



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on March 4, 2022, 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
Allison Peddle, Public Member
Kelly Munoz, RRT
Yvette Wong, Public Member

Staff:

Carole Hamp, RRT, Registrar & CEO
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
Abeeha Syed, Associate of Professional Conduct

Guests:

Lucksini Raveendran, Ministry of Health

Regrets:

Jeff Dionne, RRT

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:00 am. Lindsay Martinek, welcomed Council, Staff and Guest to the meeting.

2.0: CONFLICT OF INTEREST DECLARATION

Jody Saarvala declared a conflict for agenda item 7.2.2 Approval of Canadian RT Programs. No further conflicts were declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the agenda for March 2, 2022.

MOTION # 1 MOVED BY Jeffrey Schiller, and SECONDED BY, Christa Krause, RRT, to recommend that Council approve the Meeting Agenda for March 4, 2022.

MOTION 1# CARRIED.

4.0: STRATEGIC ISSUES

4.1 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK

Carole Hamp, Registrar & CEO presented to Council an update of the College Performance Measurement Framework (CPMF). The CPMF was developed by the Ministry of Health and Long-Term Care (MOHLTC) to ensure that Colleges are executing their mandates by providing publicly reported information that is transparent, consistent, and aligned. The CRTO draft CPMF submission for the year 2021 identified areas for improvement in 2022. The areas identified for improvement for 2022 were:

- Pre-screening competency and suitability criteria.
- Online Council/Committee general orientation module to be completed as part of the nomination process.
- Framework to regularly evaluate the effectiveness of Council meetings (with a plan to have that framework assessed by an external party every three (3) years).
- Educational needs assessments.
- Annual & meeting-specific conflict of interest declarations.
- Management of net assets and financial reporting format that demonstrates alignment with strategic direction.
- Risk management plan (which includes succession plan for senior leadership). IT infrastructure assessment & cyber security risk management plan.
- Diversity, Equity & Inclusion (DEI) Plan and Equity Impact Assessment.
- A process to identify when standards of practice, professional practice/clinical best practice guidelines are updated or when new guidelines are required.

4.2 DRAFT BUDGET 2022/2023

Carole Hamp, Registrar & CEO presented to Council the Draft Budget for 2022 – 2023. In early 2022, the CRTO launched its new Finance and Audit Committee (FAC). This Committee reviewed and approved the draft 2022-2023 budget at its February meeting. The draft budget was also reviewed and approved by the Executive Committee.

The following budget lines have been added/revised:

Consulting – Core Functions
Consulting – Governance
Government Relations
Chair's Event
Cybersecurity
Data Management
Finance & Audit Committee

The following budget lines have been removed:

Alliance Expense
QA PORTfolio Development
QA PORTfolio App. Subscription Fee
Student Council Rep

MOTION # 2 MOVED BY Derek Clark, and SECONDED BY, Katherine Lalonde, RRT, to recommend that Council approves the CRTO's draft 2022 – 2023 budget.

MOTION 2# CARRIED.

4.3 DRAFT SUCCESSION PLAN FOR SENIOR LEADERSHIP

Carole Hamp, Registrar & CEO presented to Council the draft Succession Plan for Senior Leadership. Retaining leadership capacity within an organization is both a strategic and economic necessity. When a key position is suddenly left unfilled for any length of time, important decisions cannot be reached, and critical activities can be delayed. Succession planning focuses on building the potential of current employees to assume essential leadership roles seamlessly. Research has shown that promoting internally can reduce time spent recruiting, onboarding, and training and offers recognition to high performers and gives employees a clear goal to work towards.

MOTION # 3 MOVED BY Christa Krause, RRT, and SECONDED BY, Jody Saarvala, RRT, to recommend that Council approves the Succession Plan for Senior Leadership.

MOTION 3# CARRIED.

5.0: OPERATIONAL & ADMINISTRATIVE ISSUES

5.1 REGISTRAR'S REPORT

Carole Hamp, Registrar, reported on general CROTO activities and initiatives.

