

COUNCIL AGENDA

Date: Friday, November 20, 2020
Time: 9:30 a.m. to 12:00 noon
Location: Zoom video conference
Chair: Shelley Briscoe-Dimock, President

	Time	Item	Materials	Pg#	Action	Presenter
WELCOME & INTRODUCTIONS						
1.	9:30	Welcome and Opening Remarks			Information	S. Briscoe-Dimock
2.	9:32	Approval of Agenda	1. Draft Agenda	1-3	Decision	S. Briscoe-Dimock
3.	9:33	Conflict of interest declarations			Information	S. Briscoe-Dimock
DISCUSSION & DECISIONS						
4.	9:35	<p>Governance Reform Initiative: Succession Planning</p> <p><i>Council is being provided with background information to frame upcoming work being proposed to develop a comprehensive succession plan.</i></p>	1. Briefing Note		Decision	D. Adams
5.	9:55	<p>Council Member Compensation</p> <p><i>Council is being asked to review the revised policy, which has been updated to better reflect current procedures and to simplify processing claims.</i></p>	1. Briefing Note 2. DRAFT Council Compensation Policy 3. Current CRPO Per Diem & Honoraria 4. College Honoraria Comparison 5. HBS Remuneration Framework 6. Travel, meal & hospitality		Information, decision	S. Briscoe-Dimock

			Expenses Directive			
BREAK (10:15-10:30)						
6.	10:30	Non-Council Committee Assignments <i>Council is being asked to ratify the non-council committee assignments made by the Executive Committee following Council's appointment of non-Council members.</i>	1. Briefing Note 2. Updated 2020-21 Committee Composition 3. Council & Committee Competency Summary		Ratification	S. Briscoe-Dimock
INFORMATION						
7.	10:40	College Performance Measurement Framework Update <i>Council will receive an update on the Ministry of Health's CPMF.</i>			Information	S. Briscoe-Dimock
8.	10:50	New Registrant Management System Update <i>Council will receive an update on the implementation of the new RMS.</i>			Information	D. Adams
9.	11:00	Quality Assurance Program Update <i>Council will receive an update on the current work with QA submissions related to the new RMS.</i>			Information	D. Adams
10.	11:10	Registrar's Report			Information	D. Adams
11.	11:30	Zoom tutorial <i>Council will receive a brief education session on the effective use of Zoom.</i>			Education	A. Fournier
12.	11:45	Consent Agenda <i>Consent agenda items are non-controversial or routine</i>	Draft Minutes: October 1, 2020		Motion	S. Briscoe-Dimock

		<i>items that are discussed at every meeting. Council members seeking clarification or asking questions regarding consent agenda items must be directed to the President prior to the meeting. Consent agenda items can be moved from the consent agenda to regular discussion items if required. The Consent agenda will be approved under one motion.</i>	Committee Reports: 1. Discipline 2. Examination 3. Executive 4. Fitness to Practise 5. Inquiries, Complaints & Reports 6. Quality Assurance 7. Registration			
13.	11:50	Council Question Period <i>Council members are invited to pose questions that are of interest and relevant to registrants and stakeholders.</i>			Information	S. Briscoe-Dimock
		ADJOURNMENT			MOTION	
		Next Meetings: <ul style="list-style-type: none"> • January 14, 2021 • March 25, 2021 • May 13, 2021 • July 15, 2021 • September 16, 2021 • November 18, 2021 				

Briefing Note for Council

Meeting Date:	November 20, 2020
Agenda Item #	4
Issue:	Governance Reform Initiative: Succession Planning
References:	Troubleshooting Governance: Succession Planning ASAE Slides Board Succession Planning
Action:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/>
Staff Contact:	D. Adams

Purpose & Public Interest Rationale:

Succession planning helps to ensure that Council membership is comprised of people with a diverse set of skills, attributes and perspectives to work together to fulfill the mandate of public protection.

Having a succession planning process in place ensures a well-composed Council and Executive Committee with competent individuals who are willing to serve on Council and as officers. An established, articulated process for recruiting Council members and Executive Committee officers supports a formal, organized approach to recruitment, appointments and professional development. Further, such a process ensures that the Council will always have a pipeline of qualified individuals to select from when there is an Executive Committee officer vacancy for any reason.

Background:

As part of the governance stewardship work that it has been charged with, the Executive Committee has discussed the issue of succession planning, with staff presenting the status of work plan items relevant to the task of developing and implementing a succession plan. It was agreed at this meeting that having a plan in place is important as CRPO continues to grow and Council and staff work toward best practices in governance.

The Executive Committee discussed:

- surveying current council members to determine who is interested in leadership roles
- the need for additional training and support for Council members to develop leadership skills
- developing clear role descriptions for the President and Vice-president and how they work together
- reviewing the governance calendar to ensure appropriate alignment of general and Executive Committee elections

Key Considerations:

Note that “leadership positions” are assumed to include committee and panel chairs, Executive Committee officers who are members-at-large, the President and Vice-President.

Staff is anticipating that the assessment of leadership readiness will involve the established [Council and committee competencies](#), with the expectation being that anyone considered for a leadership role will have significant competencies at an advanced level.


The Executive Committee is reviewing:

- developing survey regarding interest in leadership positions
- identifying and / or developing additional training and support for Council members in preparation for assuming a leadership position
- developing clear role descriptions for all leadership positions
- reviewing the current governance calendar for timelines and processes related to Council and Executive Committee elections and committee appointments

Next steps:

Executive Committee will be bringing forward:

- policies directing:
 - o when and how Council members should express interest in leadership roles (panel chair, committee chair, member of Executive, officer)
 - o length of tenure required to assume any leadership role
 - o education that must be successfully completed prior to assuming any leadership, including definition of 'successful'
 - o other criteria that will be considered in determining eligibility
 - o process for evaluating members for / and in leadership roles
- plans to develop orientation and resources to support Council members in preparing for leadership roles
 - o practical leadership role orientation documents including accurate time commitment expectations
 - o effective chairing
 - o other key competency education (e.g., financial statements)
 - o mentoring
- any required proposed by-law or policy changes
 - o establishing eligibility for nomination to Executive Committee
 - o aligning governance timeline changes
 - e.g., requiring Council meeting within X time period of general elections to align Executive Committee elections and full review of / changes to committee composition immediately following
 - delayed terms of office (e.g., Executive Committee elections in June, term commencements in September)
- revised role descriptions for recommendation to Council
 - o committee chairs
 - o panel chairs
 - o Executive Committee member-at-large
 - o Vice President
 - o President



**Event Series: Troubleshooting
Governance Issues Online
Seminar Series
Seminar 4: Board Succession
Planning**

Introductions

Raylene Decatur

President & CEO

Decatur & Company



Nominating Committee: Shaping the Board's Future

- The Nominating Committee is the MOST influential board committee because its work and recommendations will ultimately shape board culture and can affect the association's future success.
- Sadly, it is often the weakest committee and board selection is a haphazard, transactional process.
- Why does this happen?



Slow to Change: Nothing is Broken

- Corporate, Nonprofit and Association Boards are slow to change – by design.
- Boards are charged with taking the long view, providing consistency and stewardship.
- Historically this approach supported perpetuation.
- Consistency and steadfastness was supported by no term limits or lack of term limit enforcement.
- Diversity was undermined by low turnover.
- Culture does not support diverse perspectives or authentic dialog.
- A new board member should be just like an old board member (i.e. will not rock the boat).
- Board turnover was viewed as undesirable.
- When there was a vacancy, it was handled as an aberration.



Lifecycle: The Chapter Makes a Difference

- **Start-Up Stage** – Small group of friends and insiders. Board is perhaps a club.
- **Growth Stage** – Larger group of skills-based directors who make informed decisions and assess risk. Foster effective partnership with professional staff.
- **Mature Stage** – Board sets direction and operates in policy mode with an understanding of governance, legal and fiduciary responsibilities.
- **Decline Stage** – Often a large, detached board that is unaware there is something wrong.
- **Turnaround Stage** – Small group of committed directors ready to do whatever it takes to restore organizational viability.



Transitions: Factors Accelerating Board Succession Planning

- New board chair.
- New strategic plan or new business model.
- New CEO or executive director.
- Three to five board members align to address board composition and culture.
- New chapter in association's lifecycle.
- Catastrophic governance failure – criminal, financial, reputational.



The Driver: A New Business Environment

- Changing member and customer expectations.
- Multiple generations in the workforce.
- Recognition the board represents a human capital resource.
- Technology.
- Business model disruptions and innovations.
- Economic changes.
- Covid-19.
- Regulatory changes.
- Changes in perceptions regarding education, credentialing and accreditation.



Ready to Change: Board Culture Shifts

- Board accepts that directors will depart.
- Board commits to and supports a process for planned board renewal that is strategic not transactional.
- Board supports assessment of board competencies, experience and attributes.
- Understanding of how the association's strategic framework translates into the work of the board.
- Board embraces diversity, equity and inclusion and wants to hear the perspectives of directors who may think differently.
- Robust and active Nominating Committee, with a clear charge.
- Commitment of time and resources for an effective cultivation and onboarding processes.



Nominating Committee: Identifying the Right Candidates

- Build a Better Matrix: If the matrix is the benchmark, then it must accurately represent the Board's needs in addressing the association's strategic direction and operating environment. Does the matrix anticipate skills or experience in:
 - Member value - Understands the rapidly changing needs of current and future members.
 - Disruptive forces -Technology, regulatory, business models or other forces that may be challenging the sector.
 - Diversity- Diversity of thought and lived experience.
 - Innovation - Effectively championed or implemented innovative new strategies.
 - Life cycle -Start-ups, turnarounds, growth and understands the chapter of this association.



Attributes: Building Blocks of Board Culture

- Leadership.
- Integrity.
- Passion.
- Curious.
- Forward focus.
- Commitment.
- Consensus builder.
- Open minded.
- Aligned with association's values.



Mind the Gap: What is our Board Missing?

- Assess current board members against the new matrix.
- Consider using an objective, third party to conduct the assessment.
- Review annual board evaluations for evidence of gaps in experience, skills or attributes.
- Commit to ongoing assessment as the matrix and board composition change.



Sourcing Candidates: Cast a Wide Net

- Expand networks.
- Make calls to networks to solicit input.
- Get to know the volunteers.
- Rethink requirements (i.e. Must be a sitting CEO).
- Look in the C-suite.
- Look outside the sector.



The Work Does Not End: Commit to an Ongoing Succession Process

- Gap analyses is ongoing.
- Rapid changes in the business environment require nimble recruitment.
- COVID may change director's priorities – unexpected transitions.
- Boomer retirements may accelerate.
- Nominating Committee may need to work harder to recruit more directors.



Nimble: Change the Board Culture

- Setting the expectation for turnover changes on the board.
- Setting the expectation the matrix will flex as needs change.
- Reduces departure stigma.
- Setting the expectation that individuals with new and diverse ways of thinking who are recruited, will change the board's behavior and culture.
- Some candidates may not want to join our board, and we need to hear that feedback.
- Recruiting to the board is never done, the work is ongoing.



