



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on May 26, 2023, from 9:00 am to 12:00 pm

Location: Doubletree by Hilton Hotel – Denver Room

108 Chestnut St., Toronto ON M5G 1R3

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**

Kim Morris, Public Member – **Vice-Chair**

Derek Clark, Public Member

Jeff Dionne, RRT

Christa Krause, RRT

Jeffrey Schiller, Public Member

Katherine Lalonde, RRT

Kelly Munoz, RRT

Angela Miller, RRT

Andriy Kolos, Public Member

Jillian Wilson, RRT

Jody Saarvala, RRT

Allison Peddle, Public Member

Tracy Bradley, RRT - Guest

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

Misbah Chaudhry, Professional Conduct Coordinator

Guests:

Lanjuan Wang, Hilborn LLP

Vivian Pang, Ministry of Health

Regrets:

Shawn Jacobson, RRT

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:01 am. Kim Morris welcomed Council, staff, and guests 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 May 26, 2023.

MOTION # 3.0 MOVED BY, Jeff Schiller, and SECONDED BY, Jody Saarvala, RRT, that Council approves the Council Agenda for May 26, 2023.

MOTION # 3.0 CARRIED.

4.0 MINUTES FROM DECEMBER 2, 2022

Council reviewed the meeting minutes from March 3, 2023, and April 24, 2023.

MOTION # 4.0 MOVED BY, Derek Clark, and SECONDED BY, Jody Saarvala, RRT, that Council approves the Council Minutes from March 3, 2023 & April 24, 2023, meetings.

MOTION # 4.0 CARRIED.

5.0: STRATEGIC ISSUES

5.1 FINANCIAL AUDIT 2022 – 2023

Lanjun Wang, Auditor, Hilborn LLP, presented to Council the Audit Findings for the 2022-2023 Fiscal Year. It provides an overview of the CRTO's draft audited financial statements, and the processes involved with the financial audit. The audit yielded an unmodified opinion. Highlights and notes to the financial statements, which included the balance sheet, statement of operations, statement of changes in net assets, statement of cash flows were presented.

MOTION # 5.1 MOVED BY, Christa Krause, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the 2022 – 2023 Audit Findings as presented by the Auditor.

MOTION # 5.1 CARRIED.

5.2 APPOINTMENT OF AUDITOR FOR 2023 – 2024

Carole Hamp, Registrar & CEO, presented the Appointment of the Auditor Assessment Tool. This document was developed for the Executive Committee to be able to conduct an annual evaluation of the external auditor using an objective tool that considers the essential assessment elements. The current auditor, Hilborn LLP, has been the CRTO's external auditor since 2017.

There was a recommendation from the Executive Committee, who have reviewed the tool during their May 16th meeting, to go to tender for an external auditor.

If the decision of Council is made to go to tender for an external auditor for the 2023 – 2024 fiscal year, the Finance & Audit Committee (FAC) will work with CRTO staff to send out Request-for-Proposals in alignment with the CRTO's Procurement of Goods & Services Policy & Procedure.

MOTION # 5.2 MOVED BY, Jody Saarvala, RRT, and SECONDED BY, Derek Clark, that Council direct the Finance & Audit Committee (FAC) to go to tender to retain an independent auditor for the 2023/24 fiscal year.

MOTION # 5.2 CARRIED.

5.3 2022 – 2023 ANNUAL REPORT

Council reviewed the 2022 – 2023 Annual Report. The report will undergo further edits and revision with regards to formatting, to consider readability and accessibility.

MOTION # 5.3 MOVED BY, Christa Krause, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approves the 2022 – 2023 Annual Report.

MOTION # 5.3 CARRIED.

5.4 2022 COLLEGE MEASUREMENT FRAMEWORK SUMMARY REPORT

Carole Hamp presented the 2022 College Measurement Framework (CPMF) Summary Report.

5.5 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Carole Hamp presented the 2021 – 2025 Strategic Direction Update Report. The highlights of the updated report included:

- BoardSource & Council Effectiveness
- Delegation e-Learning module
- FAC finalized the new investment team and investments are being moved over to RBC
- DEI Steering Committee

5.6 COUNCIL 3RD PARTY EVALUATION & ACTION PLAN

Carole Hamp presented the results of the Council 3rd Party Evaluation & Action Plan that was conducted by consultant, Nanci Harris, on the March 3rd Council meeting. The overall result of the evaluation was positive. There is evidence of mutual respect, well-prepared materials and agenda, as well as discussion that reflects positive synergy between staff and Council.

5.7 DRAFT CRTO COUNCIL & COMMITTEE COMPETENCY PROFILE

Carole Hamp presented the Draft CRTO Council & Committee Competency Profile. This document is still in its first draft format and will be further revised based on feedback.

5.8 COUNCIL SELF-EVALUATION

Carole Hamp presented the results of the Council Self-Evaluation from the last Council meeting.