Key Initiatives:

- CROTO staff are continuing to review and revise all our policies and procedures. Our recently revised CROTO By-Laws are coming back to our upcoming Council meeting for final approval.
- The CROTO has embarked on a review of its professional conduct and IT management processes to ensure we implement our mandate as effectively and efficiently as possible (e.g., timely responses to complaints, optimal cybersecurity)
- The CROTO moved to electronic storage of Member records, we still have a significant number of paper documents. It has been our desire for some time to convert these to an electronic format, and arrangements have been made to begin this project in spring 2022.
- We have a newly formed non-statutory committee that was created to provide additional oversight relating to the CROTO's financial planning and reporting, external audit, internal control systems, investments, and relevant policies.
- CROTO 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 CROTO is participating in the Health Profession Regulators of Ontario (HPRO) working group where they consider the development of common documents, tools, and processes.

5.2 FINANCIAL STATEMENTS

Council reviewed the financial statements as of January 31, 2022.

MOTION # 4 MOVED BY Kim Morris, and SECONDED BY, Yvette Wong, to recommend that Council approves the CROTO's interim Financial Statements for the period ending January 31, 2022.

MOTION 4# CARRIED.

5.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio as of January 31, 2022.

MOTION # 5 MOVED BY Yvette Wong, and SECONDED BY, Kelly Munoz, RRT, to recommend that Council approves the Investment Portfolio.

MOTION 5# CARRIED.

5.4 MEMBERSHIP STATISTICS

Lisa Ng, Manager of Registration presented to Council the membership statistics. The total membership reported was **3,889**. The CRTC received **239** applications for registration from March 2021 to February 2022. Out of the total number of applications received, **204** are graduates of an Ontario RT program, **23** are graduates from other provinces, and **12** are graduates from outside of Canada.

6.0: CONSENT AGENDA ITEMS

6.1 MINUTES FROM DECEMBER 3, 2021

Council reviewed the Minutes from December 3, 2021. No changes were made to the minutes.

6.2 EXECUTIVE COMMITTEE REPORT

Lindsay Martinek, RRT, Executive Committee Chair, presented the Committee Report to Council.

The Executive Committee has met once since the December 3, 2021, Council meeting. On February 11, 2022, the Executive Committee reviewed the following items:

- Registrar's Report – MOHLTC Governance Reform Proposal.
- CRTC Financial Statements & Investment Portfolio.
- Draft CRTC 2022-23 Budget.
- Draft Council agenda for March 4, 2022.
- Executive Goals & Terms of Reference.
- Succession Plan for Senior Leadership.
- Revised CRTC By-Laws.

6.3 REGISTRATION COMMITTEE REPORT

Christa Krause, RRT, Registration Committee Chair, presented the Committee Report to Council.

(Submitted by Christa Krause, RRT, Chair)

Since the last Council meeting on December 3, 2021, the Registration Committee (RC) met via video conference on the following dates:

- January 13, 2022 (RC orientation)
- January 26, 2022 (Panel)
- February 25, 2022 (RC meeting and panel)

Referral Summary

Reason for Referral	Decision
Two applications were referred to the panel of the RC due to currency requirements.	<p>For the first application, the panel of the RC decided to issue a General Certificate of Registration with terms, conditions, and limitations (including direct supervision requirements).</p> <p>For the second application, the panel of the RC decided to issue a General Certificate of Registration with terms, conditions and limitations (including general supervision requirements).</p>
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.

Registration Orientation:

On January 13, 2022, Richard Steinecke from Steinecke, Maciura LeBlanc provided members of the RC with an annual orientation and training session. In his presentation Richard focused on decision making, dealing with special considerations, and issues related to human rights and anti-discrimination.

February 25, 2022, Meeting Report:

- **Terms of Reference and Action Plan 2022:** The terms of reference and action plan were revised to the new template to reflect the updated revision and approval of various Registration Committee (RC) Policies. It was circulated and approved by the RC on its February 25, 2022, meeting.
- **Registrar's Report:** Carole Hamp, Registrar & CEO, provided RC with an update on the initiatives undergoing by CROTO staff. Initiatives include:
 - Policy Framework, Revised By-Law & Professional Practice Guidelines.
 - Professional Conduct & IT Infrastructure Reviews.
 - Database Management.
 - College Performance Management Framework (CPMF).
 - Governance Reform.
- **CPMF – Registration:** The CPMF was developed by the Ontario Ministry of Health in collaboration with Ontario's health regulatory colleges, subject matter experts and the public to answer the question: "how well are health colleges in executing their mandate, which is to act in the public interest?" The information collected is intended to strengthen accountability and oversight of Ontario's health regulatory colleges, and to help them to improve their performance. The deadline for our report is March 31, 2022. CROTO staff have been working on the CPMF report, and some of the items reported relate to the CROTO's existing registration practices.
- **Office of the Fairness Commissioner (OFC):** The RC received an update from staff on recent OFC initiatives, including:
 - On April 1, 2021, the OFC launched its new Risk-informed Compliance Framework (RICF) and based on their review, they have assigned the CROTO as "full compliance" to their

requirements. This means that the CRTC has successfully implemented each of the compliance recommendations that the OFC has issued, additional recommendations were not identified, and other criteria have been met.

- The OFC has a new Legislated Obligations and Fair Registration Best Practices Guide for Regulated Professions and Compulsory Trades. This guide has come into effect on March 1, 2022, and it applies to non-health professions and Skilled Trades Ontario. The OFC is currently working with the Ontario Ministry of Health to develop a companion document for health colleges.
 - On December 2, 2021, the Working for Workers Act received Royal Assent. This legislation contained several provisions designed to modernize the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) and to reduce barriers encountered by internationally trained applicants (e.g., Canadian work experience), CRTC staff have reviewed the FARPACTA to ensure that our registration processes do not contravene the Act.
 - The 2021 Fair Registration Practices report will be due in the Fall of 2022.
- **International Educated Health Professions:** The RC conducted a detailed step-by-step review of the assessment process. The RC continues to monitor the entry-to-practice assessment process.
- **Registration Renewal:** Staff provided an update on the 2022/2023 registration renewal. The annual period for Renewal of Registration with the CRTC is from January 2022 to the end of February 2022.
- **Health Professions Appeal and Review Board (HPARB):** On August 8, 2021, the CRTC received one application referred to the HPARB for review. The individual seeking the appeal is an internationally educated health professional. This appeal is still ongoing.
- **Approval of Canadian Respiratory Therapy Programs:** The RC reviewed the list of approved Respiratory Therapy programs and their accreditation status with Accreditation Canada. The RC recommends that Council approve the 2022 approved program list based on the program's accreditation status (see item 7.2.3).
- **Policy Framework:**
 - **Registration Policies Update:** As part of the CRTC's new Policy Framework, the following policies were circulated to the RC on February 25, 2022, for update:
 - **RG-412 Emergency Registration Policy:** This policy is intended to expedite the registration process by eliminating barriers to registration during emergencies or health crises. This policy was approved by Council on April 17, 2021. As part of the Framework, this policy has been updated to the new template, no other changes were made. This policy will not need to go to Council for approval until its next scheduled review cycle in five years or as needed.
 - **RG-431 Change of Name Request Policy:** This policy is intended to guide members to change the name registered with the CRTC to ensure the name that a member

uses in their practice is reflective of the name registered with the CROTO. This policy was last approved by Council on March 3, 2017. It is proposed that this policy be rescinded and archived at the April 2022 Council meeting, as the authority of this policy is stated in multiple places (in the *Regulated Health Professions Act, 1991* under sections 23(2)(1), and 20, and the CROTO's By-Law).