Successful Search: Continuous Sourcing and Recruiting

- The Nominating Committee proactively and continuously networks to generate suggestions, identify potential directors.
- There is ongoing cultivation of candidates who represent the skills, experience and attributes identified in the matrix.
- The Committee members meet with and vets candidates continuously, even when there are no board vacancies.
- Vetting is strategic. How will this individual elevate the work of the board over the next three to five years? Which aspects? How? Is this a potential Board Chair?
- Test as volunteers. Consider adding non-board members to board committees or advisory panels as one aspect of the vetting process.
- Proactively work on timing for both the board and the potential director.
- Prepare for and listen to the questions. Did the board candidate ask insightful questions?



Selection: Understanding the candidate

- Screens and interviews candidates.
- Develops written materials for the board review regarding each candidate prior to discussion.
- Facilitates discussion of each candidates' credentials at board meetings for review and discussion.
- Engages the Board Chair and Chief Executive in meetings with candidates as part of the selection process.



Nomination and Election: Call for the Vote

- After vetting and discussion, the Nominating Committee presents candidates for election to the board.
- Consider electing a group of directors, rather than just one.
- Board discussion of onboarding and welcome for newly elected directors.



Onboarding: Fostering Engagement

- Opportunity to provide new directors with a comprehensive association overview:
 - Association's vision, mission and values.
 - History of the organization.
 - Environmental scan and strategic direction.
 - Operating Plan and budget.
 - Capital budget.
 - Endowment and investment strategy.
 - Organizational chart.
 - Bios and introductions to the senior leadership staff.



Stick Rate: Why Directors Stay

- Board engagement is critical to the future success of associations. What factors drive engagement?
 - Directors have meaningful work and receive positive input regarding their contribution.
 - Board members have an opportunity to learn and grow through their board service.
 - Participate in productive board meetings.
 - Participate in effective committee structure, which are forums for meaningful work on issues with impact.
 - Input and perspectives are valued, and the director has a sense of belonging.



Evaluation: Maintaining Momentum

- Board commits to annual evaluations and ongoing assessment.
- Nominating Committee updates the board candidate matrix annually and leads discussion with the board regarding needed changes to the matrix.
- Board chair or a 3rd party conducts exit interviews with departing board members.
- Lessons learned from evaluations and other inputs inform the nominating and onboarding processes.



Questions?



Briefing Note for Council

Meeting Date:	November 20, 2020
Agenda Item #	5
Issue:	Council Member Compensation
Attachments:	Council compensation policy (revised draft) Current CRPO Per Diem & Honoraria College Honorarium Comparison HBS Travel, Meal & Hospitality Expenses Directive HBS Remuneration Framework
References:	-
Action:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Purpose & Public Interest Rationale:

Council members are responsible for ensuring the protection of the public interest and improving the quality of care provided by Registered Psychotherapists in the province. They are involved in establishing policies to make certain that College operations reflect corporate goals and safeguard the organization's assets.

Remuneration for this work is paid using a per diem stipend model that is intended to compensate Council members while ensuring that the College manages its financial resources in a way that ensures adequate resources to carry out its mandate.

Background:

Colleges are authorized by the Health Professions Procedural Code to compensate professional Council members:

By-laws

94 (1) *The Council may make by-laws relating to the administrative and internal affairs of the College and, without limiting the generality of the foregoing, the Council may make by-laws*

(h) providing for the remuneration of the members of the Council and committees other than persons appointed by the Lieutenant Governor in Council and for the payment of the expenses of the Council and committees in the conduct of their business.

Accordingly, compensation is set through CRPO's by-law [9.02 – Honoraria & Expenses](#):

The amount payable to members of Council who are Members, for attendance at, travel to and preparation for, the transaction of College business, shall be the amounts set by resolution of Council. The College shall publish the amounts on the College's website.

Current compensation is set in the (attached) Per Diem and Honoraria Remuneration of Council and Committee Members. The per diem for attendance for the President or a

committee chair, when acting in that capacity, is \$300. The per diem for attendance for all other members is \$225. Preparation time is compensated in quarter day increments, with a 1:1 ratio between maximum allowable pre-approved preparation and meeting time.

When preparation time exceeds the maximum for any meeting or panel, Chairs can alert staff prior to the meeting so that a note can be made to the register to allow a higher preparation time payment. When

Public members are compensated by the government through the Health Board Secretariat, as directed by the Health Professions Procedural Code:

[Remuneration and expenses](#)

8 Council members appointed by the Lieutenant Governor in Council shall be paid, by the Minister, the expenses and remuneration the Lieutenant Governor in Council determines. 1991, c. 18, Sched. 2, s. 8; 2006, c. 19, Sched. L, s. 10 (1).

Current rates are set as follows:

[Schedule A: per diem remuneration for board-governed provincial agencies and advisory agencies](#)

Remuneration for all part-time appointees (excluding appointees to adjudicative tribunals and regulatory agencies) must be within the following ranges:

Level 1 – basic	Remuneration
Members	Up to \$150 per day
Vice-Chairs	Up to \$175 per day
Chairs	Up to \$225 per day

While specific requests for additional remuneration can be made to the Health Board Secretariat on an exceptional basis (e.g., when preparation time exceeds the maximum for any meeting or panel, the Health Board Secretariat does not often agree to increased payments to public members.

Key Considerations:

The issue of public council member compensation has been raised by individual colleges as well as by the Health Professions Regulators of Ontario federation. Despite repeated requests that the remuneration rates and policies be updated, the per diem amounts have not increased and the policies remain largely unchanged.

Professional Council compensation has not been reviewed in the last three years.

Staff have provided information regarding the current compensation rates and policies for Executive to review and consider next steps. They directed that the compensation policy be revised (as attached) to better reflect current practices and to simplify processing professional Council member remuneration. The most significant change to the policy is to move to the same full and half day rates provided for in the HBS’s compensation of public members (versus using smaller increments).

Executive Committee directed that the issue of compensation rates be brought to the Council for review and discussion.

The attached review by the Ontario College of Pharmacists done as part of a governance reform initiative in 2019, shows that - with a \$225 per diem - CRPO is somewhat below the trimmed average of \$240.

\$ 255.00	median
\$ 150.00	mode
\$ 313.00	average
\$ 241.00	trimmed average (80% of rates used - top and bottom 3 outliers removed)

A comparison against five other colleges (Dental Hygienists, Kinesiologists, Midwives, Physiotherapists and Psychologists) also shows that the total cost for CRPO's Council and committees is lower than the percent cost for the comparison colleges: almost 3% compared to between 5 and 7%.

Next steps:

Council is being asked to approve the revised compensation policy.

Proposed Motion:

[Be it moved]

1. that Council approves the revised Council Compensation Policy (as presented or amended) for adoption.

Council is also being asked to review the compensation rates for professional members (as members-at-large, as chairs, as President) and direct staff as to whether or not they should model any increased rates as part of the next fiscal (i.e., April 1, 2021 to March 31, 2022) budget proposal.

Per Diem and Honoraria Remuneration of Council and Committee Members

Purpose: The purpose of the policy is to establish and articulate the approach and process for compensation of professional Council members.

Policy Statement: Profession members of CRPO's Council or its committees will receive remuneration for attendance at and preparation for the transaction of College business.

Policy Applicable to: elected professional members of Council and committees and appointed non-Council committee members.

Legal Authority: Articles 9.02 and 12.08 of the CRPO's By-laws state that the amounts for remuneration shall be set by resolution of Council and published on the College's website.

Procedure

Members who prepare for and attend meetings respecting College business will be paid an honorarium in accordance with the following rates and conditions.

Rates for Attendance

The per diem for attendance for the President or a committee chair, when acting in that capacity, is \$300.

The per diem for attendance for all other members is \$225.

A per diem is interpreted as the amount payable for work periods in excess of three hours; when less than three hours of work is involved, one-half of the established per diem rate will be paid.

Only one per diem payment for attendance is payable to a member per calendar day.

Rates for Preparation

Preparation time for each scheduled meeting is payable at a one to one ratio to the meeting time. Per diem is interpreted as the amount payable for work periods in excess of three hours; when less than three hours of work is involved, one-half of the established per diem rate will be paid of the per diem of \$225.

Unless pre-approved, the time payable for preparation shall not exceed the time scheduled for the meeting. In cases where additional preparation is required, the Committee or panel chair will be required to advise staff of this fact prior to the meeting date.

Rate for Extended Travel Time

When travel time is required as a component of transacting College business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (claimed on the Travel Expenses Claim Form). Extended travel is to be claimed on the Honoraria Claim Form as it is a taxable benefit.

President's Annual Honorarium

The President shall receive an annual honorarium of \$3000, paid in installments at the end of each quarter.

Guidelines

1. Council and committee members shall submit their per diem claims on a form provided by the College.
2. Submissions for remuneration must be submitted to the College within thirty (30) days of the meeting/event.
3. All submissions for remuneration will be reviewed for approval by the Registrar prior to payment.
4. Meetings involving deliberations of a panel will be considered as a scheduled meeting.
5. Review of panel decisions by the chair or a designate will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair.
6. Discipline decision writing will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair.
7. Other than for Council meetings, committee meetings, panel meetings, hearings and decision writing, and College mandated orientation and professional development, all claims for remuneration for conducting College business must be pre- approved by the Registrar.
8. Where a scheduled meeting is canceled without notice of at least 48 hours, members expected to attend are entitled to request and receive a maximum of one half the per diem.
9. College staff will prepare and distribute T4As to all members in February for government tax purposes.
10. Per diem rates will be reviewed annually.

Per Diem and Honoraria Remuneration of Council and Committee Members

Background

Members of CRPO who serve on Council or its committees will receive remuneration for attendance at and preparation for the transaction of College business. Articles 9.02 and 12.08 of the CRPO's [By-laws](#) state that the amounts for remuneration shall be set by resolution of Council and published on the College's website.

Policy

Members who prepare for and attend meetings respecting College business will be paid an honorarium in accordance with the following rates and conditions.

Rates for Attendance

The per diem for attendance for the President or a committee chair, when acting in that capacity, is \$300.

The per diem for attendance for all other members is \$225.

- The per diem for attendance is payable according to the following schedule:
- The full per diem is payable when the meeting is more than six hours long.
- Three quarters of the per diem is payable when the meeting is greater than four and up to six hours long.
- One half of the per diem is payable when the meeting is greater than two and up to four hours long.
- One quarter of the per diem is payable when the meeting is two hours or less.

Only one per diem payment for attendance is payable to a member per calendar day.

Rates for Preparation

Preparation time for each scheduled meeting is payable in quarter day increments of the per diem of \$225. The time payable for preparation shall not exceed the time scheduled for the meeting.

President's Annual Honorarium

The President shall receive an annual honorarium of \$3000, paid in installments at the end of each quarter.

Rate for Extended Travel Time

When travel time is required as a component of transacting College business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (claimed on the Travel Expenses Claim Form). Extended travel is to be claimed on the Honoraria Claim Form.

Procedure and Guidelines

1. Council and committee members shall submit their per diem claims on a form provided by the College.
2. Submissions for remuneration must be submitted to the College within forty-five (45) days of the meeting/event.
3. All submissions for remuneration will be reviewed for approval by the Registrar prior to payment.
4. Meetings involving deliberations of a panel will be considered as a scheduled meeting. Decision writing will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair.
5. Other than for Council meetings, committee meetings, hearings and decision writing, all claims for remuneration for conducting College business must be pre- approved by the Registrar.
6. Where a scheduled meeting is canceled without notice of at least 48 hours, members expected to attend are entitled to request and receive a maximum of one half the per diem.
7. College staff will prepare and distribute T4s to all members in February for government tax purposes.
8. Per diem rates will be reviewed annually.

