



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
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## CRTO Council Meeting Minutes

Scheduled on December 2, 2022, from 9:00 am to 1:00 pm

Location: Virtual meeting via Zoom Videoconference

### Attendance:

#### Board Members:

Lindsay Martinek, RRT – **Chair**  
Kim Morris – **Vice-Chair**  
Derek Clark, Public Member  
Jeff Dionne, RRT  
Shawn Jacobson, RRT  
Andriy Kolos, Public Member  
Christa Krause, RRT

Katherine Lalonde, RRT  
Kelly Munoz, RRT  
Angela Miller, RRT  
Jeffrey Schiller, Public Member  
Jillian Wilson, RRT

#### Staff:

Carole Hamp, RRT, Registrar & CEO  
Shaf Rahman, Deputy Registrar  
Kelly Arndt, RRT, Quality Practice Manager  
Ania Walsh, Regulatory Affairs Manager  
Denise Steele, Professional Programs Coordinator

Temeka Tadesse, IT & Database Specialist  
Stephanie Tjandra, Finance & Office Coordinator  
Abeeha Syed, Professional Conduct Associate  
Peter Laframboise, Professional Conduct Manager  
Misbah Chaudhry, Professional Conduct Coordinator

#### Guests:

None

#### Regrets:

Jody Saarvala, RRT  
Allison Peddle, Public Member

## 1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:02 am. Carole Hamp, Registrar & CEO, welcomed Council and staff to the meeting.

## 2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

### 3.0: EXECUTIVE COMMITTEE ELECTIONS

Carole Hamp, Registrar & CEO, provided an overview of the Executive Committee elections process. A call for nominations from the floor was made.

The following Council members were declared as acclaimed to the Executive Committee for a one-year term:

- Lindsay Martinek, RRT
- Kim Morris, Public Member
- Jeff Dionne, RRT
- Jody Saarvala, RRT
- Derek Clark, Public Member

An election by secret ballot was conducted from among the Executive Committee for President and Vice President of Council. Lindsay Martinek was elected to the role of President, and Kim Morris was elected to the position of Vice-President. Lindsay and Kim then became Chair and Vice-Chair (respectively) of the Executive Committee.

Kim Morris was asked to take the Chair and conduct the proceedings of the remainder of this Council meeting.

### 4.0: APPROVAL OF COUNCIL AGENDA

Council reviewed meeting agenda for December 2, 2022.

**MOTION # 4.0**        MOVED BY, Jeffrey Schiller, and SECONDED BY, Lindsay Martinek, RRT, that Council approve the Council Agenda for December 2, 2022.

**MOTION # 4. CARRIED.**

### 5.0: MINUTES FROM SEPTEMBER 23, 2022

Council reviewed the meeting minutes from September 23, 2022.

**MOTION # 5.0**        MOVED BY, Christa Krause, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approve the Council Minutes from September 23, 2022.

**MOTION # 5.0 CARRIED.**

### 6.0: STRATEGIC ISSUES

#### 6.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Council reviewed the 2021 – 2025 Strategic Direction Update Report. This report is in the form of a table that encompasses all the key priorities outlined in the CRTO 2021 – 2025 Strategic Direction. The updated Strategic Direction Report will be posted on the CRTO website.

#### 6.2 2022 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK UPDATE

Carole Hamp presented the 2022 College Performance Measurement Framework (CPMF) Update. The 2022

CPMF report is due to be submitted to the Ministry of Health (MOH) by the end of March 2023. It has been updated to include greater details in the College's plan to complete initiatives under "partially" or "no categories", as requested by the MOH. The draft version of the 2022 CPMF report will be presented to Council at the March 2023 meeting.

### 6.3 REVISED CRTO BY-LAWS

Carole Hamp presented the Revised CRTO By-Laws. The following three (3) areas of the By-Laws were highlighted:

- Current practices regarding expenditures
- Election processes
- Fee schedule regarding late penalty fees

The revised By-Laws will be circulated for consultation and presented at the March 2023 meeting.

**MOTION # 6.3**            MOVED BY, Jeffrey Schiller, and SECONDED BY, Christa Krause, RRT, that Council approve the revised CRTO By-Laws for consultation.

**MOTION # 6.3 CARRIED.**

### 6.4 RISK MANAGEMENT FRAMEWORK

Ania Walsh, Regulatory Affairs Manager, presented the draft Risk Management Framework. The document outlines the CRTO's risk management strategy and risk management process.

There was a recommendation to ensure consistency of risk assessments by expanding the definitions of both impact and the likelihood of risks outlined.

The next step is for CRTO staff to start working on the Risk Register.

**MOTION # 6.4**            MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Lindsay Martinek, RRT, that Council approve the Risk Management Framework.

**MOTION # 6.4 CARRIED.**

## 7.0: OPERATIONAL & ADMINISTRATIVE ISSUES

### 7.1 REGISTRAR REPORT

Carole Hamp reported on general CRTO activities and initiatives.

