools, and processes.
- As part of the Office of the Fairness Commissioner’s (OFC) Risk-Informed Compliance Framework, all Colleges must complete a Regulatory Risk Profile questionnaire, which CRTO staff is currently working on.

5.2 FINANCIAL STATEMENTS

Council reviewed the CRTO’s financial statements as of October 31, 2021. A new, consolidated reporting format was presented to enable clear alignment with strategic direction.

5.3 INVESTMENT PORTFOLIO

Council reviewed the CRTO’s Investment Portfolio as of October 31, 2021.

5.4 MEMBERSHIP STATISTICS

Lisa Ng, Manager of Registration presented to Council the membership statistics. The total membership reported was **3,879**. The CRTO received **214** applications for registration from March 1, 2021, to November 16, 2021. Out of the total number of applications received, **189** are graduates of an Ontario RT program, **17** are graduates from other provinces, and **8** are graduates from outside of Canada.

5.5 DRAFT REVISED CONFLICT OF INTEREST PPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice presented to Council the draft Revised Conflict of Interest Professional Practice Guideline (PPG). The PPG was last revised in June 2014 and has been reviewed and updated. The PPG sets out further direction for RTs, including definitions, identifying, and preventing a conflict of interest. The PPG enables Respiratory Therapists (RT) in Ontario to understand the expectations and professional responsibilities set out by the CRTO regarding RTs as

Educators. If the motion is approved the PPG will be posted for public consultation and feedback and the final draft will be presented at the April 2022 Council meeting.

Motion # 3 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Christa Krause, RRT, that Council approves the Draft Revised Conflict of Interest Professional Practice Guideline for circulation and feedback.

MOTION # 3 CARRIED.

5.6 DRAFT REVISED RESPONSIBILITIES UNDER CONSENT LEGISLATION PPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice presented to Council the draft Revised Responsibilities Under Consent Legislation PPG. The PPG was last revised in February 2014 and has been reviewed and updated. The PPG enables Respiratory Therapists in Ontario to understand their professional responsibilities and requirements set out by the CRTO and legislation, specifically the *Health Care Consent Act (HCCA)* and the *Substitute Decision Act (SDA)*. If the motion is approved the PPG will be posted for public consultation and feedback and the final draft will be presented at the April 2022 Council meeting.

Motion # 4 MOVED BY, Katherine Lalonde, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approves the Draft Revised Responsibilities Under Consent Legislation Professional Practice Guideline for circulation and feedback.

MOTION #4 CARRIED.

5.7 DRAFT REVISED OXYGEN THERAPY CBPG – APPROVAL FOR CIRCULATION

Kelly Arndt, Coordinator of Quality Practice presented to Council the draft Revised Oxygen Therapy Clinical Best Practice Guideline (CBPG). The CBPG was last revised in September 2013 and has been reviewed and updated. The CBPG ensures that Respiratory Therapists understand their professional responsibilities and requirements set out by the CRTO and legislation, in administering oxygen therapy that is safe, ethical and evidence-based. If the motion is approved the CBPG will be posted for public consultation and feedback and the final draft will be presented at the April 2022 Council meeting.

Motion # 5 MOVED BY, Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that Council approves the Draft Oxygen Therapy Clinical Best Practice Guideline (CBPG) for circulation and feedback.

MOTION #5 CARRIED.

5.8 REVISED INTERPRETATION OF AUTHORIZED ACTS PPG – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the revised Interpretation of Authorized Acts (IAA) PPG. The PPG was last revised in March 2020, the IAA PPG has been revised to incorporate the previous position statement regarding the Use of AED's by Respiratory Therapists and create a more concise source of information. Under the new CRTO Policy Framework, the combination of these documents will provide clear direction and expectations. The PPG ensures that Respiratory Therapist understands their professional responsibilities and requirements set out by the CRTO and legislation when applying a form of energy, either ultrasound or AED. This document was circulated for consultation since the December 2021 Council meeting and the feedback was provided to Council. If the motion is approved the PPG will be formatted, published to the CRTO website, and circulated to CRTO Members.