College Honorariums:

<u>Amount</u>	<u>College</u>
\$150	College of Chiropractors of Ontario
\$150	College of Dietitians of Ontario
\$150	College of Denturists of Ontario
\$150	College Of Medical Laboratory Technologists Of Ontario
\$150	College of Medical Radiation Technologists of Ontario (CMRTO)
\$150	College Of Naturopaths Of Ontario
\$150	College of Respiratory Therapists of Ontario
\$150	College of Traditional Chinese Medicine Practitioners Acupuncturists of Ontario
\$150	College of Kinesiologists of Ontario (CKO)
\$200	College of Chiropractors of Ontario (CCO)
\$225	College of Registered Psychotherapists of Ontario (CRPO)
\$250	College of Occupational Therapists of Ontario
\$260	College of Nurses of Ontario
\$275	College of Massage Therapists of Ontario
\$300	College of Audiologists and Speech-Language Pathologists (CASLPO)
\$300	College of Dental Hygienists of Ontario
\$300	College of Dental Technologists
\$300	College of Homeopaths of Ontario
\$300	College of Opticians of Ontario (COO)
\$320	College of Midwives of Ontario
\$325	College Of Psychologists Of Ontario
\$326	College of Physiotherapists of Ontario
\$750	College of Optometrists of Ontario
\$996	College of Physicians and Surgeons of Ontario
\$1,060	Royal College of Dental Surgeons of Ontario



Ministry of Health and Long-Term Care

Remuneration Framework

*for Public Appointees to the Health Professions Regulatory Bodies (Colleges)
established under the Regulated Health Professions Act, 1991*

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Introduction

Application and Scope

This Remuneration Framework (“Framework”) is intended to apply to individuals who are appointed by Order-In-Council (OIC) to the Councils of the health professions regulatory bodies (Colleges) established under the *Regulated Health Professions Act, 1991* (RHPA) and its 26 associated profession-specific Acts. See **Appendix 1** for a list of the Regulatory Bodies Covered by this Framework.

This Framework is consistent with the Management Board of Cabinet’s *Agencies & Appointments Directive* (the Directive). In the event of a conflict or inconsistency between this document and the Directive, the Directive prevails.

Purpose

This Framework is intended for use by individual appointees, the Colleges and the Ministry to clarify the parameters for payment of per diem honoraria for appointees performing the business of the Council of the College.

Effective Date

This Framework is effective for work conducted as of **April 1, 2016** and replaces all previous Guidelines issued to appointees or Colleges, and is subject to change pursuant to Ministry of Health and Long-Term Care and/or Management Board of Cabinet policies and directives. As necessary, supplementary policy statements, guidelines or amendments may be issued.

Conditions of Appointment

Acceptance of the appointment indicates acceptance of the conditions of appointment. Conditions of appointment, including those relating to financial compensation, if any, are subject to change pursuant to Government and/or Ministry of Health and Long-Term Care policies.

All appointees to the Councils of the RHPA Colleges are part-time. Remuneration paid to part-time appointees are made on a per diem basis. The Minister of Health and Long-Term Care is responsible for paying honoraria and expenses for public appointees, pursuant to the applicable statutory provisions, the policies established by the Government and the Ministry, including those policies set out in this Framework.

Ethical Framework

Government appointees are required to fulfill the duties of their appointment in a professional, ethical and competent manner and avoid any real or perceived conflict of interest. In particular, and without limiting the generality of the foregoing obligations, a government appointee shall:

1. not use or attempt to use his or her appointment to benefit himself or herself or any person or entity;
2. not participate in or attempt to influence decision making as an appointee if he or she could benefit from the decision;
3. not accept a gift that could influence, or that could be seen to influence, the appointee in carrying out the duties of the appointment;
4. not use or disclose any confidential information, either during or after the appointment, obtained as a result of his or her appointment for any purpose unrelated to the duties of the appointment, except if required to do so by law or authorized to do so by the responsible Minister;
5. not use government premises, equipment or supplies for purposes unrelated to his or her appointment; and
6. comply with such additional requirements, if any, established by the entity to which the person is appointed, and/or the responsible Minister.

For the purposes of the above, “confidential information” means information that is not available to the public.

Conflict of Interest

Appointees are expected and required to avoid activities which may place them in conflict of interest with their appointment. Although the Minister attempts to ensure that appointees are free of potential conflicts, conflict of interest is primarily a matter of personal responsibility and integrity.

Principles¹

1. A member of an agency, board or commission should not use information obtained as a result of his or her appointment for personal benefit.
2. A conflict-of-interest situation should be declared at the earliest opportunity.
3. No member should divulge confidential information obtained as a result of his or her appointment or election, unless legally required to do so.

Personal, Material or Financial Benefit

"Conflict of interest normally relates to a direct pecuniary interest of the appointee or elected member either personally or through the member's family.

Direct pecuniary interest should be interpreted as an individual interest rather than one that is common to a class of persons. However, there is conflict of interest if the member or his or her

¹ Management Board of Cabinet. Establishment and Administration of Agencies: A Manager's Guide (pages 6-1-23).

immediate family could benefit personally from a decision while a larger group of people could not.

Immediate family should be interpreted to include the spouse, parents or children of the appointed or elected member.”²

More specifically, an appointee shall not seek nor accept a fee, gift or personal benefit, except compensation authorized by Order-In-Council that is connected, directly or indirectly, with the performance of his or her usual duties.

Declaring Conflict

Where there is a potential conflict of interest with the business of Council or a committee, appointees are **required** to inform the Chair or President of the Council and/or the Registrar/Executive Director at the earliest opportunity and, where a real or perceived conflict exists, to take all reasonable steps to avoid the conflict.

Appointees should also review and comply with any conflict of interest policies established by the College for Council members. The Ministry recommends that, upon declaration of a conflict, the appointee refrain from further participation in discussions relating to the matter.

Where declaration of conflict by an appointee affects the quorum required for the conduct of business, the matter should be deferred to a subsequent meeting when a sufficient number of members will be present. If, because of the specific composition of the committee, delay will not alleviate the lack of quorum and there is no option to reassign the duty to another public appointee, the President/Chairperson or Registrar/Executive Director should immediately contact the Ministry (Manager, Public Appointments Unit) for assistance.

Where there is a potential conflict of interest with the ongoing daily business of Council, the appointee is **required** to inform the Ministry of Health and Long-Term Care through the Manager, Public Appointments Unit and/or the Minister's Office. Members may be asked by the Minister to resign.

Consequences of Non-Compliance

If an appointee fails to declare a conflict of interest, or continues to participate while in conflict of interest, the Minister, with the approval of the Lieutenant-Governor, may revoke his or her appointment and appoint a new member to the agency in question, unless the failure to declare and/or avert the conflict of interest is a result of a *bona fide* error in judgement.

If the contravention has resulted in a personal gain, or in a financial loss to the agency, the government may disqualify the person from further government appointments and require restitution of the funds in question.

² Ibid.

Ministry Contacts

Appointees to regulatory bodies are reimbursed directly by the Ministry of Health and Long-Term Care. Completed and signed per diem and expenses claims, along with any required receipts, should be forwarded to the designated staff person within the College to secure verification of attendance and for submission to the **Health Boards Secretariat**.

Appointees are required to use the most current version of the electronic claim form, and, where payments are to be made, receive payment by electronic funds transfer.

Any questions regarding remuneration payment should be directed to the Health Boards Secretariat.

Contact:

Manager, Health Boards Secretariat
151 Bloor Street West, 9th floor
Toronto, Ontario M5S 1S4

hbs@ontario.ca

Tel: (416) 327-8512

Fax: (416) 327-8524

Remuneration Framework

General

The basis of all appointments to Government of Ontario agencies, boards and commissions (ABCs) is public service. Therefore, any remuneration that may be paid is not expected to be competitive with the marketplace or the appointee's usual occupational compensation. There is no requirement that appointees be paid. In fact, in many cases appointees do not receive any payment for their services beyond reimbursement of out-of-pocket expenses. The level of remuneration payable, if any, is dependent upon the ABC to which the individual is appointed; the personal qualifications of the individual appointee are not usually a factor³.

The honorarium is a nominal fee paid to partially off-set the cost of a public service contribution rather than to pay the appointee for services rendered or compensate her/him for lost income or the opportunity to earn income.

The Ministry of Health and Long-Term Care acknowledges that there is usually a disparity in the amount of remuneration available to occupational members of Council compared to that available to public appointees. This disparity in no way implies that the participation and contribution of public appointees are any less valuable than that of the occupational members or that public members have less authority on Council.

Basis of Remuneration

Where applicable, payment may be made to individuals for carrying out the business of the ABC to which they are appointed, that is, performing functions and tasks inherent in, or assigned to her/him as a result of, the appointment and are appropriate to his or her position as a Council member (i.e., a governor or director of the College) or an adjudicator.

In general, such functions or tasks are those which are performed within the context of formal meetings of the Council or committees of Council, or a statutory hearing or review conducted by an adjudicative committee. The proceedings or outcome(s) of such meetings or hearings are usually recorded (e.g., in minutes) and/or published (e.g., a Discipline Committee decision). Where applicable, preparation time and the writing of decisions are included. However, depending on the mandate of the ABC, such "business" may also include attending or presenting to conferences or public forums which are directly related to the business of the ABC and the individual's assigned functions or tasks.

Appointees also have a responsibility to become familiar with and maintain their knowledge regarding the business of their ABC. The Ministry of Health and Long-Term Care encourages and supports continuing education for public appointees.

³ The exceptions are medical and legal personnel where the enabling statutes require that they be used in their professional capacity.

Exceptional Circumstances

Appointees to Ontario's regulated Health Colleges must be recompensed in a consistent manner. As such, exceptional circumstances requiring diversion from the parameters of this Framework are expected to be infrequent. Deviation from the parameters of this Framework cannot be approved on a sustained/long-term basis.

Any request for remuneration which exceeds the parameters of this Framework must be accompanied with a written explanation of the exceptional circumstances involved from the Chair of the Committee to the Ministry (Manager, Health Boards Secretariat).

Unauthorized Payments

Public appointees to the Councils of the health professions regulatory bodies may not accept unauthorized remuneration from the College or from any health profession body in respect of her or his appointment.

Colleges may not supplement payments to public appointees to the Council of the College by making unauthorized payments or "topping-up" payments for honoraria or out-of-pocket expenses.

Eligible Payments

Eligible payments to OIC appointees to RHPA regulatory bodies are established by OIC # 451/94, dated March 9, 1994 (see **Appendix 2**) and this Framework. They include a per diem honorarium and reimbursement of necessary and reasonable expenses actually incurred in conducting the *business* of the College to which the individual is appointed, such as travel, accommodation and meals.

Government Taxes

Honoraria paid to appointees is taxable under the *Income Tax Act*. Thus, in order to receive remuneration (honoraria and/or expenses); appointees are required to provide their Social Insurance Number to the Ministry by completing a TD1/TD1ON form. Reimbursement for expenses incurred is not generally subject to taxation.

