



College of Respiratory  
Therapists of Ontario

Ordre des thérapeutes  
respiratoires de l'Ontario

## COUNCIL MEETING HIGHLIGHTS

### December 2022

At its December meeting, the following Council members were nominated and acclaimed to the **2023 Executive Committee**:

Lindsay Martinek, RRT (Chair)  
Kim Morris – Public Member (Vice-Chair)  
Jeff Dionne, RRT  
Jody Saarvala, RRT  
Derek Clark – Public Member

Of the selected Executive Committee members, **Lindsay Martinek** was elected to the position of **Council President** and **Kim Morris** was elected **Council Vice-President**.

The following items were reviewed and approved at the December Council meeting:

#### **Draft CRTO By-Laws**

These most recent revisions to the By-Laws were made in consultation with our legal counsel to ensure that all CRTO processes, such as elections, are accurately and clearly articulated.

**By-Law 1: General CRTO Administration** - The intent of the revision to this section of the By-Law was to align the CRTO's approval process for unbudgeted expenditures with the rising costs of goods and services.

#### **By-Law 2: Council and Committees**

The intent of the revision to this section of the By-Law was two-fold:

1. To enable the Registrar to appoint members of the public directly to vacant positions on Committees. They are to be called Public Committee Appointees.
2. To ensure consistency by having all information previously included in the *Election Process - Council Members and Non-Council Committee Members Policy* contained within the CRTO By-Laws.

#### **By-Law 3: Membership**

The intent of the revision to this section of the By-Law was to add a penalty to the CRTO Schedule of Fees for non-compliance with Professional Development Program obligations.

The draft By-Laws were reviewed and approved for a 60-day consultation period. Once all the feedback is received and incorporated, the revised draft By-Laws will return to the March 2023 Council meeting for review and final approval.



### **New Risk Management Framework**

The draft Risk Management Framework was developed in alignment with the CRTO mandate and strategic objectives to ensure a consistent and systemic approach to identifying and managing risk that could prevent the CRTO from meeting its mandate and achieving its strategic objectives. The document outlines the CRTO's:

1. **Risk Management Strategy**, which establishes the general approach for managing risk across the organization, embedding risk considerations into the CRTO's decision-making and resource allocation, and outlines the key responsibilities.
2. **Risk Management Process**, which provides a specific set of steps for systematically managing risks. This is to operationalize the risk management strategy through identifying, assessing, treating, communicating, and monitoring risk.

### **Financial Statements and Investment Portfolio**

Council reviewed and approved the CRTO's Interim Financial Statements for March 1, 2022 – October 31, 2022, as well as the CRTO's Investment Portfolio as of October 31, 2022.

### **Revised Infection, Prevention and Control Clinical Best Practice Guideline (CBPG)**

Previously revised in November 2016, the Infection Prevention and Control CBPG has recently been reviewed and updated. The focus of this document has shifted from a practice guideline to a guidance resource. It is intended to provide direction for RTs seeking to access information regarding public health guidelines, infection control and new and emerging pathogens.

### **Revised Procurement of Goods and Services Policy**

The revised *Procurement of Goods and Services Policy* is intended to replace the *Selection Process for Consultants, Services or Contract Staff Policy*, originally approved on February 5, 2010. Since then, the policy has become outdated and no longer aligns with the CRTO's By-laws, processes, and Policy Framework. The overall goal of the *Procurement of Goods and Services Policy* is to establish clear guidelines for procuring goods and services that are consistent with the needs of the CRTO and offer optimal value for money.

### **Revised Honoraria and Expenses Policy**

The CRTO has had an Honoraria and Reimbursement of Expenses policy since September 2006. However, the policy has become outdated and required updating. The main areas of change include:

1. Increasing the policy scope to account for all scenarios in which volunteers may require compensation (e.g., Email voting on motions, video conferencing, etc.).
2. Updating the compensation rates and better articulation of the rates of compensation.
3. Adding definitions into the policy to better clarify terminology.



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### **Revised Privacy Policy**

The CRTO's *Privacy Policy* was last approved on February 4, 2009, and required updating to align with the CRTO's Policy Framework. The revised policy underwent a rigorous policy review process, including external legal review, to ensure that all legislative and regulatory requirements have been met. Council approved the draft revised policy for consultation on September 23, 2022. Consultation feedback has been received, and the revised policy was presented at the December Council meeting for final approval.

### **New Records Management and Retention Policy**

The new *Records Management and Retention Policy* was developed to reflect the CRTO's commitment to protecting the privacy and confidentiality of all personal information it collects, uses and/or discloses while carrying out its regulatory activities. The overall intent of the policy is to ensure that the CRTO's record-keeping practices comply with the legislative requirements and privacy and confidentiality obligations.

### **Revised Communication Policy**

The *Communications Policy* was last approved on November 29, 2013. It required updating to clarify its purpose, improve readability and align it with other CRTO documents better (e.g., the By-laws and the *Accessibility Standards Policy*).

### **Rescinded and Archived Policies**

During the policy review process, guided by the Policy Framework, it has been determined that several policies are repetitive and/or include information that does not need to be in a policy format. For these reasons, the following policies were presented to the December Council to be rescinded and archived:

1. Selection Process Policy
2. Electronic Media Policy
3. Social Media Terms of Use Policy

After the December meeting, Council received a presentation from Ivana Lochhead and Destiny Udoh of **Canadian Equity Consulting** (CEC), the consulting group the CRTO has retained to help develop its **Diversity, Equity and Inclusion** (DEI) plan. The presentation provided a summary of the work done so far, which includes:

1. Surveys and one-on-one interviews with CRTO staff, Council and Committee members
2. Quantitative and qualitative data analysis
3. Equity review of CRTO policies and processes.

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