Motion # 6 MOVED BY, Christa Krause, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the Revised Interpretation of Authorized Acts Professional Practice Guideline.

MOTION #6 CARRIED.

5.9 REVISED DOCUMENTATION PPG – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the revised Documentation PPG. The PPG was last revised in June 2015 and was reviewed and updated. The PPG ensures that Respiratory Therapists in Ontario understand their professional responsibilities and requirements set out by the CRTO and legislation, regarding documentation standards and expectations. This document was circulated for consultation since the December 2021 Council meeting and the feedback was provided to Council. If the motion is approved the PPG will be formatted, published to the CRTO website, and circulated to CRTO Members.

Motion # 7 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Jody Saarvala, RRT, that Council approves the Revised Documentation Professional Practice Guideline.

MOTION #7 CARRIED.

5.10 REVISED RESPIRATORY THERAPISTS PROVIDING EDUCATION PPG – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the revised Respiratory Therapists Providing Education PPG. The PPG was last revised in March 2015 and was reviewed and updated. The PPG enables Respiratory Therapists in Ontario to understand the expectations and professional

responsibilities set out by the CRTO regarding RTs as Educators. The PPG sets out further direction for RTs in all aspects of educating, including the role of delegation, supervision, and documentation. This document was circulated for consultation since the December 2021 Council meeting and the feedback was provided to Council. If the motion is approved the PPG will be formatted, published to the CRTO website, and circulated to CRTO Members.

Motion # 8 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Kim Morris, that Council approves the Revised RTs Providing Education Professional Practice Guideline.

MOTION #8 CARRIED.

5.11 REVISED DELEGATION OF CONTROLLED ACTS PPG – FOR FINAL APPROVAL

Kelly Arndt, Coordinator of Quality Practice presented to Council the revised Delegation of Controlled Acts PPG. The PPG was last revised in February 2013 and was reviewed and updated. The PPG ensures that Respiratory Therapists understand their professional responsibilities and requirements set out by the CRTO and legislation, regarding delegation. This document was circulated for consultation since the December 2021 Council meeting and the feedback was provided to Council. If the motion is approved the PPG will be formatted, published to the CRTO website, and circulated to CRTO Members.

Motion # 9 MOVED BY, Christa Krause, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approves the Revised Delegation of Controlled Acts Professional Practice Guideline.

MOTION # 9 CARRIED.

6.0: CONSENT AGENDA ITEMS

6.1 MINUTES FROM SEPT 24, 2021

Council reviewed the Minutes from September 24, 2021. Item #7.5 wording change was made.

6.2 EXECUTIVE COMMITTEE REPORT

(Submitted by Allison Chadwick, RRT, Chair)

The Executive Committee has met once since the September 24, 2021 Council meeting. On November 29, 2021, the Executive Committee reviewed the following items:

- CRTO Financial Statements & Investment Portfolio.
- Draft Council agenda for December 3, 2021, meeting.

- Draft Executive Goals & Terms of Reference.
- Committee Appointments of vacant Non-Council Committee positions.
- Draft Investments & Management of Net Assets Policy & Procedure.
- Overview of the College Performance Measurement Framework.
- Draft 2021 – 2015 Strategic Direction.
- Draft Revised CRTO By-Laws.

6.3 REGISTRATION COMMITTEE REPORT

(Submitted by Christa Krause, RRT, Chair)

Since the last Council meeting on September 24, 2021, the Registration Committee met via video conference on the following dates for three separate panel meetings:

- October 20, 2021
- November 3, 2021
- November 25, 2021

Referral Summary

Reason for Referral	Decision
Two applications were referred to the Panel of the Registration Committee to consider conduct issues related to the applicant’s previous employment.	The Panel of the Registration Committee approved both applications and directed the Registrar to issue the General Certificates of Registration.
One application was referred to the Panel of the Registration Committee due to currency requirements.	The Panel of the Registration Committee decided to issue a General Certificate of Registration with terms, conditions, and limitations (including direct supervision requirements).
Three applications were referred to the Panel of the Registration Committee requesting to change the terms, conditions and limitations imposed on the members’ certificate of registration.	The requests were approved. The Panel agreed to change the terms, conditions, and limitations to allow the members to perform specific procedures without supervision.