The CRA has determined that, for *tax purposes*, remuneration received by College appointees is considered income from employment. This means that:

- At the end of the calendar year, you will receive a T4 slip issued by the Province of Ontario.
- Remuneration is provided to the appointee only and not to an incorporated company or charity.
- You will be required to provide the Province of Ontario with your social insurance number.
- Effective May 2015, deductions at source on account of income tax are made on per diem remuneration. **All members are required to complete a TD1/TD1ON form for the purposes of withholding tax.**
- Your services are not considered to be taxable supplies and you should not charge Harmonized Sales Tax (HST) on your services.
- Effective December 2013, your remuneration is exempted from pensionable income for Canada Pension Plan (CPP) purposes. Therefore, the CRA will not permit contributions to the CPP by the payer or the part-time appointee.

Assignment of Honoraria

Honoraria is payable **only** to the individual appointee; it may not be directly "assigned" to a third party, that is, to another individual or a business or corporate entity. However, should an appointee wish to do so, they are at liberty to donate any honoraria payable or received to a charitable organization of their choice and receive a tax receipt, as applicable.

Appointees are also at liberty to waive receipt of honoraria associated with the appointment. A decision to waive payment of honoraria should be made in writing to the Health Boards Secretariat.

Special Assignments

In exceptional circumstances, because of her or his special knowledge or skills, it may be desirable and necessary for a public appointee to undertake an additional, special task, which:

- i. arises from and is directly related to his or her participation in or assignment to Council or a statutory or standing committee of Council, and
- ii. requires a significant additional time commitment which warrants specific remuneration.

Special assignments arise under exceptional circumstances and are interpreted by the Ministry of Health and Long-Term Care to mean activities:

- i. which are in addition to and over and above the usual activities or responsibilities of a general member of Council or the associated statutory or standing committee of Council;
- ii. which are appropriate to and do not conflict with the appointee's position as a governor of the College or an adjudicator⁴;
- iii. that, in other circumstances, might reasonably be assigned to a staff member or outside consultant;
- iv. which are delegated to the appointee because of his/her particular knowledge, skill or interest; and
- v. which require significant time and effort for which the appointee would require or, where the assignment involves the appointee's professional qualifications, would usually expect to receive, specific remuneration.

Where, because of exceptional circumstances, a special assignment involving remuneration is proposed, the appointee and College must receive **prior approval** for payment of such remuneration from the Ministry of Health and Long-Term Care. Such approval is sought through written application to the Manager, Health Boards Secretariat, in advance of the assignment and the payment of any remuneration or expenses.

The application should outline:

- the specific purpose and scope of the assignment;
- the exceptional circumstances which give rise to the assignment;
- the proposed duration (begin and end dates) for the assignment;
- the proposed total cost (honoraria and expenses, if any) of the assignment, including the proportion of such costs to be paid by the Ministry and the College.

⁴ Members of Council are "governors" of the College, similar to members of a board of directors. Without limiting the generality of the terms, governors or directors perform primarily policy making and overall supervisory functions rather than day-to-day operational functions. Adjudicators arbitrate or determine issues which fall within the statutory jurisdiction of an administrative tribunal.

The appointee and the College should note that appointees may not enter into any relationship with the College which directly or indirectly imply or result in an employer-employee or client/contractor relationship. In addition, in considering acceptance of a special assignment, the appointee may wish to take into consideration the potential for "apprehension of bias" or conflict of interest with respect to his or her participation in statutory decision-making pertaining to or arising from any findings, conclusions or recommendations arising directly from the special assignment.

Finally, it is a conflict of interest for public appointees to College Councils to accept any remuneration or benefit from any person or body, except as authorized by her or his role, Management Board or the Ministry of Health and Long-Term Care, for engaging in activities directly related to, or arising from, her or his appointment.

Honoraria

Remuneration for part-time appointees must be on a per diem basis. Per diems are generally based on 7.25 hours of work. A per diem is the amount that is payable for conducting the formal business of the College (e.g., attending a meeting or hearing).

A per diem is to be interpreted as the amount payable for work periods in excess of three hours; when less than three hours of work is involved, one-half of the established per diem rate will be paid. **Only one per diem payment can be made to an appointee for a calendar day.**

Where a single-day proceeding concludes earlier than its scheduled duration, appointees may be remunerated equal to the scheduled duration.

The applicable per diem rate and the activities for which honoraria may be claimed are determined by the following general factors:

- whether the appointee is attending a statutory or non-statutory meeting; and
- the appointee's assigned role in the meeting.

Honoraria may be claimed for attendance, preparation, decision-writing and/or deliberation time for meetings of the College Council and Statutory Committees. Specific conditions apply to remuneration for preparation⁵, decision-writing and deliberation time, which are outlined in subsequent sections. In general, honoraria may be claimed for the activities listed in **Chart 1**.

Chart 1: Claims for Honoraria				
Committee	Attendance	Preparation	Decision-Writing	Deliberation
Council	X	X		
Inquiries, Complaints and Reports Committee (ICRC)	X	X	X	
Executive Committee	X	X		
Fitness to Practice Committee	X	X	X	
Patients Relations Committee	X	X		
Quality Assurance Committee	X	X		
Registration Committee	X	X	X	
Discipline Committee <i>Meetings</i>	X	X		
Discipline Committee <i>Hearings</i>	X	X	X	X
Standing Committees of Council	X			
Ad-Hoc Committees and all other meetings	X			

⁵ Note that specific provisions apply to preparation claims for the Inquiries, Complaints and Reports Committee (ICRC) and Discipline Committee Hearings.

Attendance Honoraria Payable for Council, Statutory and Standing Committee Meetings

The Ministry believes that public appointees should not be discouraged or prevented from assuming enhanced responsibilities within the Council for purely financial reasons. Thus, in establishing rates of remuneration, it has allowed for higher per diems to be paid to appointees who assume the responsibilities of the Chair or Vice-Chair of the College's Council, and the Chair or Vice-Chair of a statutory committee or a standing committee of Council, providing that the criteria outlined in **Chart 2** are met.

Because the rate of remuneration of an appointee will vary with her or his election as the Chair/President or Vice-Chair/Vice-President of Council, or designation as a Chair or Vice-Chair of a statutory or standing committee of Council, the College must inform the Ministry of such designation, in writing, to the Manager, Health Boards Secretariat, and copied to the Manager, Public Appointments Unit.

Remuneration for Council Chair/President

The term "Chair" and "Vice-Chair" are used in a generic manner and include the terms "President" and "Vice-President".

With her or his election to the position of Chair/President of a College Council, the appointee assumes a significant amount of additional responsibility and, of necessity, an enhanced work load.

Funding the administrative and operational activities of the Council President is the responsibility of the College and not the Ministry. However, the RHPA provides that the Minister shall reimburse public appointees. Moreover, it is a conflict of interest for a public appointee to accept remuneration or compensation not paid or authorized by the appointee's OIC or the Ministry.

Thus, of necessity, the Ministry is required to remunerate a public appointee for performing duties related to the administration and/or operation of the College, which are not the Ministry or the government's responsibility and, therefore, would not be compensable by the Ministry or government.

Where a public member has been elected Council Chair/President, the Ministry requires that:

- (1) the College inform the Health Boards Secretariat of the election results, specifying the public member's name and elected term;
- (2) the College prepare and negotiate an annual budget for the Council Chair/President with the Manager, Health Boards Secretariat. This annual budget should be based on an established job description for the Chair/President and estimate required honoraria and expenses. The agreed annual budget and accompanying financial arrangements will be documented in a letter of agreement between the College and the Ministry of Health and Long-Term Care.

Chart 2: Attendance Honoraria – Council, Statutory and Standing Committees			
Position	Criteria	Per Diem Rate	
Chair/President of Council	<ul style="list-style-type: none"> • Presiding at Council, Executive Committee or other committee meeting which the statutes or College by-laws specify be chaired by the Council Chair/President or representing Council at external meetings, and when carrying out College administration duties designated by statute or College by-laws as duties of the Chair. • The College is to notify the Health Boards Secretariat where a public member has been appointed as Council President, and an annual budget/Ministry authorization is required for compensation. • Not applicable unless performing specified duties of the position. If the Chair/President of the College Council is not acting as Chair of a Committee meeting, but as a general member, only the general member per diem rate is applicable. 	1 Day: 50% Day:	\$250 \$125
Vice-Chair/ Vice-President of Council	<ul style="list-style-type: none"> • The position has defined operational and/or policy duties enshrined in either the statute or the College’s by-laws. • Not applicable when not performing specified duties of position. 	1 Day: 50% Day:	\$175 \$87.50
	<ul style="list-style-type: none"> • Where the Vice-Chair is acting in the absence of the Council Chair as delegated or pursuant to the applicable rules of College’s by-laws respecting succession. 	1 Day: 50% Day:	\$250 \$125
Chair of Statutory or Standing Committee of Council	<ul style="list-style-type: none"> • Presiding at meeting/hearing of applicable committee. • Not applicable when participating in other committee meetings or general Council meetings. 	1 Day: 50% Day:	\$250 \$125
Vice-Chair of Statutory or Standing Committee of Council	<ul style="list-style-type: none"> • Where the Vice-Chair has defined operational or policy duties separate from the committee Chair AND the committee has a minimum of seven (7) members. • Not applicable when participating in other committee meetings or general Council meetings. 	1 Day: 50% Day:	\$175 \$87.50
	<ul style="list-style-type: none"> • Where the Vice-Chair is acting in the absence of the Chair as delegated or pursuant to the applicable rules of College’s by-laws respecting succession, to manage the entire proceeding of the meeting or hearing. 	1 Day: 50% Day:	\$250 \$125
General members of Council or Committees	<ul style="list-style-type: none"> • Applicable when conducting the business of Council or Committees. 	1 Day: 50% Day:	\$150 \$75

Attendance Honoraria Rates Payable – Other Meetings and Activities

Participation in meetings of all other (established or ad hoc) committees or task-groups of Council, educational seminars, workshops and conferences is remunerated on the basis of the standard rate of **\$150.00 per diem**, regardless of the role of the member.

Electronic Meetings

From time to time, for reasons of economy and/or timeliness, Colleges may hold meetings via interactive electronic communication media (e.g., by telephone or videoconference). As long as such electronic meetings represent a duly constituted meeting of Council or a committee (i.e., booked and minuted by the College), the attending or participating appointee may request payment of attendance honorarium.

The amount payable for "attendance" at electronic meetings is based on the applicable per diem rate for the member and Committee. **No payment, other than the applicable honorarium may be claimed in respect of electronic meetings.** Where any expenses are incurred in respect of electronic meetings (such as personal long-distance telephone, facsimile or internet charges), such expenses are the responsibility of and reimbursable by the College upon presentation of the required documentation.

Preparation, Decision-Writing, Deliberation, Travel and Cancellation Honoraria

Preparation Time

Being fully prepared to conduct College business is a normal requirement and expectation of one's appointment and, thus, compensation for preparation time is not an entitlement of one's appointment. However, the Ministry recognizes that, in some instances (such as, multi-day meetings or when dealing with highly specialized, technical information), an appointee may be required to dedicate more time than usual to prepare properly to discharge her or his duty. To accommodate such instances, the Ministry, at its discretion, compensates appointees for preparation time.

In all cases, **preparation time is remunerated on the basis of the standard per diem rate (\$150.00 per diem)** regardless of the rate at which the member is compensated for attendance at the meeting.

Appointees may request honoraria for preparation time for meetings of the College's Council, and as assigned, to the meetings of a statutory committee. Such statutory committees that may claim preparation time are:

- Council
- Inquiries, Complaints, and Reports Committee
- Executive Committee
- Fitness to Practice Committee
- Patient Relations Committee
- Quality Assurance Committee
- Registration Committee
- Discipline Committee Meetings
- Discipline Committee *Hearings*, where applicable.