5.9 DRAFT RISK REGISTER

Ania Walsh presented the Draft Risk Register. In December 2022, Council approved a Risk Management Framework, which articulates how the CRTO will establish and maintain a systemic approach to risk management, integrating risk management into its strategic planning, project and operations management and reporting. A Risk Register is the intended primary tool for monitoring and reporting CRTO risks. The template may change after today's Education Day, in which it will be utilized during the Risk Management Workshop.

6.0: OPERATIONAL & ADMINISTRATIVE ISSUES

6.1 REGISTRAR'S REPORT

Carole Hamp reported on general CRTO activities and initiatives.

Internal – Current Initiatives

- Policy Framework & Professional Practice Guidelines & Clinical Best Practice Guidelines – the large-scale review and revision of all CRTO policies and procedures is now completed. Review & revision of Professional Practice Guidelines (PPG) and Clinical Best Practice Guidelines (CBPG) is ongoing.
- Consultations – statistics on engagement from members and other stakeholders.

Administration – Internal

- 2023 General Elections – elections of Districts 3, 4, & 6 this year.
- Canadian Equality Consulting (CEC) – phase three of the DEI initiative is the creation of a DEI Steering Committee; comprised of volunteers from the PRC and two staff member representatives.
- External Financial Audit – the CRTO's 2022-23 independent audit has recently been completed; the findings were presented at the May 17th Executive Committee meeting and at today's meeting.
- Investment Planning Services – the FAC has selected a new investment team to manage the CRTO's financial reserves; staff have begun the transfer of invested assets.

Administration – External

- Your Health Act, 2023 – Bill 60 has been debated at the third reading and amended by the Standing Committee. CRTO and other three professions impacted by the inter-jurisdiction mobility proposal (Nursing, Physicians, and Medical Laboratory Technologists) have had several meetings with the MOH to discuss overcoming challenges presented by these proposed legislative revisions.
- CPMF – CRTO submitted its 2022 CPMF report at the end of May. An overview will be presented at today's meeting.
- Accreditation Canada (AC) – the Equal Council is consulting with Council members in late April/early May to collect feedback on the current Council model and areas of improvement. An accreditation status is pending for the new RT program that began at Fleming College in January 2023. AC is currently reviewing Qatar's University of Doha for Science and Technology (USDT). This RT educational program was formerly affiliated with the College of North Atlantic (CNA) in Newfoundland. There was a discussion on how the accreditation process will affect this program to meet the qualification of the College for Registration. Currently, it will be up to the Registration Committee to evaluate the qualification of the graduates from the University of Doha.

- NARTRB Entry-to-Practice (ETP) Framework – the validation survey for the revised ETP document closed on May 1st; the overall national response rate was relatively low. Two focus groups for the neo/pediatric practice also met. NARTRB ETP Steering Committee will meet in the first week of June to approve the final competencies. The final report is expected in mid-July.
- Health Profession Regulators of Ontario (HPRO) – working on several initiatives, including options to address the shortage of Public Members and staff compensation frameworks. Anti-BIPOC Racism sub-committee continues, most recently held an Unconscious Bias workshop for all Registrars.

6.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for March 1, 2023 – April 30, 2023. The highlights of the balance sheet and income statement were presented. There were no concerns or questions noted.

MOTION # 6.2 MOVED BY, Derek Clark, and SECONDED BY, Jeff Dionne, RRT, that Council approves the quarterly financial statements for March 1, 2023 – April 30, 2023.

MOTION # 6.2 CARRIED.

6.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio.

MOTION # 6.3 MOVED BY, Angela Miller, RRT, and SECONDED BY, Christa Krause, RRT, that Council approves the Investment Portfolio Summary as of April 30, 2023.

MOTION # 6.3 CARRIED.

6.4 MEMBERSHIP STATISTICS

Denise Steele, Professional Programs Coordinator, presented the membership statistics. The total membership reported was **3,897**. The CRTO received **84** applications for registration from March 2023 – April 2023. Out of the total number of applications received, **73** are graduates of an Ontario RT program, **4** are graduates from other provinces, and **7** are graduates from outside of Canada.

6.5 FINAL APPROVAL OF RESPIRATORY THERAPISTS PROVIDING VIRTUAL CARE

Kelly Arndt, Quality Practice Manager, presented the revised Respiratory Therapists Providing Virtual Care Professional Practice Guidelines (PPG) for final approval. This document has been updated and revised to facilitate understanding and clear direction with respect to telehealth. If the motion is approved, the PPG will be published on the CRTO website.

MOTION # 6.5 MOVED BY, Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that Council approves the draft revised RTs Providing Virtual Care PPG for publication.

MOTION # 6.5 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 March 3 Council meeting. On May 17, the Executive Committee reviewed the following items:

- 2022 – 2023 Audit Findings
- Recommendation for 2023 – 2024 external auditor
- 2023 Council Elections & the Appointment of a Scrutineer
- Financial Statements (March 1 – April 30, 2023)
- Investment Portfolio (as of April 30, 2023)
- Draft Council Agenda (May 26, 2023)
- 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 one Panel on May 4, 2023, via Zoom.