Policy Framework:

Further to the CRTO’s new policy framework, and in keeping with the policy approvals process, the following policies were circulated to the Registration Committee on October 22, 2021, for review

and to identify any red flags or concerns before posting for public consultation:

- **Entry-to-Practice Competency Assessment Policy:** This policy was last reviewed by Council on December 6, 2019. Due to the new policy framework, this policy was updated in the new template and its associated factsheet. Although the policy was revised, its intent and direction have not changed.
- **Entry-to-Practice Competency Assessment Appeal Policy:** This policy was last reviewed by Council on June 3, 2016. Although it has been updated to reflect the CRTO's new policy template, the content and intent of the original policy have not changed.
- **Registration Currency Requirements Policy:** This policy was last reviewed by Council on September 21, 2018. It has been updated to reflect the CRTO's new policy template and has been revised to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language. Specific changes have been made to the descriptions of the terms, conditions and limitations that can be imposed on a certificate of registration. It is important to note that no changes were made to the intent or the direction of the original policy.
- **Labour Mobility Policy:** This policy was last reviewed by Council on May 25, 2012. It has been updated to reflect the CRTO's new policy template. Although the policy was revised to ensure its relevance to existing registration practices and legislation, the intent of the original policy has not changed.
- **Language Proficiency Policy:** This policy was last reviewed by Council on May 25, 2012. Minor changes were made by staff on the policy to reflect changes to the administration of CanTEST and TESTcan. As of August 15, 2021, the University of Ottawa will no longer administer language proficiency tests. As such, test scores by CanTEST and TESTcan will not be valid after August 15, 2022. Although the policy was updated to reflect the CRTO's new policy template, the intent of the original policy and the required English and French language proficiency test scores and providers have not changed.

No red flags or issues of concerns were raised, and the five policies have been posted for public consultation.

6.4 QUALITY ASSURANCE COMMITTEE REPORT

(Submitted by Andriy Kolos, Chair)

Since the last Council meeting, there has been one panel meeting of the Quality Assurance Committee (QAC), on October 8, 2021. The following is a summary of that meeting and the activities related to the QAC that have been ongoing since our last Council meeting:

Professional Development Policy and Procedure (PDP) Revision

Following the new CRTO framework, the Professional Development Program policy and procedure was revised, incorporating the previously separate Launch Jurisprudence Assessment policy. The PDP policy has now been circulated to the QAC for review. It has been sent for public consultation November 8, 2021, and will be presented, with the survey results, at the April 8, 2022, Council for final approval.

Referral to the QAC for Failure to Complete QA Requirements

The CRTO recently registered a Member with a General Certificate (had previously been registered with the CRTO off/on), who was notified then of their requirement to complete the Launch Jurisprudence Exam. This Member failed to complete the exam within the required time frame and was therefore sent three past due notices. There was no response from the Member.

Subsequently, a panel of the QAC convened and reviewed the Member's file. As a result of the information brought forward, the panel believed the Member may have committed an act of professional misconduct [*Health Professions Procedural Code s. 80.2 (4)*] and directed the disclosure of the name of the Member and allegations against the Member to the Inquiries, Complaints and Reports Committee (ICRC).

Policy Framework:

Further to the CRTO's new policy framework, and in keeping with the policy approvals process, the following policy was circulated to the Quality Assurance Committee on October 22, 2021, for review and to identify any red flags or concerns prior to posting for public consultation:

- **Professional Development Policy:** this policy was just reviewed in May 2020. It has been updated to reflect the CRTO's new policy template. This policy has gone through a rigorous policy development process to ensure the document is relevant and up-to-date. The most significant change since then is that the policy has been revised to be concise, yet its intent and direction remains the same. The contents from the previous policy have been transferred to the Professional Development site on the CRTO website so that no information has been lost.

No red flags or issues of concerns were raised, and the policy has been posted for public consultation.

