



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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

CRTO Council Meeting Minutes

Scheduled on March 3, 2023, from 9:00 am to 1:00 pm

Location: Virtual meeting via Zoom Videoconference

Attendance:

Board Members:

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

Katherine Lalonde, RRT
Kelly Munoz, RRT
Angela Miller, RRT
Jeffrey Schiller, Public Member
Jillian Wilson, RRT
Jody Saarvala, 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 Manager
Abeeha Syed, Professional Conduct Associate
Peter Laframboise, Professional Conduct Manager

Guests:

Nanci Harris

Regrets:

Allison Peddle, Public Member
Andriy Kolos, Public Member

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:02 am. Lindsay Martinek welcomed Council, staff, and guest to the meeting.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed meeting agenda for March 3, 2023.

MOTION # 3.0 MOVED BY, Jeffrey Schiller, and SECONDED BY, Kim Morris, that Council approves the Council Agenda for March 3, 2023.

MOTION # 3.0 CARRIED.

4.0 MINUTES FROM DECEMBER 2, 2022

Council reviewed the meeting minutes from December 2, 2022.

MOTION # 4.0 MOVED BY, Christa Krause, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approves the Council Minutes from December 2, 2022.

MOTION # 4.0 CARRIED.

5.0: STRATEGIC ISSUES

Nanci Harris was given the opportunity to provide an overview of her services in relation to Third-Party Assessment of Council, as required by the College Performance Measurement Framework (CPMF).

5.1 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.

Some of the highlights of tasks accomplished in the final quarter of the fiscal year are:

- Reviewed & revised CRTO registration to add an Emergency Class of Registration.
- Developed & posted the CRTO Risk Management Framework on the website.
- Infection, Prevention & Control Clinical Best Practice Guideline approved by Council for consultation.
- CEC provided the DEI summary report to Council, and it has been posted on the website.
- Thirty policies updated/approved.

5.2 DRAFT 2022 COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK

Carole Hamp presented the 2022 College Performance Measurement Framework (CPMF) draft summary. The 2022 CPMF report is due to be submitted to the Ministry of Health (MOH) by the end of March 2023. There was a discussion regarding the sharing of CRTO's governance training modules with other organizations for learning purposes.

5.3 FINAL APPROVAL OF REVISED CRTO BY-LAWS

Carole Hamp presented the Revised CRTO By-Laws. The following three (3) By-Laws have been revised and

will be posted on the website after Council approval:

- General CRTO Administration
- Council and Committees
- Membership

MOTION # 5.3 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Christa Krause, RRT, that Council approves the By-Laws amendments, which include in their entirety: By-Law 1: General CRTO Administration, By-Law 2: Council and Committees, By-Law 3: Membership.

MOTION # 5.3 CARRIED.

5.4 REVISED FEE SCHEDULE

Carole Hamp presented the Revised Fee Schedule. The By-Law was revised to include a \$25 penalty fee for late PDP obligations. This late penalty fee reflects some of the administrative burden for CRTO staff to process the late submissions. Once the fee schedule is approved, staff will begin the implementation plan for the following year.

There was a discussion surrounding the effectiveness of the dollar amount as a deterrent, and a suggestion for an escalation of penalty for members who repeatedly fail to submit the PDP obligations on time.

MOTION # 5.4 MOVED BY, Jeff Dionne, RRT, and SECONDED BY, Shawn Jacobson, RRT, that Council approves the Revised Schedule of Fees.

MOTION # 5.4 CARRIED.

5.5 DRAFT BUDGET 2023/24

Carole Hamp presented the Draft 2023/24 Budget, which has been approved by the Executive Committee on February 14, 2023. The following line items are highlighted:

- Staff salaries increased to accommodate the addition of one more full-time employee.
- Investigation services increased to accommodate the rising costs of these services.
- Consulting – Governance increased to accommodate CPMF-related projects i.e. DEI & Council/Committees training modules.
- Software increased to accommodate rising costs of necessary software costs.
- Printing decreased to align with decrease in costs due to renewal letters being sent electronically.
- Government Relations decreased since CRTO ended services with the government relations firm Grosso McCarthy, this budget line will be reallocated to Governance items.

MOTION # 5.5 MOVED BY, Jeff Schiller, and SECONDED BY, Kim Morris, that Council approves the Draft 2023/24 Budget.

MOTION # 5.5 CARRIED.

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 REGISTRAR REPORT

Carole Hamp reported on general CRTO activities and initiatives.