- A new Fact Sheet has been created to provide clarity and outline how the CROTO fulfils its role of ensuring it keeps updated membership information on its public register.
 - **RG-404 Professional Liability Insurance Policy:** This policy is intended to protect both registered respiratory therapists and the public they serve. Liability insurance enables a patient/client to have adequate financial compensation should harm occur because of an error, omission, or negligent act. Liability insurance protects the Respiratory Therapist by providing legal and financial support should a patient/client claim them. This policy was last approved by Council on May 25, 2012. With the planned revision to the CROTO's By-Laws, the content and authority of this policy have been moved to By-Law 3, section 8 (Professional Liability Insurance) and into the existing Professional Liability Insurance Fact Sheet. It is proposed that this policy be rescinded and archived at the April 2022 Council meeting.
 - **RG-430 Unauthorized Use of Title and Holding Out Prior to Registration Policy:** This policy was last approved by Council on March 3, 2017. This policy has gone through a rigorous policy review process and was revised to include applicants for registration, inactive and suspended members who are using the title and/or holding out to practice before their registration. Given the need for the Inquiries, Complaints and Reports Committee's (ICRC) involvement in enforcing this policy, it has been recategorized as a Complaints and Discipline policy and transferred to the ICRC for final review before being presented to Council for approval. It is important to note that this policy will continue to be relied on and referenced by the RC.
 - **RG-405 Supervision Policy:** This policy has been reviewed as part of the Policy Framework and it was recommended that this policy be recategorized into a Practice Policy. This policy will be moved from the RC to CROTO staff, specifically the Quality Practice department, who will lead the review and revisions of this policy, and present to Council for approval. This policy can still be relied upon by the RC for feedback.
- **Policies for Public Consultation:** The following policies were circulated to the RC for review and to identify any red flags or concerns before posting for public consultation:
- **RG-403 Graduate Certificate of Registration Policy:** This policy was last approved by Council on September 26, 2014. The revised policy (will be circulated to Council in April 2022) has been updated to reflect the CROTO's new policy template, but the content and intent of the original policy have not changed.

- **RG-408 Approval of Canadian Educations Programs Policy:** This policy was last approved by Council on December 6, 2019. Although the revised policy and procedure has been updated to reflect the CRTO's new policy and procedure template, the intent of these documents has not changed.
- **RG-420 Application for Registration Documents Requirements Policy:** This policy was last approved by Council on June 6, 2014. The revised policy has been updated to reflect the CRTO's new policy template. The only substantive change to this policy is section 4.0 (Documentation). CRTO staff have consulted other health regulatory bodies to see if they accept service providers other than World Education Services (WES). Most confirmed that they accept credential evaluations verified by a member of the Alliance of Credential Evaluation Services of Canada. As such, this policy has been amended to also include members of the Alliance of Credential Evaluation Services of Canada.
- **RG-426 File Closure Policy:** This policy was last approved by Council on December 6, 2019. The proposed revised policy has been updated to reflect the CRTO's new policy template, but the content and intent of the original policy have not changed.

No red flags or issues of concern were raised, and the above five policies will be posted for public consultation.

- **Approval of Registration Policies for Council in April 2022:** The following policies were approved by the RC to go to the April 2022 Council meeting for final approval:
 - **RG-407 Language Proficiency Requirements Policy:** This policy was last approved by Council on May 25, 2012. This policy has been revised for its readability and to incorporate gender-neutral language. The format of the policy has been revised, however, the intent of the policy and the required English and French language proficiency test scores and providers have not changed.
 - **RG-410 Registration Currency Policy:** This policy was last approved by Council on September 21, 2018. Due to the new Policy Framework, this document was updated to the new template. This document has gone through a rigorous policy review process to ensure that all legislative and regulatory requirements have been met. Although the policy has been revised, it is important to note that no changes were made to the intent or the direction of the original policy. The policy has been updated 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. The changes were made to provide clarity on the interpretation of the *Certification Programs for Advanced Prescribed Procedures Below the Dermis Professional Practice Guideline* and are noted in the policy.

- **RG-416 Labour Mobility: Applicants from Regulated Canadian Jurisdictions Policy:** This policy was last approved by Council on May 25, 2012. This policy has been updated with the new policy template. Although the format of the policy has been revised, its intent and direction have not changed.
- **RG-425 Entry-to-Practice Competency Assessment Policy:** This policy was last approved by Council on December 6, 2019. This policy has been updated with the new policy template. Although the format of the policy has been revised, its intent and direction have not changed. The policy has been revised to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language.
- **RG-429 Entry-to-Practice Competency Assessment Appeal Policy:** This policy was last approved by Council on June 3, 2016. This policy has been updated with the new policy template. Although the format of the policy has been revised, its intent and direction have not changed. The policy has been revised to ensure its relevance to existing registration practices, legislation, and readability, and to incorporate gender-neutral language.

6.4 QUALITY ASSURANCE COMMITTEE REPORT

Kelly Arndt, RRT, Coordinator of Quality Practice, presented on behalf of Ginette Greffe-Laliberte RRT, Quality Assurance Committee Chair the Committee Report to Council.