#### Internal

- Policy Framework – 5 revised policies for approval, 3 policies to be rescinded.
- Canadian Equality Consulting (CEC) – will be presenting an interim report on survey and interview results with CRTO staff and Council/Committee members.
- Language Proficiency Standards – Consulting team of Andrea Strachan & Paulette Blais has been retained to revise CRTO language proficiency standards.

#### External

- College Performance Measurement Framework (CPMF) – 2022 CPMF reporting tool draft version has been released, 8 benchmark standards were added.

- National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) – National Competency Framework (NCF) Review took place in Toronto on November 4 where NCF Steering Committee met with CamProf consultants, NARTRB Annual General Meeting took place in Toronto on November 5.
- Office of Fairness Commissioner (OFC) – CRTO staff preparing for its annual Fair Registration Practices Report, due on December 14<sup>th</sup>.
- Health Profession Regulators of Ontario (HPRO) – weekly HPRO CPMF meetings have started.

## 7.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for March 1, 2022 – October 31, 2022.

**MOTION # 7.2**            MOVED BY, Lindsay Martinek, RRT, and SECONDED BY, Derek Clark, that Council approve the Financial Statements for March 1, 2022 – October 31, 2022.

**MOTION # 7.2 CARRIED.**

## 7.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio.

**MOTION # 7.3**            MOVED BY, Lindsay Martinek, RRT, and SECONDED BY, Christa Krause, RRT, that Council approve the Investment Portfolio Summary.

**MOTION # 7.3 CARRIED.**

## 7.4 MEMBERSHIP STATISTICS

Denise Steele, Professional Programs Coordinator, presented the membership statistics. The total membership reported was 3,931. The CRTO received 179 applications for registration from March – December 2022. Out of the total number of applications received, 153 are graduates of an Ontario RT program, 12 are graduates from other provinces, and 14 are graduates from outside of Canada.

## 7.5 INFECTION, PREVENTION & CONTROL CBPG – DRAFT FOR CONSULTATION

Kelly Arndt, Quality Practice Manager, presented the revised draft Infection, Prevention & Control Clinical Best Practice Guideline (CBPG). This document will provide direction for RTs to access information regarding public health guidelines, infection control, and new and emerging pathogens.

If approved, the CBPG will be circulated for consultation.

If the motion is approved, the CBPG will be circulated for public consultation.

**MOTION # 7.5**            MOVED BY, Lindsay Martinek, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approve the draft revised Council the Infection, Prevention & Control CBPG for consultation.

**MOTION # 7.5 CARRIED.**

## 8.0: COMMITTEE REPORTS

## **8.1 EXECUTIVE COMMITTEE REPORT**

Lindsay Martinek, RRT, Executive Committee Chair, presented the Committee Report to Council. The Executive Committee has met once since the September 23<sup>rd</sup> Council meeting. On November 18, 2022, the Executive Committee reviewed the following items:

- Registrar's Report & General Updates
- CRTO Financial Statements & Investment Portfolio (March 1<sup>st</sup> – October 31<sup>st</sup>)
- Strategic Direction Report
- Draft Council agenda for December 2, 2022
- 2022 College Performance Measurement Framework (CPMF) Update
- Executive Committee Elections
- Council meeting dates for 2023

## **8.2 REGISTRATION COMMITTEE REPORT**

Christa Krause, RRT, Registration Committee Chair, presented the Committee Report to Council. Since the last report, the Registration Committee (RC) has held one virtual meeting on September 15, 2022. In addition, RC Panels met to consider referrals from the Registrar on the following dates:

- September 15, 2022
- November 1, 2022

## **8.3 QUALITY ASSURANCE COMMITTEE REPORT**

Andriy Kolos, presented on behalf of Ginette Greffe-Laliberte, RRT, Quality Assurance Committee Chair, the Committee Report to Council. Since the last Council meeting, there has been one meeting on October 6, 2022, and one panel on October 6, 2022. The report included a summary of activities for QAC panel, QAC Action Plan and Terms of Reference and Policy Framework Update, 2022 Peer Assessor Review Terms.

## **8.4 PATIENT RELATIONS COMMITTEE REPORT**

Kim Morris, Patient Relations Committee Chair, presented the Committee Report to Council. There have been no meetings of the Patient Relations Committee since last Council meeting. The Committee continues to work on the DEI Plan.

## **8.5 INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE REPORT**

Kim Morris, Inquiries, Complaints and Reports Committee Chair, presented the Committee Report to Council. Since the last Council meeting, the ICRC held one (1) meeting via Zoom. The meeting was to review an investigation and render a decision on the matter. The investigation related to a matter referred to the ICRC by the Quality Assurance Committee (QAC). Since the last Council meeting, the CRTO received two (2) new matters. The new matters are comprised of two (2) Employer Reports.