For budgetary reasons, honoraria is not available for preparation time for other committees or activities at this time. With the exception of preparation time for the Inquiries, Complaints and Reports Committee meetings and Discipline Committee *Hearings*, appointees may request honoraria for the amount of preparation time actually undertaken, as set out in **Chart 3**.

Chart 3: Preparation Honoraria		
Meeting of:	Meeting Duration	Remuneration Rate
Council and all statutory Committees EXCEPT the Inquiries, Complaints and Reports Committee and Discipline Committee <i>Hearings</i>	For each scheduled half-meeting day (up to 3 hours)	Up to one-half (50%) per diem
	For each scheduled full meeting day (greater than 3 hours)	Up to one (100%) per-diem

Inquiries, Complaints, and Reports Committee (ICRC)

Determination of the amount of preparation time claimable by ICRC members is based on Committee workload data, specifically, the number of matters considered. The College is required to confirm the number of inquiries, complaints and reports considered at each meeting with the Ministry. The remuneration rate is outlined in **Chart 4**.

Chart 4: Inquiries, Complaints and Reports Committee – Preparation Honoraria	
Inquiries, Complaints and Reports considered per meeting	Remuneration rate
25 or less	Up to 1 per diem
26 to 35	Up to 2 per diems
36 to 50	Up to 3 per diems
Greater than 50	Up to 4 per diems

Discipline Committee Hearings

Preparation is not generally required for Discipline Committee Hearings. The Ministry recognizes, however, that there are specific circumstances when members of a Discipline Committee panel are required to prepare for a hearing (i.e. in advance of motions, review of transcripts prior to a continuation, etc.). Where applicable, preparation for Discipline Committee Hearings may be payable up to a maximum of one per diem, per matter. In such cases, preparation is only payable where the College provides information to the Health Boards Secretariat to specify that such preparatory work was required.

Decision Writing

To facilitate effective decision-writing, the Ministry, at its discretion, compensates an appointee assigned to adjudicative committees or panels dealing with matters of professional misconduct, incompetence or incapacity, for decision-writing, and typically include the:

- Inquiries, Complaints, and Reports Committee
- Registration Committee
- Fitness to Practice Committee
- Discipline Committee *Hearings*

Remuneration for the time required to prepare, review and draft decisions is available only to appointees who are:

- assigned to committees which are statutorily mandated to adjudicate matters (complaints, allegations or charges) relating to the professional misconduct, incompetence or incapacity of College registrants/members; and
- assigned the responsibility of preparing and drafting the Committee's decision by the Committee chair. Remuneration is not available for time required to draft or type Committee reports or minutes, regardless of the nature of the committee, or for drafting or editing College newsletters, communiques or other publications.

Appointees may request honoraria for decision writing time actually undertaken, as applicable, **up to a maximum of one per diem per matter**⁶. Decision writing is compensated at the standard rate (**\$150.00 per diem**) regardless of the honoraria rate payable for attendance.

Deliberation

Compensation for time required to deliberate following completion of a statutory hearing of the Discipline Committee may be claimed only if the panel of the Committee conducting a statutory hearing is required (by the length of the hearing day or need to review complex and lengthy submissions) to schedule additional meeting time on a different day to complete the statutory hearing process. In claiming honoraria for deliberation time, the appointee must specify the hearing or hearings involved (such information is public information).

Deliberation time is compensated at the standard rate (\$150.00 per diem) regardless of the honoraria rate payable for attendance. Appointees may request honoraria for deliberation time actually undertaken, up to a maximum of one per diem per matter.

Travel Time

Travel time beyond that undertaken as part of a normal day's work may be remunerated, at an **average hourly rate not to exceed a total payment of 60 percent of the approved**⁷ **per diem rate**. A normal day's work is defined as 7.25 hours. The average hourly rate is to be calculated on the basis of a 7.25 hour work day.

Where travel to and from⁸ in-person College activities require a member to work in excess of 7.25 hours in a calendar day, members may claim necessary travel time to and from the College activity at a rate of \$20.69 per hour, up to a maximum of \$90 per day. Given that a member's claim for travel time is based on *time*, rather than distance, it is important that members keep a careful log of their time so as to ensure that accuracy is maintained where claims for travel time are submitted.

⁶ "Per matter" is interpreted as per *file* and not based on duration. i.e. a member participating on a three-day matter may only be eligible for up to one per diem for decision writing.

⁷ Standard member rate (\$150 per diem)

⁸ "To and from" is interpreted as the travel between the member's primary place of residence and the meeting location.

No remuneration for travel time is payable on the day prior, or after, the meeting day.

Example 1: Where an appointee is scheduled for a full-day's proceeding which takes 7.25 hours, and spends 2 hours travelling to and from the proceeding location, the appointee may be remunerated up to a total of one per diem for attendance plus two additional hours of travel time.

Example 2: Where an appointee is scheduled for a full-day's proceeding which concludes after five hours, and spends two hours travelling to and from the proceeding location, the appointee may be remunerated for one per diem, but will not be eligible for remuneration for travel time.

Example 3: Where travel to and from the College meeting necessitates travel on the day before or after the meeting, the member may claim related travel *expenses*, however the member is not eligible for remuneration for travel time.

Cancellation of Scheduled Hearings and Meetings

In general, payment of honoraria is contingent upon attendance for the purposes of College business. The Ministry recognises, however, that from time to time, appointees may suffer a loss of income or the opportunity to earn income, as well as an off-setting per diem, as a result of having made a commitment and arranged one's activities to attend a meeting or hearing which is subsequently cancelled at short notice or adjourned/terminated in process.

While attempting to mitigate such situations, the Ministry reminds appointees that they should not expect to be fully compensated for all loss of income and inconvenience arising from the cancellation of a scheduled meeting. It is expected that upon notification of a cancellation, all reasonable attempts will be made to mitigate against the loss of income and expenses for that period. Appointees are also encouraged to consider waiving the cancellation honoraria where there has been no actual loss of either income or opportunity to earn income.

Where the appointee is requested and makes arrangements to attend a meeting of the College Council or a meeting, review or hearing of a statutory committee for which an honorarium is normally payable, and such meeting, review or hearing is cancelled by the College, the appointee may request payment of honoraria on the basis outlined in **Chart 5**.

In all cases, cancellation payments will be made at the standard member rate (**\$150 per diem**).

If an appointee has received remuneration from some other source (e.g., salaried employment) during the period for which the cancellation honorarium would have been claimed, she/he shall neither request nor receive any payment for cancellation.

Appointees who have made unchangeable travel arrangements and, thereby, have incurred non-refundable travel costs, will be reimbursed for out-of-pocket expenses.

Preparation Time for Cancelled Meetings

In general, if an appointee has undertaken and would normally claim for preparation time with respect to a statutory meeting that is cancelled, she or he may request payment for such preparation time with respect to the original scheduled meeting date or with respect to the date of the rescheduled review/hearing, **but not both**, if the meeting is rescheduled for a date within 30 days of the original cancellation date. In cases where a hearing or review is adjourned to be continued at a later date for the purposes of securing more information and/or reviewing new information or submissions, it may be appropriate to request additional preparation time. However, such requests must be accompanied by a written explanation.

The College is required to confirm the reason for the cancellation and attach the accompanying cancellation notice.

Chart 5: Cancellation Honoraria		
Meeting	Condition of Cancellation	Allowable Claim
Council Meetings	<ul style="list-style-type: none"> • Notice of meeting published to public; and • Meeting cancelled three (3) or less business days prior to published start date. 	<ul style="list-style-type: none"> • Max of one (1) per diem.
Statutory adjudicative committees <u>except</u> Discipline Committee Hearings	<ul style="list-style-type: none"> • Formal notice of meeting issued by College; and • Meeting cancelled three (3) or less business days prior to scheduled start time. 	<ul style="list-style-type: none"> • Max of one (1) per diem.
Discipline Committee Hearings	<ul style="list-style-type: none"> • Formal notice of Hearing was issued to parties; and • Hearing cancelled/ adjourned three (3) or less business days prior to scheduled start time. 	<ul style="list-style-type: none"> • Max of one (1) per diem. Hearing must be identified on the claim (party names are public).
	<ul style="list-style-type: none"> • Hearing adjourned in-process and no other business can be substituted. 	<ul style="list-style-type: none"> • The per diem that would have been payable for the adjourned day. If multi-day hearing was scheduled, up to one (1) additional per diem.
Other Statutory and Standing Committees, excluding electronic meetings	<ul style="list-style-type: none"> • Formal notice of meeting was issued by the College; and • Meeting is cancelled three (3) or less business days prior to scheduled start time. 	<ul style="list-style-type: none"> • Max of one (1) per diem.
Electronic (such as teleconference) meetings or ad-hoc	<ul style="list-style-type: none"> • Not applicable. 	<ul style="list-style-type: none"> • No claim allowed.

Federation of Health Regulatory Colleges, Conferences and Educational Sessions

Appointees are expected to develop a working knowledge regarding the *business* of the College, the Council and any committees to which they are appointed, and to maintain the currency of such knowledge. Periodic attendance of such educational events, as a participant or a presenter, is generally encouraged.

The Ministry is supportive of both the Federation of Health Regulatory Colleges (Federation) and public member participation in conferences/ongoing member education. However, the Ministry is not in a position to reimburse open-ended expenditures relating to Federation work/conference sessions that have the potential to consume funding intended by the Legislature to support the statutory functions of the College. Obviously, the College's statutory activities must remain the Ministry's priority when making funding decisions.

Colleges may support public member attendance at Federation activities/sessions, conferences or educational sessions in the same manner as other members of Council (e.g., by the payment of registration fees and/or expenses). **It is expected that provision to cover the expenses of conference attendance for all members will be included in the overall College budget and that public appointees will have equal access to such educational opportunities.**

Payment for conference/educational session participation by the Ministry of Health and Long-Term Care is contingent upon prior approval of the Manager, Health Boards Secretariat, and the availability of necessary funds within the Ministry's budget. Where approved, honoraria payment for attendance at such conferences or educational sessions will be paid by the Ministry at the standard member **(\$150 per diem)** rate, regardless of the role of the member or rate at which a member may be regularly be compensated for meeting attendance.

Claiming Honoraria and Expenses

Claims for payment of honoraria and reimbursement of eligible expenses are administered by the Ministry of Health and Long-Term Care's Health Boards Secretariat.

Timing of Claims

Appointees may submit claims for honoraria and expenses following the meeting/event, once per month or quarterly, depending on their financial situation and the usual practice of the College regarding reimbursement. However, all claims relating to the period immediately before the end of the Province's fiscal year (**March 31st**) must be submitted within two weeks of that date so that they are eligible for payment out of that fiscal year's allocation.

In any case, the claim must be submitted for payment **no later than four (4) months after the meeting/hearing, etc. to be eligible for reimbursement**. This is especially important for appointees who are nearing the end of their term or whose term has expired. The Ministry will not consider claims received after this period for retroactive payment.

Claim Forms

Claims for honoraria and expenses must be submitted on the appropriate form (see **Appendix 3**) to the College directly. **Claim forms must be completed electronically**, printed, and signed by the appointee and must attach all required original receipts. Failure to use the required form, print it correctly, sign it, or attach required original receipts will delay processing.