Internal

- **Policy Framework & Professional Practice Guidelines (PPGs) & Clinical Best Practice Guidelines (CBPGs)** – 36 policies have been revised and approved, 36 policies have been archived and some turned into Fact Sheets.
- **Canadian Equality Consulting (CEC)** – DEI Sub-committee in conjunction with the Patient Relations Committee that will collaborate on the design and implementation of the CRTO's DEI strategic plan.
- **Language Proficiency Standards** – the work has been completed and the revised Language Proficiency Requirements Policy was approved by Council (via an electronic vote) on December 13, 2022. Both the English & French versions were posted on the website in advance of the MOH's January 1st deadline.
- **By-Laws Review** – the By-Laws update was presented at today's meeting.
- **Draft 2023/24 Budget** – the Draft 2023/24 Budget was presented at today's meeting.
- **Membership Fee Assessment Tool** – the FAC has drafted a tool that will provide a formal process for an annual review of the CRTO's membership fees. This will be presented at today's meeting.
- **Investment Planning Services** – the FAC has also completed the Investment Management search and the results will be presented at today's meeting.
- **Evaluation of CRTO Council** – Nanci Harris has been retained to evaluate the effectiveness of Council meetings and Council, as per CPMF requirements.
- **Staffing news** – congratulations to Ania Walsh for completing Master of Arts in Leadership at the University of Guelph's Lang School of Business & Economics. Stephanie Tjandra has recently been promoted to Finance & Office Manager.

External

- **Ontario Ministry of Health** – the Government announced that they would introduce a legislative change that if approved would permit certain regulated health professionals registered in other provinces & territories to practice without further registering with the corresponding health regulatory college for "up to 12 months".
- **College Performance Measurement Framework (CPMF)** – the CRTO is working towards completing & submitting the report by March 31.
- **Health Profession Regulators of Ontario (HPRO)** – the HPRO board meets every other week to discuss timely topics such as DEI & public appointments. HPRO Board held its Strategic Planning session at the College of Chiropractors on February 9.
- **National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB)** – CRTO sent four RT representatives to attend the NARTRB NCF working group meeting in Montreal on January 23 & 24. The CRTO hosted the 2nd NCF Steering Committee meeting in Toronto on February 7th to review the results of this working group. The next meeting will be in Halifax in early June, with the intended deadline for the completion of the revised framework on June 23, 2023.
- **Office of Fairness Commissioner (OFC)** – CRTO staff preparing for its annual Fair Registration Practices Report, due on December 14th.

6.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for March 1, 2022 – January 31, 2023.

MOTION # 6.2 MOVED BY, Derek Clark, and SECONDED BY, Kelly Munoz, RRT, that Council approves the quarterly Financial Statements for March 1, 2022 – January 31, 2023.

MOTION # 6.2 CARRIED.

6.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio. The CRTO is striving for improvements to have a more comprehensive investment strategy and a more streamlined reporting tool. The FAC has completed the search for an investment management advisor that will help with the development of this investment strategy.

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

MOTION # 6.3 CARRIED.

6.4 MEMBERSHIP STATISTICS

Denise Steele, Professional Programs Coordinator, presented the membership statistics. The total membership reported was 3,948. The CRTO received 213 applications for registration from March 2022 – January 2023. Out of the total number of applications received, 175 are graduates of an Ontario RT program, 16 are graduates from other provinces, and 21 are graduates from outside of Canada.

6.5 FINAL APPROVAL OF INFECTION, PREVENTION & CONTROL CBPG

Kelly Arndt, Quality Practice Manager, presented the revised Infection, Prevention & Control Clinical Best Practice Guideline (CBPG). This living document will provide direction for RTs to access information regarding public health guidelines, infection control, and new and emerging pathogens. It went out for consultation, and as a result a few minor grammatical changes were made.

There were a few suggestions made that required the document to be further revised. The motion is revised to reflect this.

MOTION # 6.5 MOVED BY, Katherine Lalonde, RRT, and SECONDED BY, Jeff Schiller, that Council approves the final draft of the revised Infection, Prevention & Control CBPG following the suggested revision.

MOTION # 6.5 CARRIED.

6.6 DRAFT RESPIRATORY THERAPISTS PROVIDING TELEPRACTICE SERVICES PPG FOR CONSULTATION

Kelly Arndt, Quality Practice Manager, presented the draft Respiratory Therapists Providing Telepractice Services PPG. This document has not been updated since 2017. This PPG provides information regarding the applicable legislation and expectations for RTs who provide virtual care. If approved, this document will be circulated for public consultation and come back to Council in the May meeting. There was a suggestion to change the title to “Virtual Care” to reflect current language.