## **8.6 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.

## 8.7 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.

## 8.8 FINANCE & AUDIT COMMITTEE REPORT

Jeff Dionne, RRT, presented on behalf of Michelle Causton, Finance and Audit Committee Chair, the Committee Report to Council. Since the last Council meeting, a sub-committee of the FAC met on October 14, 2022, to discuss the parameters of the Financial Advisor search. Two companies have submitted a response to the Request for Proposal (RFP). The sub-committee is currently reviewing the responses and will bring the final recommendations for further discussion to the FAC.

## 9.0: COMMITTEE ITEMS ARISING

- No items for this meeting.

## 10.0: LEGISLATIVE AND GENERAL POLICY ISSUES

### 10.1 REVISED PROCUREMENT OF GOODS & SERVICES POLICY

Carole Hamp presented the revised Procurement of Goods & Services Policy. The overall goal of the policy is to establish clear guidelines for the procurement of goods and services that are consistent with the needs of the CRTO and offer optimal value for money.

There was a suggestion to add a provision for external vendors to present their DEI plan as part of the Request for Proposal (RFP).

If approved, staff will amend the document and the policy will come into effect on December 2, 2022.

**MOTION # 7.5**            MOVED BY, Lindsay Martinek, RRT, and SECONDED BY, Jeffrey Schiller, that Council approve the revised Procurement of Goods & Services Policy as amended.

**MOTION # 7.5 CARRIED.**

### 10.2 REVISED HONORARIA & EXPENSES POLICY

Shaf Rahman, Deputy Registrar, presented the revised Honoraria & Expenses Policy. The policy has not been updated since September 2006 and has become outdated. The main areas of change include:

- Increasing the scope of the policy to account for all scenarios where volunteers may require compensation (e.g. email voting on motions, videoconferencing).
- Update on the compensation rates.
- Adding definitions to better clarify terminology.

**MOTION # 7.5**            MOVED BY, Lindsay Martinek, RRT, and SECONDED BY, Jeff Dionne, RRT, that Council approve revised Honoraria and Reimbursement of Expenses Policy.

**MOTION # 7.5 CARRIED.**

### **10.3 REVISED PRIVACY POLICY**

Ania Walsh presented the revised Privacy Policy. This document was circulated for public consultation in September 2022. If approved, the policy will be posted on the CRTO website.

**MOTION # 7.5**            MOVED BY, Christa Krause, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approve the revised Privacy Policy.

**MOTION # 7.5 CARRIED.**

### **10.4 RECORDS MANAGEMENT & RETENTION POLICY**

Ania Walsh presented the new Records Management & Retention Policy. This document is meant to support the Privacy Policy, and to ensure the CRTO's record-keeping practices comply with the legislative requirements and privacy and confidentiality obligations.

Starting in January 2023, staff will start reviewing the records currently retained by CRTO, both paper and electronic, to ensure that the provisions of the new policy are met.

### **10.5 REVISED COMMUNICATIONS ON BEHALF OF THE CRTO POLICY**

Ania Walsh presented the revised Communications on Behalf of the CRTO Policy. The policy, originally titled Communications Policy, was last approved in November 2013. The policy has been updated to clarify its purpose, improve readability, and to better align with other CRTO documents (e.g. By-Laws and the Accessibility Standards Policy).

If approved, the policy will come into effect on December 2, 2022.

**MOTION # 7.5**            MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Lindsay Martinek, RRT, that Council approve the revised Communications on Behalf of the CRTO Policy.

**MOTION # 7.5 CARRIED.**

### **10.6 RESCINDED & ARCHIVED POLICIES**

Carole Hamp presented to Council the rationale for rescinding and archiving the following policies:

- Selection Process
- Electronic Media
- Social Media Terms of Use

**MOTION # 7.5**            MOVED BY, Katherine Lalonde, RRT, and SECONDED BY, Jeff Dionne, RRT, that Council approve the Selection Process, Electronic Media, and Social Media Terms of Use, to be rescinded and archived.

**MOTION # 7.5 CARRIED.**

## 11.0: OTHER BUSINESS

### 11.1 COUNCIL MEETING DATES FOR 2023

Council reviewed the proposed dates for 2023 Council meetings. There was an amendment for one of the dates, September 26, 2023, was changed to September 22, 2023.

**MOTION # 11.1**      MOVED BY, Christa Krause, RRT, and SECONDED BY, Lindsay Martinek, RRT, that Council approve the dates for the 2023 Council meetings as amended.

**MOTION # 11.1 CARRIED.**

### 11.2 COUNCIL & COMMITTEE 101: MEETINGS IN A VIRTUAL WORK

Shaf Rahman presented Council & Committee 101: Meetings in a Virtual Work.

## 12.0: NEXT MEETING

### **Next Council Meeting:**

Friday, March 3, 2023, from 09:00 to 13:00 hrs.

**Location:** Virtual via Zoom Videoconference.

## 13.0: ADJOURNMENT

### **Adjournment**

**MOTION # 13.0**      MOVED BY, Kelly Munoz, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council adjourn the December 2, 2022 meeting.

The December 2, 2022, Council meeting adjourned at 11:33 a.m.