(Submitted by Ginette Greffe-Laliberte RRT, Chair)

Since the last Council meeting, there has been one meeting and orientation of the Quality Assurance Committee (QAC) held virtually on January 10, 2022. Additionally, three panels of the QAC were held via email decision on January 14 and 26 and February 23, 2022. The following is a summary of that meeting and the activities related to the QAC that have been ongoing since our last Council meeting:

QAC Panels

Three panels reviewed Member requests for a second Portfolio deferral because of extenuating circumstances.

Terms of Reference and Action Plan 2022

The terms of reference and action plan were reviewed, however further revisions and planning are required, and a final version will be brought to Council in May 2022.

PORTfolio 2022

The QAC was notified that the CRTO will be extending the deadline for the submission of the 2021/2022 PORTfolio from April 1, 2022, to June 1, 2022.

Professional Development Policy and Procedure (PDP) Revision

Following the new CRTO policy framework, the Professional Development Program policy and procedure was revised, incorporating the previously separate Launch Jurisprudence Assessment policy. It was sent for public consultation November 8, 2021. The PDP policy, along with the survey results were reviewed and approved by the QAC on January 10, 2022. It will be presented, with the survey results, at the April 2022 Council for final approval.

Policy Framework:

Further to the CROTO's new policy framework, and in keeping with the policy approvals process, the following policy has been circulated to the QAC to identify any red flags or concerns prior to posting for public consultation:

Professional Development Deferral Policy: this policy was reviewed in June 2018. It is currently being revised to reflect the CROTO's new policy template. This policy has undergone a rigorous policy development process to ensure the document is relevant and up-to-date.

6.5 PATIENT RELATIONS COMMITTEE REPORT

Kim Morris, Patient Relations Committee Chair, presented the Committee Report to Council.

(Submitted by Kim Morris, Chair)

Since the last Council meeting, the Patient Relations Committee (PRC) has met twice via Zoom on January 14 and February 9, 2022. The following is an overview of the key issues that were discussed at that time:

Sexual Abuse Training

The committee reviewed the Health Profession Regulators of Ontario (HPRO) video *Understanding and Managing Our Own Values, Beliefs, Feelings, and Response to Sexual Abuse* to meet the committee's sexual abuse training requirement.

Abuse Therapy Funding

The committee reviewed the October 2021 OHIP Schedule of Benefits and Fees against the Funding for Supportive Measures policies and the current Abuse funding reserves. It was determined that the current funding reserves of \$80,000 are adequate at this time.

PRC Goals and Terms of Reference

The committee reviewed and revised the PRC Goals & Terms of Reference to ensure that sufficient guidance is provided within the document for the committee. A motion from the committee is being brought forward in Item 7.4.1 of the agenda.

Diversity, Equity, and Inclusion Training

The committee discussed the need for training relating to diversity, equity and inclusion and will continue to monitor the needs. Several PRC Committee members will be attending the Anti-Bias Training being held by the CROTO on March 22, 2022.

Diversity, Equity, and Inclusion Audit

The committee prepared a Request for Quote, to seek proposals from consultants with expertise in diversity, equity, and inclusion services to assist in conducting an equity audit as a foundation toward building a more diverse and inclusive organization for members and stakeholders. The CROTO needs assistance to identify blind spots and processes that perpetuate systemic injustice, identify current successes and areas for improvement within our policies, practices, communications, and culture. The RFQ is currently open and will close on March 11, 2022.

Diversity, Equity, and Inclusion (DEI) Strategic Plan

The committee developed a Diversity, Equity, and Inclusion Strategic Plan. The strategic plan will evolve as we go through the Equity Audit and implementation. The effectiveness and achievements of the goals for diversity and inclusion will be reviewed and reported to Council quarterly. A motion from the committee is being brought forward in Item 7.4.2 of the agenda. **Equity Impact Assessment**

The committee reviewed and discussed the use and need for an Equity Impact Assessment Tool and

recommends that we use the Ministry of Health and Long-Term Care's Health Equity Impact Assessment tool and workbook. A motion from the committee is being brought forward in Item 7.4.3 of the agenda.