6.5 PATIENT RELATIONS COMMITTEE REPORT

(Submitted by Michelle Causton, Chair)

The Patient Relations Committee has had no meetings since the last Council meeting on September 24, 2021. The next PRC meeting is currently unscheduled.

6.6 INQUIRES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

(Submitted by Jeff Earnshaw, RRT, Chair)

Since the last Council meeting, the ICRC held five meetings via Zoom. Four of the meetings were to render decisions on investigations, all of which stemmed from Employer Reports. The remaining meeting was to consider a complaint matter.

New Matters:

Since the last Council meeting, the CROTO received four new matters; one was a complaint from the public, one was a referral from the Quality Assurance Committee, one was an Employer Report and one was a self-report by a member.

Policy Framework:

Further to the CROTO's new policy framework, and in keeping with the policy approvals process, the following policies were circulated to the Inquiries, Complaints and Reports Committee on October 22, 2021, for review and to identify any red flags or concerns prior to posting for public consultation:

- **Health Professions Appeal and Review Board Appeals for ICRC Policy:** this policy was last reviewed by Council on March 4, 2016. It has been updated to reflect the CROTO's new policy template. Although there have been no changes in the policy's intent, the most significant change to this policy includes clarification that it does not apply to Acknowledgement and Undertakings between a member and the CROTO. This section has been included to provide clarity and confirm that the obligation to fulfill an undertaking runs regardless of any appeal made to HPARB.
- **Disclosure of Witness Statements Policy:** this policy was last reviewed by Council on December 5, 2018. It has been updated to reflect the CROTO's new policy template. This policy has had significant changes which include: the policy's terminology, which has been revised to capture specific types of conduct related to a member's conduct or actions. In addition, the policy now specifically differentiates between CROTO staff and/or the ICRC, regarding who is assessing the information and disclosing information to parties involved in the matter. Lastly, the policy now includes an option of cautioning the member regarding the implications of retaliating against witnesses. This option has been added to account for instances where redaction of materials is not feasible, as it would limit the Registrar or ICRC's ability to investigate the concern.

No red flags or issues of concerns were raised, and the two policies have been posted for public consultation.

6.7 DISCIPLINE COMMITTEE

(Submitted by Lindsay Martinek, RRT, Chair)

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

6.8 FITNESS TO PRACTICE COMMITTEE

(Submitted by Lindsay Martinek, RRT, Chair)

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

Motion #10 MOVED BY, Andriy Kolos, and SECONDED BY, Jeffrey Schiller, that Council approve all consent agenda items.

MOTION #10 CARRIED.

7.0: COMMITTEE ITEMS ARISING

7.1 EXECUTIVE COMMITTEE RE: GOALS AND TERMS OF REFERENCE

Lindsay Martinek presented to Council the Goals & Terms of Reference for the Executive Committee. The Goals & Terms of Reference was last reviewed in 2017 and has been revised and updated to a new template entitled Terms of Reference and Action Plan – Executive Committee. This will make it easier for the Committee to identify priority objectives and establish clear direction of what will need to be accomplished. If the motion is approved, it will be used as a guidance document for the Executive Committee.

Motion #11 MOVED BY, Kim Morris, and SECONDED BY, Christa Krause, RRT, to recommend that Council approve the revised Executive Goals & Terms of Reference, which is now entitled *Terms of Reference and Action Plan: Executive Committee*.

MOTION #11 CARRIED.

7.2 REGISTRATION COMMITTEE ITEMS

- No items for this meeting.

7.3 QUALITY ASSURANCE COMMITTEE ITEMS

- No items for this meeting.

7.4 PATIENT RELATIONS COMMITTEE ITEMS

- No items for this meeting.

7.5 INQUIRES COMPLAINTS AND REPORTS COMMITTEE ITEMS

- No items for this meeting.

7.6 DISCIPLINE & FITNESS TO PRACTISE COMMITTEES ITEMS

- No items for this meeting.