MOTION # 6.6 MOVED BY, Shawn Jacobson, RRT, and SECONDED BY, Jillian Wilson, RRT, that Council approves the draft revised Respiratory Therapists Providing Telepractice Services PPG for consultation with the revision as outlined.

MOTION # 6.6 CARRIED.

7.0: COMMITTEE REPORTS

7.1 EXECUTIVE COMMITTEE REPORT

Lindsay Martinek, RRT, Executive Committee Chair, presented the Committee Report to Council. The Executive Committee has met once since the December 3 Council meeting. On February 14, 2022, the Executive Committee reviewed the following items:

- 2021 – 2025 Strategic Direction Update Report
- 2022 College Performance Measurement Framework (CPMF) Update
- Feedback from the consultation on the revised CRTO By-Laws & Schedule of Fees
- Draft 2023/24 Budget
- Financial Statements (March 1, 2022 – January 31, 2023)
- Draft March 3, 2023, Council Agenda
- Draft Membership Fee Assessment Tool

7.2 REGISTRATION COMMITTEE REPORT

Derek Clark, Registration Committee Chair, presented the Committee Report to Council. Since the last report, the Registration Committee (RC) has held a virtual committee orientation on February 1, 2023. In addition, RC Panels met to consider referrals from the Registrar on the following dates:

- December 19, 2022 (via email)
- January 16, 2023 (video conference)
- February 1, 2023 (video conference)

7.3 QUALITY ASSURANCE COMMITTEE REPORT

Jillian Wilson, Quality Assurance Committee Vice-Chair presented on behalf of Laura Dahmann, RRT, Quality Assurance Committee Chair, the Committee Report to Council. Since the last Council meeting, there has been one meeting on February 10, 2023, and four panel virtual meetings. The report included a summary of activities for QAC Orientation, QAC Terms of Reference and Action Plan 2023, Professional Development Policy and Procedure Update, and QAC Panel.

7.4 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 the last Council meeting. The Committee continues to work on the DEI Plan.

7.5 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 3 meetings via Zoom. Two of the meetings were to review an investigation and render a decision on the matter. One of the investigations related to an employer report and one was regarding a complaint. The remaining ICRC meeting was for the purpose of ICRC orientation. Since the last Council meeting, the CRTO received 8 new matters. The new matters comprised of 7 employer reports and 1 complaint.

7.6 DISCIPLINE COMMITTEE REPORT

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

7.7 FITNESS TO PRACTISE COMMITTEE REPORT

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

7.8 FINANCE & AUDIT COMMITTEE REPORT

Jeff Dionne, RRT, Vice-Chair of Finance & Audit Committee presented on behalf of Michelle Causton, Finance & Audit Committee Chair, the Committee Report to Council. Since the last Council meeting, the FAC or a sub-committee of the FAC met a combined 6 times. The FAC Sub-committee meetings were held to continue the recruitment process for an investment advisor for the CRTO. The rest of the FAC meetings were held to continue the development of the Membership Fee Assessment Tool and to approve several policies.

8.0: COMMITTEE ITEMS ARISING

8.1 REGISTRATION COMMITTEE

8.1.1 REVISED REGISTRATION REGULATION

Ania Walsh, Regulatory Affairs Manager, presented the Revised Registration Regulation. The CRTO is proposing several amendments to the Registration Regulation to address the new Emergency Class Registration requirement and to provide clarification to existing provisions and help harmonize the registration requirements for RTs across Canada. The amendments have been drafted in consideration of the CRTO's public interest mandate and in consultation with CRTO's legal counsel. The next step will be a special Council meeting on April 24, 2023, to review the consultation results and consider the final version for submission to the Ministry of Health.

8.1.2 REGISTRATION COMMITTEE TERMS OF REFERENCE

Derek Clark presented the Registration Committee Terms of Reference & Action Plan. The following changes were highlighted:

- Added relevant references to Ontario Regulation 596/94, Part VIII (Registration), VII Prescribed Procedures and V11.1 Prescribed Substances.
- Updated references to Committee members' positions based on the current By-Law.
- Added "up to one Public Member Appointee" in anticipation of the By-Law change.
- Records Retention section removed.
- The 2023 Action Plan has been updated based on the anticipated changes to the Registration Regulation.

If approved by Council, the revised Terms of Reference & Action plan will be used as a guidance document for the Registration Committee for 2023.