6.6 INQUIRES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

Kim Morris, Inquiries, Complaints and Reports Committee Chair, presented the Committee Report to Council.

(Submitted by Kim Morris, Chair)

Since the last Council meeting, the Inquiries, Complaints and Reports Committee (ICRC) held four (4) meetings via Zoom on December 16 & 17, 2021, and January 25, 2022, and February 4, 2022. All four (4) of the meetings were for the purposes of ICRC orientation. Below is a summary of each meeting.

Orientation Meeting #1 & 2:

The first two (2) ICRC orientation meetings were intended to orient all new members of ICRC to two aspects of their role:

- a) Conflict declaration prior to being placed on a Panel of the ICRC.
- b) Reviewing and approving a request for an appointment of investigator.

The reason the topics were discussed over the span of two meetings was to ensure that the schedules of all the new members of ICRC were accommodated. The presentation was conducted by Shaf Rahman, Manager of Professional Conduct. This meeting was not offered to returning members of the ICRC.

Orientation Meeting # 3:

The third meeting continued and built upon the orientation provided in the first two meetings. The meeting consisted of two presentations focusing on the following topics:

- a) An overview of the Professional Conduct Department of the CRTC, to explain how the CRTC addresses concerns regarding its members. The presentation consisted of a walkthrough of CRTC Professional Conduct Department from initial receipt of a complaint/report until the matter is ready for an ICRC Panel's review and deliberation.
- b) Overview of role and responsibilities of the ICRC and Administrative Law principals.

The first presentation (item a) was conducted by Shaf Rahman, Manager of Professional Conduct. The second presentation (item b) was conducted by Julie Maciura of Steinecke Maciura Leblanc, legal counsel for the CRTC. This meeting was offered to all members of the ICRC, both returning and new.

Orientation Meeting # 4:

The fourth meeting continued on the theme of building on the previous three meetings. The focus of this meeting was to orient ICRC members to how to review the findings captured in an investigation report into a member's conduct, and the role of a ICRC Panel member during an ICRC meeting to review and deliberate on an investigation.

The meeting consisted of a presentation by Shaf Rahman, Manager of Professional Conduct, which provided an overview of the different sections of an investigation report, the roles of both an ICRC Panel member and the

ICRC Panel Chair during a deliberation meeting, and how to use the disposition worksheet to ensure reasonable, consistent, and fair decisions are rendered.

After the presentation, two example case studies were conducted in which the ICRC members acted as a Panel and reviewed mock investigation reports and rendered a decision.

New Matters

Since the last Council meeting, the CRTO received ten (10) new matters. Of the ten (10) new matters, two (2) were complaints from the public, four (4) were employer reports, two (2) were anonymous reports from members of the public, and two (2) were self-reports.

6.7 DISCIPLINE COMMITTEE

Lindsay Martinek, RRT, Discipline Committee Chair, presented the Committee Report to Council.

(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

Lindsay Martinek, RR, Fitness to Practice Committee Chair, presented the Committee Report to Council.

(Submitted by Lindsay Martinek, RRT, Chair)

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.

6.9 FINANCE & AUDIT COMMITTEE

Shaf Rahman, Manager of Professional Conduct, presented on behalf of Jeffrey Dionne RRT, Finance and Audit Committee Chair the Committee Report to Council.

(Submitted by Jeffrey Dionne, RRT)

The Finance & Audit Committee (FAC) had its inaugural meeting on February 1, 2022. The Committee consists of the following individuals:

- 1.) Michelle Causton (Chair) – Former Public Member of Council
- 2.) Jeff Dionne, RRT – Professional Member of Council & Executive Committee
- 3.) Andriy Kolos – Public Member of Council
- 4.) Derek Clark – Public Member of Council
- 5.) Angela Miller, RRT – Professional Member of Council
- 6.) Kelly Munoz, RRT – Professional Member of Council

Topics Reviewed During Meeting:

a.) FAC Orientation Videos:

Three videos prepared by Michelle Causton was presented to the FAC:

- i.) Language of Finance
- ii.) Finance Monitoring
- iii.) The Audit

These videos will be made available to all of Council members.