8.0: LEGISLATIVE AND POLICY ISSUES:

8.1 DRAFT INVESTMENTS & MANAGEMENT OF NET ASSETS POLICY – APPROVAL FOR CIRCULATION

Lindsay Martinek presented to Council the draft Investment & Management of Net Assets Policy & Procedure. This policy was last reviewed in 2017 and the intent is to update the policy and the procedure and add guidance regarding management of assets. The College Performance Measure Framework (CPMF) requires Colleges to demonstrate that they are achieving their statutory obligations and regulatory mandate. The CPMF sets out the expectations that Colleges have a "financial reserve policy". This policy will establish the level of reserves necessary to meet legislative requirements if there are unexpected expenses or reduction in revenue. Once approved by Council it will be posted for consultation and brought back to Council in April 2022 for final approval.

Motion # 12 MOVED BY, Christa Krause, RRT, and SECONDED BY, Katherine Lalonde, RRT, to recommend that the Executive Committee approve the Draft Investment & Management of Net Assets Policy.

MOTION #12 CARRIED.

8.2 DRAFT VACCINATION POLICY – FOR FINAL APPROVAL

Carole Hamp, Acting Registrar presented to Council the draft Vaccination Policy. The policy was developed in the interest of being accessible to the public and maintain business continuity, while taking precaution to protect CRTO personnel. This policy will take effect as of January 1, 2022. If this policy is approved it will be posted on the CRTO website and communicated to the membership.

Motion #13 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Jeff Dionne, RRT, that Council approve the Vaccination Policy.

MOTION #13 CARRIED.

8.3 REVISED BY-LAWS – FOR APPROVAL FOR CIRCULATION

Carole Hamp, Acting Registrar presented to Council the proposed amendments to the CRTO By-Laws. The CRTO By-Laws was last reviewed in December 2019. Since the CRTO has established a Policy Framework and the Ministry of Health has established a College Performance Measurement Framework (CPMF) several changes are required of the By-laws. If the motion is approved, it will be posted for public consultation and the finalized By-laws will be presented at the March 2022 Council meeting.

Motion #14 MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Christa Krause, RRT, that Council approves the By-Law Amendments outlined to go to Council for approval to circulate for feedback for a period of 60 days, which include in their entirety: By-Law 1: General CRTO Administration, By-Law 2: Council and Committees, By-Law 3: Membership.

MOTION #14 CARRIED.

8.4 CRTO EMPLOYEE HANDBOOK

Carole Hamp, Acting Registrar presented to Council the CRTO Employee Handbook. The CRTO Employment Policies and Procedures was last revised in 2014. In 2018, the CRTO Employee Handbook was created and had been revised twice since that time. The document was created to provide an overview of employment matters that apply to CRTO staff. The CRTO Employment Handbook will be available internally for all CRTO staff and new hires.

8.5 POLICES BEING RESCINDED & ARCHIVED

Carole Hamp, Acting Registrar presented to Council the rationale of rescinding and archiving the following policies:

- PDP Peer Assessors, Mentors, Practice Assessors & Working Group Members Policy;
- Members Duty to Self-Report Policy;
- Inactive Certificate of Registration Policy;
- Access to Records – Application Files Policy;
- Proceedings Outside the CRTO Policy;

- Public Register Notice re Discipline Referral Policy;
- Public Reprimands by Discipline Panels Policy;
- Removal of Information from the Register Policy;
- Employment Policies and Procedures.

Motion #15 MOVED BY, Kim Morris, and SECONDED BY, Kelly Munoz, RRT, that Council approve the items outlined in the policies being rescinded & archived consent agenda (item 8.5), which include in their entirety.

MOTION #15 CARRIED.

9.0: OTHER BUSINESS

- No items for this meeting.

10.0: NEXT MEETING

Next Council Meeting:

Friday, March 4, 2022, from 09:00 to 13:00 hrs.

Location:

Virtual meeting held via ZOOM Videoconference.

10: ADJOURNMENT

Adjournment

MOTION #16 MOVED BY, Kelly Munoz, RRT, and SECONDED BY Christa Krause, RRT to adjourn the Council Meeting.

MOTION #16 CARRIED.

The December 3, 2021, Council Meeting adjourned at 12:25 pm.