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 have been no meetings. There have been five panels held via email vote, encompassing the review of 14 PORTfolio deferral requests.

7.4 PATIENT RELATIONS COMMITTEE REPORT

Kim Morris, Patient Relations Committee Chair, presented the Committee Report to Council. Since the last Council meeting, the Patient Relations Committee (PRC) has met once via Zoom on March 22, 2023. The following is an overview of key discussions:

- PRC 2023 Terms of Reference and Action Plan
- Equity Impact Assessment Update & Implementation Strategy
- Abuse Awareness & Prevention PPG (approved to be archived & rescinded on April 24 Council meeting)
- Funding for Supportive Measures Policies (approved to be archived & rescinded on April 24 Council meeting)

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 1 orientation meeting via Zoom. Since the last Council meeting, the CRTO received 12 new matters. The new matters comprised of 4 employer reports and 1 self-report, 1 illegal practitioner report, and 6 complaints.

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 has not held any meetings. The FAC continues to gather relevant data as outlined in the Membership Fee Tool Assessment document.

8.0: COMMITTEE ITEMS ARISING

8.1 REGISTRATION COMMITTEE

8.1.1 REVISED REGISTRATION REGULATION UPDATE

Derek Clark, Chair of Registration Committee, presented an update of the Revised Registration Regulation. The update included the following topics:

- Emergency Class of Registration
- Other Amendments (O. Reg. 596/94: General, Part VIII)
- Ontario Regulation 596/94 Amendments – Process Highlights

8.2 PATIENT RELATIONS COMMITTEE

8.2.1 PRC TERMS OF REFERENCE & ACTION PLAN

Shaf Rahman presented the updated PRC Terms of Reference & Action Plan. The following changes were highlighted:

- Removal of Section 3 of the Action Plan: during the April 24 Special Council meeting, the Funding for Support of Measures Policies were approved to be rescinded and archived.
- Addition of items e) and f) to Section 2 of the Action Plan
- Update to Section 1 b) of the Action Plan

MOTION # 8.2.1 MOVED BY, Jillian Wilson, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approves the revised Patient Relations Committee Terms of Reference & Action Plan.

MOTION # 8.2.1 CARRIED.

8.2.2 PRC-DEI STEERING COMMITTEE REPORT

Kim Morris, Patient Relations Committee Chair, presented the PRC-DEI Steering Committee Report. The DEI Steering Committee comprised of 7 volunteers from the PRC Committee and two Staff members. The first meeting was held on May 4, 2023, which was led by Canadian Equity Consulting (CEC). The topics reviewed during this meeting included:

- Draft Terms of Reference
- Design Strategy Session – based on the four strategic pillars from the Council DEI report: talent processes, organizational culture, Council/Committee capacity building, and membership support.

There was a suggestion to review and expand the gender portion of the questionnaire/survey that the College circulates, and to add a section on “prefer not to answer”.

8.2.3 DRAFT ABUSE AWARENESS & PREVENTION PPG FOR CONSULTATION

Kelly Arndt presented the Draft Abuse Awareness and Prevention Professional Practice Guidelines (PPG). The document has been updated and revised to facilitate understanding and clear direction with respect to identifying, preventing, and reporting abuse. This PPG has been reviewed and approved by the Patient Relations Committee on March 22, 2023.

If the motion is approved, this PPG will be circulated for public consultation and presented for Council approval at the September meeting.

MOTION # 8.2.3 MOVED BY, Kim Morris, and SECONDED BY, Allison Peddle, that Council approves the draft revised Abuse Awareness and Prevention PPG for consultation.

MOTION # 8.2.3 CARRIED.

8.3 FINANCE & AUDIT COMMITTEE

8.3.1 MEMBERSHIP FEE ASSESSMENT TOOL

Carole Hamp presented the Membership Fee Assessment Tool, which was introduced at the last Council meeting, for further discussion.

Council reviewed a year-over-year overview of past revenues and expenses between 2017 – 2023. The membership is currently showing a decline in numbers due to retirement, which has affected the College’s only stream of revenue, while expenses are projected to continue to rise.

One major upcoming expense is the new database which will cost \$161,800, which will be spread over 2 years. The College’s mitigation strategy includes considerations regarding the office space and increasing capacity to conduct in-house investigations.

9.0: LEGISLATIVE AND GENERAL POLICY ISSUES

- No items for this meeting.

10.0: OTHER BUSINESS

- No items for this meeting

11.0: NEXT MEETING

Next Council Meeting:

September 22, 2023 via Zoom Videoconference.

12.0: ADJOURNMENT

Adjournment

The May 26, 2023, Council meeting adjourned at 11:44 a.m.