b.) FAC Orientation - Policy Review

The FAC reviewed and discussed an article titled “Investment policies for Nonprofits” as an introduction to considerations that should be made by relating to investments for a non- profit organization such as the CRTO. This document was sourced externally and is not a CRTO policy document.

c.) FAC Terms of Reference and Action Plan Review

The draft Terms of Reference and Action Plan for the FAC was reviewed. It was decided that the document accurately captured the roles and responsibilities of the FAC. The document will be presented to Council for review and final approval.

d.) Review and Approval of “Investments & Management of Net Assets Policy”

The FAC reviewed a draft of the Investments & Management of Net Assets Policy. After discussions on scope of the policy, the need for clarification of the items contained within the policy, and the need to add items to the policy, it was motioned that the policy will be reworked and reviewed prior to presentation to council during the May CRTO Council meeting.

e.) Review and Discussion of “Investments & Management of Net Assets Procedure”

During the review of this document, it was decided that additional considerations must be included in the procedural document including investment goals, risk management criteria, ethical investments, etc. The document will be reworked, and the goal is to present a final procedure document for May CRTO Council.

f.) Review of 2022-2023 CRTO Budget

The FAC engaged in a line-by-line detailed review of the proposed CRTO budget for 2022-2023. All questions regarding line items were addressed by Carole Hamp, Registrar. The FAC noted no concerns with proposed budget.

Motion #6 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Christa Krause, RRT, that Council approve all consent agenda items.

MOTION #6 CARRIED.

7.0: COMMITTEE ITEMS ARISING

7.1 EXECUTIVE COMMITTEE ITEMS

7.1.1 TERMS OF REFERENCE & ACTION PLAN

Lindsay Martinek presented to Council the Goals & Terms of Reference from the Executive Committee. The Goals & Terms of Reference was revised last year from a “Goals & Terms of Reference” structure to a “Terms of Reference & Action Plan”. 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 #7 MOVED BY, Kim Morris, and SECONDED BY, Jeffrey Schiller, to recommend that Council approve the revised Executive Committee Terms of Reference & Action Plan.

MOTION #7 CARRIED.

7.2 REGISTRATION COMMITTEE ITEMS

7.2.1 TERMS OF REFERENCE & ACTION PLAN

Christa Krause presented to Council the Terms of Reference & Action Plan. This document was revised from a “Goals & Terms of Reference” structure to a “Terms of Reference & Action Plan” format. The format change is to provide clearer responsibility and accountability for the Registration Committee, and to better identify priority objectives and establish clear direction as to how they will be accomplished. If approved by Council, the revised Terms of Reference & Action Plan will be used as a guidance document for the Registration Committee.

Motion #8 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Jeffrey Schiller, to recommend that Council approve the revised Registration Committee Terms of Reference & Action Plan.

MOTION #8 CARRIED.

7.2.2 APPROVAL OF CANADIAN RT PROGRAMS

Christa Krause, RRT presented to Council the Approval of Canadian Respiratory Therapy Programs. The Approval of Canadian Respiratory Therapy Programs Policy sets out the criteria used by the Registration Committee to recommend approval of Respiratory Therapy programs for the purpose of 55(2) of the *Respiratory Therapy Act* (ON. Regulation 596/94, Part VIII, “*Registration Regulation*”). The CRTC is responsible for setting entry to practice requirements in Ontario. The *Registration Regulation* sets out the requirements for registration with the CRTC, including requirements that an applicant must: 55(2) (a) have successfully completed a respiratory therapy program offered in Canada that, at the time of completion, was approved or accredited by the council or by a body approved by the Council. Programs’ accreditation status with Accreditation Canada is reviewed yearly by the Registration Committee and then approved by Council. The next scheduled review will be at the first council meeting of 2023.

Motion #9 MOVED BY, Katherine Lalonde, RRT, and SECONDED BY, Kim Morris, to recommend that Council approve the Respiratory Therapy Programs for 2022 based on the programs' accreditation status with Accreditation Canada.

Jody Saarvala, RRT abstained from the vote.

MOTION #9 CARRIED.

7.3 QUALITY ASSURANCE COMMITTEE ITEMS

- No items for this meeting.