Please note that the claim form is periodically updated. Please contact the Health Boards Secretariat for a copy of the latest claim form.

Receipts

Reimbursement will be made only for expenses actually incurred. Therefore, it is essential that original receipts are submitted along with your claim forms. Please note that the Ministry of Health and Long-Term Care requires that original receipts (rather than photocopies, facsimiles or credit card slips) be provided.

Claim Processing

Where Health Boards Secretariat staff have all necessary attendance registers and receipts, staff will process completed claims within 5 business days from the date they are received by the Secretariat. After verification by the Health Boards Secretariat, claims are then forwarded to the appropriate departments at Ontario Shared Services (OSS). OSS provides remuneration payments in accordance with the bi-weekly OPS pay schedule. Reimbursement is made via electronic funds transfer by OSS directly to the appointee.

Appointees are encouraged to claim regularly to ensure more frequent payments to them.


Electronic Funds Transfer (EFT)

Payment is made only by Electronic Funds Transfer (Direct Deposit). See **Appendix 4** for a copy of the required form. Please note that the application form is periodically updated. Please contact the Health Boards Secretariat for a copy of the latest version.

Appendix 1: Regulatory Bodies Covered by this Framework

1. College of Audiologists and Speech-Language Pathologists of Ontario
2. College of Chiropodists of Ontario
3. College of Chiropractors of Ontario
4. College of Dental Hygienists of Ontario
5. College of Dental Technologists of Ontario
6. Royal College of Dental Surgeons of Ontario
7. College of Denturists of Ontario
8. College of Dietitians of Ontario
9. College of Homeopaths of Ontario
10. College of Kinesiologists of Ontario
11. College of Massage Therapists of Ontario
12. College of Medical Laboratory Technologists of Ontario
13. College of Medical Radiation Technologists of Ontario
14. College of Midwives of Ontario
15. College of Naturopaths of Ontario
16. College of Nurses of Ontario
17. College of Occupational Therapists of Ontario
18. College of Opticians of Ontario
19. College of Optometrists of Ontario
20. Ontario College of Pharmacists
21. College of Physicians and Surgeons of Ontario
22. College of Physiotherapists of Ontario
23. College of Psychologists of Ontario
24. College of Registered Psychotherapists of Ontario
25. College of Respiratory Therapists of Ontario
26. College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

Appendix 2: Order-In-Council Prescribing Remuneration for Appointees



Order in Council
Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

Sur la recommandation du soussigné, le lieutenant-gouverneur, sur l'avis et avec le consentement du Conseil des ministres, décrète ce qui suit :

pursuant to section 8 of the Regulated Health Professions Act (Code), 1991, S.O. 1991, Chapter 18:



- (a) Council members appointed by the Lieutenant Governor in Council be paid \$150.00 per day together with their travelling and other expenses actually incurred while engaged upon the work of the Council, effective March 1, 1994;
- (b) Council members designated, from time to time, as Vice Chair or Chair of a statutory or standing committee of Council, be paid \$175.00 or \$250.00, respectively, together with travelling and other expenses actually incurred while engaged upon the work of the committee, effective March 1, 1994.

Recommended *Ruth Groves* Minister of Health Concurred *Francis Bell* Chair of Cabinet

Approved and Ordered MAR 9 - 1994 Date *[Signature]* Lieutenant Governor

Appendix 3: Sample Claim Form

Note: Claim forms must be completed electronically. The form contains drop-down fields and auto-populates/auto-calculates fields to assist you in completion. Below is an example of a completed form. Please contact the Health Boards Secretariat for a copy of the latest claim form.

		Part-time Per Diem Appointee Travel Expenses Ministry of Health and Long Term Care Health Boards Secretariat			Page 1 of 3					
<input type="button" value="Print Form"/> <input type="button" value="Clear Form"/> <input type="button" value="Instructions"/>										
Name of Board/College/Agency College of Audiologists and Speech Language Pathologists of Ontario						Date (DD-MMM-YY) 8-Apr-16				
Claimant Contact Information										
Last Name * Doe		First Name * Jane		MI 416-555-5555	Telephone Ext.	Email Address * Jane.Doe@Example.ca				
Unit/Apt.# 100	Street # * 100	Street Name * Main Street		City/Town * Ottawa		Province * ON				
						Postal Code * A1Z 2A3				
Travel Expenses										
						Add/Remove rows: + -				
Date (DD-MMM-YY)	Particulars	Distance (KM)		Meals			Accom.	Travel	Receipt No.	Row Total
		S. Ont. 0.40	N. Ont. 0.41	B	L	D				
4-Apr-16	Air Travel (Ott-Tor, return)							\$320.00	1	\$320.00
4-Apr-16	Subway (Airport-Hotel, return)							\$6.00		\$6.00
4-Apr-16	Hotel (1 night)						\$215.00		2	\$215.00
4-Apr-16	Dinner					\$20.00			3	\$20.00
5-Apr-16	Breakfast			\$6.25					4	\$6.25
5-Apr-16	Subway (Hotel-College, return)							\$6.00		\$6.00
Sub-Total (HST Inclusive) \$6.25 \$20.00 \$215.00 \$332.00 \$573.25										
Sub-Total (HST Exclusive) \$5.53 \$17.70 \$190.27 \$293.81 \$507.30										
HST \$0.72 \$2.30 \$24.73 \$38.19 \$65.95										
Claimant Name Jane Doe				Signature 			Date (DD-MMM-YY) 8-Apr-16			
Authorized by (I authorize this claim, being satisfied as to						Approved by (Health Boards Secretariat Use Only)				

Page 1: Travel Expenses

Your personal information is required. Where expenses are being claimed, you must ensure original, itemized receipts are attached. Number your receipts and ensure the corresponding number is noted in the "Receipt No." column of the claim form.

TAKE NOTE: Where expenses are being claimed, you are required to sign page 1 (see red arrow in the screen-shot above).

Helpful tip: When your personal information has been entered on page 1, save the form. This saved copy can be used again for future claims, and will avoid typing in your basic information at each claim submission.



Part-time Per Diem Appointee Remuneration Detail

Ministry of Health and Long Term Care
Health Boards Secretariat

Print Form

Clear Form

Instructions

Page

2 of 3

Honoraria							Add/Remove rows: + -	
Date (DD-MMM-YY)	Meeting/Hearing Details	File Name/No. and/or Committee	Actual Meeting Time		No. of Days /No. Hours	Per diem Rate/ Hourly Rate	Amount	
			Begin	End				
1-Apr-16	Preparation	Executive	5 PM	7 PM	1/2	150.00	\$75.00	
5-Apr-16	Attendance	Executive	9 AM	1 PM	1	150.00	\$150.00	
							\$0.00	
							\$0.00	
							\$0.00	
Other (specify below)								
							\$0.00	
							\$0.00	
Total Honoraria (Pre-WHT)							\$225.00	

Honoraria Summary	
Per Diem Description	Amount (Pre-WHT)
Attendance	\$150.00
Preparation	\$75.00
Total Honoraria	\$225.00

v3.2

Page 2: Detail of Remuneration

Where remuneration is being claimed, you must select the appropriate drop-down fields for meeting details, Committee name, start/end times and the appropriate per diem rate.

TAKE NOTE: The total honoraria on page 2 is "Pre-WHT". In other words, the amount listed is subject to withholding tax prior to payment to you.

Appendix 4: EFT Sign-Up

Payment is made only by Electronic Funds Transfer (EFT, or Direct Deposit). Below is an example of the application that must be submitted in order to have EFT initiated. This form is periodically updated; please contact the Health Boards Secretariat for a copy of the latest version.

	Ministry of Government Services	Application for Electronic Funds Transfer (Direct Deposit) and Remittance Advice Notification for Suppliers
The authority for the collection of this information as a lawfully authorized activity is the Ministry of Government Services Act, R.S.O. 1990, c.M25, s.6 (2) (c.1), and will be used solely for the purposes of depositing your payments into your bank account, and providing payment notifications by e-mail. For information about collection, use and disclosure practices, write to the Senior Manager, Expenditure Management Branch, at the address listed below. For frequently asked questions please visit our web page www.ontario.ca/directpayment . For further assistance please call 416 212-2345 or toll free at 1 866 320-1756.		
Instructions		
<ul style="list-style-type: none"> • Select the Type of Authorization and complete all requested information below. • Attach an original void cheque displaying your name or an original signed and/or bank stamped letter from your financial institution. Supplier name must also match name on invoice. <i>Note: Bank counter cheques are not acceptable.</i> • Enter the e-mail address you wish to receive Remittance Notification. <i>Note: it is advisable to use a secured generic e-mail address that will not be affected by the change of staff in your organization. Void cheque/bank letter is required for all banking and remittance e-mail changes.</i> • Mail the SIGNED completed application to: Ministry of Government Services Ontario Shared Services Expenditure Management Branch Central Control Unit 77 Wellesley St. West, Box 700 Toronto ON M7A 1N3 		
Type of Authorization (check <input checked="" type="checkbox"/> one only)		
<input type="checkbox"/> New Banking/E-mail Information <input type="checkbox"/> Change Banking/E-mail Information		
Supplier Information		
Supplier Name (as printed on invoice)		Business/GST No.
Supplier Address	Link/Suite	
Street No.	Street Name	
City/Town	Province	Postal Code
Remittance E-mail Address (You will receive a verification e-mail upon setup.)	Supplier No. (optional)	Site No. (optional)
Financial Institution Information		
Name of Financial Institution		
Branch No.	Institution No.	
Account No.		
ATTACH ORIGINAL VOID CHEQUE OR BANK LETTER		
Authorization		
I/We authorize the Province of Ontario to make all payments by direct deposit into the above account (I/We have attached a void cheque/bank letter). I have the authority to provide the above information on behalf of the corporation/organization/payee.		
Name	Job Title	
Signature	Phone No. (Incl. Area Code, Ext.)	Date (dd-mm-yy)
For Expenditure Management Branch use only		
Supplier No.	Site Name	ORG : <input type="checkbox"/> ODOE <input type="checkbox"/> TP <input type="checkbox"/> MAG
		Date
		Rep Initials
23-50582 (Rev. 2009/05) © Queen's Printer for Ontario, 2009		Version française disponible

Travel, Meal and Hospitality Expenses Directive

Management Board of Cabinet

Issued: November 2004
Last Amended: January 1, 2020

Corporate Policy and Accountability Branch
Planning and Performance Division
Treasury Board Secretariat

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1.0 PURPOSE

The purpose of this Directive is:

- to set out rules and principles for the reimbursement and payment of travel, meal and hospitality expenses to ensure fair and reasonable practices;
- to provide a framework of accountability to guide the effective oversight of public resources for travel, meal and hospitality expenses; and
- to set the parameters for the public disclosure of information about expenses.

1.1 Application and Scope

This Directive sets out the rules for managing travel, meal and hospitality expenses for employees and appointees in:

- ministries;
- provincial agencies; and
- the Independent Electricity System Operator and Ontario Power Generation Inc. (“organizations”)

The Directive also applies to consultants and contractors to ministries or provincial agencies/organizations.

The following definitions apply for the purpose of this Directive:

- Each of the above form part of what is considered government.
- Claimant refers to any person making a claim under the terms of this Directive.
- Approver refers to the person with the authority to make approvals under this Directive.
- Chief Executive Officer (CEO) refers to the head of operations at provincial agencies/organizations.
- Chair refers to the person appointed as the head of a provincial agency/organization and who is accountable to the minister, regardless of whether the title “chair” is used.
- OPS employees refers to employees of ministries or of provincial agencies that are Commission public bodies (i.e., employees appointed [under section 32 of the Public Service of Ontario Act, 2006 \(PSOA\)](#)).