MOTION # 8.1.2 MOVED BY, Kim Morris, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the Registration Committee Terms of Reference & Action Plan.

MOTION # 8.1.2 CARRIED.

8.1.3 APPROVAL OF CANADIAN RT PROGRAMS

Derek Clark presented an overview of Respiratory Therapy Programs for 2023 based on the programs' accreditation status with Accreditation Canada. The list of approved programs posted on the CRTO website will be updated accordingly. Staff will continue to monitor the programs' accreditation status. The next scheduled review by the Registration Committee is set for the first Committee meeting in 2024.

MOTION # 8.1.3 MOVED BY, Christa Krause, RRT, and SECONDED BY, Angela Miller, RRT, that Council approves the Respiratory Therapy Programs for 2023 based on the programs' accreditation status with Accreditation Canada.

MOTION # 8.1.3 CARRIED.

8.2 FINANCE & AUDIT COMMITTEE

8.2.1 MEMBERSHIP FEE ASSESSMENT TOOL

Shaf Rahman, Deputy Registrar, presented the Membership Fee Assessment Tool. The FAC has worked on providing more structure around the topic of membership fee assessment. The Committee has developed a diagram that will guide the discussion around fee increase considerations as well as the timeline. The FAC will also develop a procedural document as they go through the review to assist future committee members in establishing a consistent approach to membership fee assessment. Once the budget is approved, staff will begin to pull the datasets required. There was a suggestion to clarify the communication to membership regarding the breakdown of the membership fee for better transparency.

8.2.2 INVESTMENT MANAGEMENT SERVICES

Shaf Rahman provided an update to Council regarding the Investment Management Services update. The FAC Subcommittee has completed the search for an Investment Advisor. The CRTO developed an RFP and 4 financial institutions submitted their responses: RBC, TD, CIBC, York Street Financial (via Canada Life). After a thorough review, it was decided that RBC and CIBC were the only parties who appropriately responded to the RFP and interviews were conducted. It was found that ultimately RBC has the highest final score based on the categories outlined.

After notifying Council of the FAC's recommendation to the Registrar, the Registrar will begin the process of hiring and moving over current investments to RBC Wealth Management.

9.0: LEGISLATIVE AND GENERAL POLICY ISSUES

9.1 REVISED SIGNING OFFICERS AND AUTHORIZED PERSONNEL-BANKING AND INVESTMENTS POLICY

Shaf Rahman presented the Revised Signing Officers and Authorized Personnel-Banking and Investments Policy. The following changes were highlighted:

- The format of the policy was updated to reflect the new CRTO policy framework format.
- An additional note was added to prevent situations that might be perceived as a conflict of interest by banning the ability of an internal or external signing officer from signing a cheque or approving a payment made to themselves. This precautionary step was always taken by the CRTO but now is captured in the policy.
- Deputy Registrar was added as an internal signing officer.
- The signature requirement section of the policy is now in accordance with By-Law 1-11.02, the amount requiring an internal and external signing officer has increased from \$10,000 to \$15,000.

MOTION # 9.1 MOVED BY, Derek Clark, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the revised Signing Officers and Authorized Personnel-Banking & Investments Policy.

MOTION # 9.1 CARRIED.

9.2 REVISED PROFESSIONAL DEVELOPMENT PROGRAM POLICY

Kelly Arndt presented the Revised Professional Development Program Policy. This document was last revised in 2022 and has been updated to reflect the new \$25 penalty fee for late PDP/QA obligations. If approved by Council, the policy will be published on the website.

MOTION # 9.2 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Angela Miller, RRT, that Council approves the Revised Professional Development Program (PDP) Policy.

MOTION # 9.2 CARRIED.

9.3 ARCHIVED ELECTION POLICY

Carole Hamp presented the rationale for rescinding and archiving the Election Process – Council Members and Non-Council Committee Members Policy.

If approved by Council, the Election Process – Council Members and Non-Council Committee Members Policy will be archived internally. The Elections Process Procedure will be updated to reflect the election process outlined under By-Law #2 Council and Committees.

10.0: OTHER BUSINESS

10.1 EXPENSE CLAIM UPDATE PRESENTATION

Shaf Rahman presented the updated expense claim.

11.0: NEXT MEETING

Next Council Meeting:

April 24, 2023 – 9 am to 11 am, Virtual via Zoom Videoconference
May 26, 2023 – In-person at the DoubleTree by Hilton Toronto

12.0: ADJOURNMENT

Adjournment

The March 3, 2023, Council meeting adjourned at 12:16 p.m.