7.4 PATIENT RELATIONS COMMITTEE ITEMS

7.4.1 TERMS OF REFERENCE & ACTION PLAN

Kim Morris presented to Council the Terms of Reference and Action Plan: Patient Relations Committee. Due to the new CPMF and CRTO policy framework, updates and additions were required for the ongoing responsibilities of the Patient Relations Committee to better identify priority objectives and establish clear direction as to how they will be accomplished. If approved by Council, the Revised Terms of Reference and Action Plan will be used as a guidance document for the Patient Relations Committee.

Motion #10 MOVED BY Lindsay Martinek, RRT, and SECONDED BY, Christa Krause, RRT, to recommend that Council approve the revised Patient Relations Committee Terms of Reference & Action Plan.

MOTION #10 CARRIED.

7.4.2 DIVERSITY, EQUITY, AND INCLUSION (DEI) STRATEGIC PLAN

Kim Morris presented to Council the Diversity, Equity, and Inclusion (DEI) Strategic Plan. Based on the CPMF requirements, the CRTO is required to develop a diverse, equitable and inclusive organization. The PRC Committee developed a draft DEI strategic plan for Council to approve that will be posted to the CRTO website, and the Committee will begin working on the action items.

Motion #11 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Lindsay Martinek, RRT, to recommend that Council approves the Diversity, Equity and Inclusion Strategic Plan as presented.

MOTION #11 CARRIED.

7.4.3 EQUITY IMPACT ASSESSMENT TOOL

Kim Morris presented to Council the Equity Impact Assessment Tool. The CPMF requires the CRTO to develop a Health Equity Impact Assessment Tool (HEIA) in the decision-making process to ensure we are diverse, equitable and inclusive as an organization. The Ministry of Health and Long-Term Care released a tool and workbook that can assist the organization and identify any areas that need improvement. If approved by Council the Patient Relations Committee will further review and update the workbook with relevant examples that will assist the CRTO in using the tool for Council and Committee work.

Motion #12 MOVED BY, Jeffrey Schiller, and SECONDED BY, Christa Krause, RRT, to recommend that Council approves the use of the Ministry of Health and Long-Term Care's Health Equity Impact Assessment tool and workbook.

MOTION #12 CARRIED.

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.

7.7 FINANCE & AUDIT COMMITTEE

7.7.1 GOALS & TERMS OF REFERENCE

Shaf Rahman presented to Council Terms of Reference and Action Plan: Finance & Audit Committee (FAC). The CPMF states that a college's strategic plan and budget allocation should align and support each other. The Terms of Reference and Action Plan of the FAC was established to provide guidance and to ensure that the budget allocation is aligned with the activities, projects, and programs the CROTO undertakes to attain its mandate.

Motion #13 MOVED BY, Kim Morris, and SECONDED BY, Angie, Miller, RRT, to recommend that Council approve the Finance & Audit Committee Terms of Reference & Action Plan.

MOTION #13 CARRIED.

8.0: LEGISLATIVE AND POLICY ISSUES:

8.1 REVISED BY-LAWS – FOR FINAL APPROVAL

Carole Hamp, Registrar & CEO presented to Council the revised CROTO By-laws for final approval. The CROTO By-law was last reviewed in December 2019. Since the CROTO 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 on the CROTO website and circulated to the members.

Motion #14 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approve the revised CROTO By-laws.

MOTION #14 CARRIED.

9.0: OTHER BUSINESS

9.1 EDUCATIONAL NEEDS ASSESSMENT RESULTS

Carole Hamp, Registrar & CEO briefed council on the Educational Needs Assessment Results that was completed by Council.

9.2 MEETING EFFECTIVENESS EVALUATION SURVEY

Carole Hamp, Registrar & CEO explained to Council the meeting effectiveness and evaluation survey. Council was given the opportunity to participate in evaluation.

10.0: NEXT MEETING

Next Council Meeting:

Friday, April 8, 2022, from 09:00 to 13:00 hrs.

Location:

Virtual meeting held via ZOOM Videoconference.

10: ADJOURNMENT

Adjournment

MOTION #15 MOVED BY, Kelly Munoz, RRT, and SECONDED BY Jody Saarvala, RRT, to adjourn the Council Meeting.

MOTION #15 CARRIED.

The March 4, 2022, Council Meeting adjourned at 11:50 am.