This Directive replaces the Travel, Meal and Hospitality Expenses Directive dated January 1, 2017.

In the event of a conflict or inconsistency, this Directive prevails over a memorandum of understanding (MOU) between a minister and the head of a provincial agency/organization, particularly where the MOU contains less stringent requirements.

This Directive does not prevail over legislation or a collective agreement.

2.0 PRINCIPLES AND BEST PRACTICES

2.1 Principles

- Travel is approved only after other communications options are considered.
- Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals and hospitality support government objectives.
- Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Legitimate authorized expenses incurred during the course of government business are reimbursed.

2.2 Best Practices

- Prior approval to incur expenses is obtained.
- Corporate travel cards are used for authorized business travel and business-related expenses.
- The government's vendors of record for travel-related services are used whenever possible.

3.0 REQUIREMENTS – GENERAL

Requirements:

- Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.
- Expenses for a group can only be claimed by the most senior person present. An individual cannot claim for expenses incurred by their approver (e.g., a director cannot submit their Assistant Deputy Minister's (ADM) claim for lunch even if they were at the same event).
- Good record-keeping practices must be maintained for verification and audit purposes.

Claimants must:

- obtain all appropriate approvals before incurring expenses; if no prior approval was obtained, then a documented explanation must be submitted with the claim.
- submit itemized receipts with all claims, except for meal expenses where meal allowances are used (see Section 6.0); credit card slips are insufficient.
- In the absence of an itemized receipt, a documented explanation of why the receipt is unavailable and a description itemizing and confirming the expenses must be provided.

- submit claims by the end of the quarter following the quarter in which the expense was incurred; if the claim is not submitted within the timeframe, a documented explanation is required.
- submit claims for expenses before leaving positions with a ministry or provincial agency/organization.

Approvers must:

- provide approval only for expenses that were necessarily incurred in the performance of ministry or provincial agency/organization business.
- provide approval only for claims that include all appropriate documentation (e.g., itemized receipts).
- not approve their own expenses.

Note that an overpayment to a claimant is considered to be a debt owing to the government and must be repaid.

4.0 ACCOUNTABILITY FRAMEWORK

This Directive sets out the approval authority for incurring travel, meal and hospitality expenses. Approval authority for the reimbursement of expenses is based on the delegation of financial authority established for ministries and provincial agencies/organizations.

In some cases, the level of approval to incur a travel, meal or hospitality expense is identified and also whether the authority can be delegated. In other cases, a requirement is stated (e.g., prior approval is required) without identifying an approval level. Where no approval level is identified, ministries and provincial agencies/organizations have the flexibility and discretion to establish their own level and to address possible delegation.

A deputy minister or CEO has the authority to establish additional rules regarding expenses. Any additional rules must be consistent with those laid out in this Directive and be necessary to meet specific operational needs. These rules do not replace any rules in this Directive, nor can they substitute higher rates of reimbursement for kilometres or meals. Additional rules must include the date of approval and must be accessible to everyone covered by the rules.

In addition, a deputy minister or CEO may modify the level of approval upward to a more senior level when authority is assigned to a manager/supervisor or contract manager.

4.1 Managerial Discretion

For the purpose of this Directive, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this Directive. There is no discretion to depart from the principles and requirements of this Directive.

All decisions should be taken very carefully. When exercising discretion, the rationale must be documented and filed with the claim.

Approvers are accountable for their decisions, which must be:

- based on good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- compliant with the principles and requirements set out in this Directive.

For additional explanation on the exercise of managerial discretion, see the tip sheet on this topic.

When a situation arises, and discretion needs to be exercised, approvers should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public;
- properly explained and documented;
- fair and equitable;
- reasonable; and
- appropriate

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

Exemption

Only Treasury Board/Management Board of Cabinet (TB/MBC) can grant an exemption from all or part of this Directive. Ministries can apply for an exemption by bringing forward a business case to TB/MBC.

4.2 Public Disclosure of Expenses

Information about expenses must be posted on the appropriate public websites for the following:

- Ministries – senior management:
 - Deputy Ministers
 - Associate Deputy Ministers
 - Assistant Deputy Ministers
 - Positions that carry the same degree of responsibility as those above

- Provincial agencies/organizations:
 - Appointees (every person appointed to the provincial agency/organization by the Lieutenant Governor in Council, the Lieutenant Governor or a minister)
 - CEOs (the most senior executive position, regardless of the title)
 - Every member of senior management that reports directly to the CEO

The website for public disclosure of expense information for senior managers in ministries is on Ontario.ca. Provincial agencies/organizations can use their own websites for public disclosure.

Information about the procedures for posting on the public websites is found in the public disclosure support material. It includes information on:

- the types of expenses to be disclosed;
- the details of each expense to be disclosed; and
- the frequency of posting.

5.0 TRAVEL

This Directive applies whenever travel is required. For the purpose of this Directive, travel does not refer to a person's regular commute to work – expenses related to a person's regular commute are not reimbursable.

5.1 When Travel is a Regular Part of the Job

There are some jobs where frequent travel is a requirement – part of the regular job duties.

On hiring, managers should ensure that staff are aware of the Directive and how it will affect the job. In these situations, approvers should meet with the employee to determine appropriate strategies (e.g. pre-approval for frequent or regular travel, when meals can be reimbursed, use of vehicles, etc.).

Ministries and provincial agencies/organizations with jobs that require regular travel need to ensure that the Directive is utilized in a consistent manner so that managers and employees have a common understanding of how the Directive is applied.

5.2 When Travel Occurs Occasionally

In the majority of positions in government, travel occurs irregularly on an as-needed basis; for example, to attend training, meetings, conferences or consultations; representing the government at an event; etc. In some cases, employees will be asked by managers to travel, and in others, the request may come from the employee.

5.3 Approvals for Travel

The following charts identify the approval levels for travel¹ for everyone covered by this Directive. In many cases, the authority for approval may be delegated. See below (section 5.4) for information on delegation of authority.

- Chart 1: Ministries
- Chart 2: Provincial agencies whose employees are appointed under [section 32 of the PSOA](#) (Commission public bodies)
- Chart 3: Other provincial agencies/organizations whose employees are not appointed under [section 32 of the PSOA](#) (includes the Independent Electricity System Operator and Ontario Power Generation Inc.)

Special Status for International Travel

For some provincial agencies/organizations, the requirement to travel internationally may be considered integral to their business. To ensure that the approvals process does not have an undue negative effect on the ability of the provincial agency/organization to conduct business, these provincial agencies/organizations may have the opportunity to request special status that would allow the chair to approve international travel instead of the positions listed in Chart 2 or 3.

Only TB/MBC can approve special status. Ministries can apply for special status on behalf of their provincial agencies by bringing forward a business case to TB/MBC. If TB/MBC approves special status, the chair may approve international travel or delegate approval authority to the CEO. A provincial agency/organization with special status must report regularly to their ministry, see Appendix A for reporting requirements.

Special status is approved for three years only. If special status continues to be required by the provincial agency/organization, the ministry must reapply to TB/MBC.

Should the business of a provincial agency/organization with special status change significantly during the three years, the ministry must reapply to TB/MBC for special status on behalf of the provincial agency/organization, if appropriate.

For more information on this process and for the approval levels within provincial agencies/ organizations once special status is granted, see Appendix A.

¹ These are the levels for approving travel, not for approving any expenses related to travel. Approval of expenses rests with the individuals in organizations that have financial approval authority (through the financial delegation of authority for OPS employees, or applicable mechanism in other organizations.)

Approval for Travel Plans

Chart 1

Level of Approval Required in Ministries			
Role	Within Ontario ²	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Deputy Minister	N/A ³	Secretary, TB/MBC	Secretary of the Cabinet
Employee	Manager/Supervisor ⁴	Secretary, TB/MBC	Secretary of the Cabinet
Consultant	Contract Manager	Secretary, TB/MBC	Secretary of the Cabinet

Chart 2

Level of Approval Required in Provincial Agencies whose Employees are Appointed under section 32 of the PSOA – Commission public bodies			
Role	Within Ontario ²	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Chair	N/A ³	N/A ³	Minister
Appointee	Chair	Chair	Minister
CEO	N/A ³	N/A ³	Secretary of the Cabinet
Employee	Manager/Supervisor ⁴	CEO	Secretary of the Cabinet
Consultant	Contract Manager	CEO	Secretary of the Cabinet

Chart 3

Level of Approval Required in Provincial Agencies/Organizations whose Employees are Not Appointed under section 32 of the PSOA			
Role	Within Ontario ²	Outside Ontario, within Canada and the USA	International – Outside Canada and the USA
Chair	N/A ³	N/A ³	Minister
Appointee	Chair	Chair	Minister
CEO	N/A ³	N/A ³	Minister
Employee	Manager/Supervisor ⁴	CEO	Minister
Consultant	Contract Manager	CEO	Minister

² Travel within Ontario includes travelling:

- to the National Capital Region (Ottawa/Gatineau); and
- outside the province when it provides a more economical route between provincial destinations.

³ Given the level of responsibility, no approvals are required.

⁴ According to the ministry's or provincial agency/organization's delegation of authority.

5.4 Delegation of Authority for Travel Approvals

The following chart provides direction on when and how the authority for approving travel requests can be delegated. If delegated, documentation and regular reporting to the position with approval authority is required.

Position with approval authority	Can authority be delegated?	Requirements if delegated
Minister	<u>yes, but not for Chairs and Appointees</u> for others, limited to deputy ministers, no further delegation	subject to limitations/ requirements identified by the Minister
Secretary of the Cabinet	<u>yes, but not for direct reports</u> for others, delegation limited to: a deputy minister for their ministry and the Commission public bodies that report to the ministry, no further delegation and/or the Secretary of TB/MBC for some or all ministries and Commission public bodies, no further delegation	subject to limitations/ requirements identified by the Secretary of the Cabinet
Secretary, TB/MBC	<u>yes, but not for direct reports</u> for others, delegation limited to the deputy minister for their ministry, no further delegation	subject to limitations/ requirements identified by the Secretary, TB/MBC
Chair	<u>no</u> intention is that the authority be exercised at this level	n/a
Chief Executive Officer (CEO)	<u>yes, but not for direct reports</u> for others, delegation limited to the CFO or equivalent level, no further delegation	subject to limitations/ requirements identified by the CEO

5.5 Before Travelling

- Where required, obtain prior documented approval for travel and use the appropriate forms. As a best practice, obtain prior documented approval for any travel. Note that prior approval is required even in situations where expenses are covered by a third party.

- Whenever possible, use the government's designated vendor of record service providers. OPS employees can access these and online booking tools through the Travel Gateway website.
- If there is a change in your itinerary, you should:
 - report any changes to your approver as soon as possible; and
 - submit any changes through the travel management company or, if appropriate, an alternate travel agency.
- If you are eligible to use the corporate travel card, use it wherever possible to pay for your travel expenses.
 - If you are a ministry employee, information about the rules and applications for the corporate travel card can be found at the Travel Card Services website.
 - Others should check with their provincial agency/organization the availability of a corporate travel card.
- Secure travel documents, immunizations, and medications, as appropriate before you travel.
- Inform your approver of any arrangements (e.g., accessibility, health, etc.) required during travel.
- Participation in frequent flyer or other loyalty programs is permitted provided that you:
 - choose the most cost-effective accommodation or method of travel;
 - use the corporate travel management company to book your method of travel; and
 - use the corporate travel card to pay for all travel expenses.
- Loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash by using the points for business purposes and then submitting a claim for reimbursement.

Travelling Outside Canada

If travelling outside Canada, in addition to the obligations set out elsewhere in this Directive, the following rules apply.

Requests for travel outside Canada must include:

- prior documented approval; ministry and Commission public body employees must complete the appropriate form;
 - Request for Approval for Travel within Canada and the USA form; or
 - Request for Approval for International Travel form.
- acknowledgement that all appropriate approvals are in place;

- documented rationale demonstrating critical value of travel for government/ organizational priorities and interests, and how the travel will produce a benefit for the province;
- documentation showing detailed itemization of anticipated expenses (note that the lowest cost and most reasonable method of travel must be used); and
- confirmation that a security assessment for physical and cyber risk has been completed for the proposed travel destination.

When planning any travel, consider business continuity (e.g., deciding whether senior management or people with specialized knowledge or expertise should travel together).

Security Assessment

When travelling outside Canada, including the USA, a prior assessment of physical and cyber security is required. The assessment provides recommendations on safeguards against cyber and physical security threats for individuals travelling internationally.

Information on the requirement for the security assessment is included in the travel forms (Request for Approval for International Travel form and Request for Travel Outside Ontario – Within Canada and the USA form). Provincial agencies/organizations that do not use the travel forms can contact TravelSecure@ontario.ca for information.

Insurance

OPS employees can find information on insurance on Travel Gateway. Others should check with their provincial agency/organization for direction on insurance.

Medical and Health Insurance

Eligible OPS employees⁵ are covered under the employer's health insurance plans in the event of illness or injury. The cost of additional private medical and health insurance will not be reimbursed for travel within Canada.

Other provincial agency/organization employees, appointees and consultants should speak to their ministry or provincial agency/organization to assess their coverage for medical and health insurance within Canada.

You are responsible for arranging appropriate out-of-country medical insurance. For ministry employees, this cost is reimbursable and can be charged on the corporate travel card.

When purchasing out-of-country medical insurance, it is advised that you also purchase the option that allows for immediate payment of costs at the time of the incident (i.e., up-front payment option).

⁵ For information about eligibility for medical, health and travel accident insurance coverage, see the Pay and Benefits website and relevant collective agreement, as appropriate.

Provincial agency/organization employees, appointees and consultants should speak to their ministry or provincial agency/organization about reimbursement for out-of-country insurance.

Travel Accident Insurance

Eligible OPS employees have basic insurance for accidental injury or accidental death. Extra insurance may be arranged at the traveller's expense – it will not be reimbursed.

Other provincial agency/organization employees, appointees and consultants should speak with their ministry or provincial agency/organization to assess their coverage for travel accident insurance.

Vehicle Insurance

Rental Vehicles

For Ministries:

- If you have a corporate travel card you must use it to rent a vehicle and you should decline the collision damage waiver offered by the rental company. The benefits of the corporate travel card include insurance that covers the cost of repairing damage to approved vehicle types rented using the travel card.
- If you do not have a corporate travel card, or you rent a vehicle that is not eligible for coverage under the card, you should purchase the collision damage waiver coverage offered by the rental company. The insurance costs can be claimed as a travel expense. For more information, go to Travel Card Services website.

For Provincial Agencies/Organizations:

- Provincial agencies/organizations should check the coverage on any corporate travel cards.

Personal Vehicle

If you use your personal vehicle while on government business, the following applies.

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The government will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- The government is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, you will not be permitted to make a claim to the government for any resulting damages.

5.6 Transportation – How to Get There

Ministry employees should make travel reservations through the government's travel management company or book online through the Travel Gateway website.

- Use the government's travel management company, when booking airfare or making multiple travel arrangements in combination with airfare.
- Use the online booking tools for travel arrangements other than airfare (e.g., rail, hotel, rental car).

Provincial agency/organization employees and appointees may call the government's travel management company directly. Where a provincial agency/organization has an established relationship with an alternative travel agency, it may make reservations with that travel agency as appropriate.

Air Travel

Air travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket. Travel in business class must have prior approval by the deputy minister or CEO, in limited circumstances such as:

- on international flights; and
- on flights within Canada and the USA if related to the provision of reasonable accommodation (e.g., health reasons).

In some cases, ministry employees may need to use government-owned and charter aircraft. This is managed through the Ministry of Natural Resources and Forestry.

Rail Travel

Rail travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket. Travel in business class must have prior approval by the deputy minister or CEO in limited circumstances such as:

- the need to work with a team;
- choosing a travel time that allows you to reduce expenditures on meals or accommodation;
- accommodation requirements; and
- health and safety considerations.

Road Travel

Choosing the Appropriate Vehicle

When driving is the most practical, economical way to travel, the following choices are available:

- government vehicle;
- rental vehicle; or
- personal vehicle.

The use of any vehicle must be discussed in advance with your approver. Provide and document the rationale for using a particular type of vehicle. The most practical and economical option should be selected.

If you travel regularly as part of your job, arrangements for travelling and the choice of vehicle should be made when you are hired.

Government Vehicle

Government vehicles may be available for use in ministries that have a fleet program. Employees should follow the rules approved by their ministry.

Government vehicles can only be used for government business. You can have a passenger in a government vehicle only if the passenger's travel is related to government business.

Provincial agency/organization employees, appointees and consultants should follow the rules approved by the provincial agency/organization.

Rental Vehicle

When renting a vehicle, choose the lowest cost model. Any exceptions must be:

- documented and approved prior to the rental if possible; and
- guided by the principle that the rental vehicle is the most economical and practical size, considering the business purpose, number of occupants, safety (including weather) considerations and any reasonable accommodation requirements.

Luxury and premium vehicles are not permitted.

To avoid higher gasoline charges, refuel your rental car before returning it.

Ministry employees must follow the rules below.

- Use the [federal rental car directory](#) to find appropriate companies.
- To ensure that the government, as employer, provides liability coverage when you are renting a vehicle in the province on Ontario government business, you must:
 - name the renter as Her Majesty the Queen in Right of Ontario,
 - add the name of your ministry, and
 - list yourself and any other drivers on the rental contract.
- When renting a car in Ontario, use a letter confirming “Her Majesty the Queen in right of Ontario” as the renter. This letter is available on the Travel Gateway website.

Provincial agency/organization employees, appointees and consultants should follow the rules for renting vehicles approved by the provincial agency/organization.

Car-sharing, through the government’s vendor of record, can be used if a vehicle is needed for a short duration (e.g. approximately six hours or less) if:

- Car-sharing is available in your area; and
- It is the most practical and economical way to travel.

Personal Vehicle

Using a personal vehicle must be discussed in advance with your approver. The ministry or provincial agency/organization assumes no financial responsibility for personal vehicles.

Employees who have the approval to use a personal vehicle will be reimbursed according to the kilometric reimbursement rates. Employees must keep daily logs of the kilometers used to track the business use.

Accident Reporting

All accidents must be reported immediately to local law enforcement authorities and your immediate supervisor. In addition:

- If you are using a government vehicle, advise the ministry’s fleet coordinator and the fleet management vendor of record as well.
- If you are using a rental vehicle, advise the rental car agency and contact the travel card insurance provider to initiate a claim.
- If you are using a personal vehicle, advise your own insurer.

Reimbursement Rates

Rates are based on kilometres accumulated from April 1 of each fiscal year. Rates may be established in a collective agreement. If they are not, the rates in this Directive apply.

Expense claims must be submitted with distances calculated in kilometres.

For claimants who can use IFIS/iExpenses, the appropriate rate for reimbursement by kilometre is applied automatically when a claim is submitted electronically through IFIS/iExpenses.

All others should follow their ministry's or provincial agency/organization's procedure for claiming kilometre reimbursement.

Total Kilometres Driven per fiscal year	Southern Ontario (\$ per km)	Northern Ontario (\$ per km)
0 – 4000 km	0.40	0.41
4001 – 10, 700 km	0.35	0.36
10, 701 – 24, 000 km	0.29	0.30
More than 24, 000 km	0.24	0.25

Accumulated kilometres must be transferred with a claimant when moving within government to another job, ministry or provincial agency/organization.

Reimbursement rates for personal vehicles driven outside Ontario will be at the rates for southern Ontario.

A description of the boundary between northern and southern Ontario can be found in the Q&As document.

Parking and Tolls

Reimbursement is provided for necessary and reasonable parking expenses, as well as tolls for bridges, ferries and highways, when driving on government business. Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed. There is no reimbursement for traffic or parking violations.

Taxis and Ride-hailing Services

Prior approval to use a taxi or ride-hailing service should be obtained whenever possible. Taxis and ride-hailing services may be justified in cases where:

- group travel is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- there is an unusually tight schedule for meetings.

Taxis and ride-hailing services may not be used to commute to work or home except under exceptional circumstances; for example:

- weather, health or safety conditions indicate it is the best, appropriate option; or
- transport of work-related baggage or parcels is required.

Ride-hailing services can only be used and reimbursed under the following conditions:

- in municipalities where ride-hailing services are regulated and appropriately insured; and
- where a standard (i.e. non-premium and single occupancy) service is used.

Use your corporate travel card to pay for any ride-hailing expenses, whenever possible.

Gratuities for taxis and ride-hailing services must be reasonable.

Public Transit

Local public transportation including hotel/airport shuttles should be used wherever possible. Program areas should consider purchasing a transit pass or passes, where available and appropriate, for use by employees on work business.

5.7 Accommodation

In the normal conduct of business, reimbursement for overnight accommodation within your office area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- You are required to remain close to your office for periods long in excess of (your) standard working hours.
- Your services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

Reimbursement for hotel suites, executive floors or concierge levels is not permitted. Reimbursement will be made for single accommodation in a standard room. To lower the costs of accommodation, consideration should be given to accommodation outside of downtown areas. Often, it is more economical and accessible by public transit and other cost-effective means of transportation.

For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance.

Use the [federal online accommodation directory](#) which provides information on service providers offering government rates. If you do not have access to the directory, use the rules in your workplace.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a documented explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

5.8 Incidental Expenses

Incidental expenses are those types of expenses that are sometimes a necessary part of travel. Some common types of incidental expenses are set out below. Necessary and reasonable incidental expenses that are not specified below may be claimed and reimbursed if you anticipate these expenses and obtain prior approval. Incidental expenses for which prior approval was not obtained require deputy minister/CEO approval. Approval is subject to managerial discretion.

Visas and Immunization

You may be reimbursed for the cost of a visa and/or the cost of immunizations and medications if necessary for international travel.

Laundry and Dry Cleaning

If travelling on business for five consecutive days or more, reimbursement for laundry and dry cleaning is allowed within reasonable limits. Itemized receipts are required.

You will not be reimbursed for personal or recreational items including toothbrushes, pay-per-view, items from the mini-bar, or hotel valet services.

Communication

With prior approval, you may use your government cell/mobile phone for business purposes when travelling. Speak with your approver to determine what is covered in your cell/mobile phone plan and how your ministry or provincial agency/organization wishes to handle long distance or roaming charges. Note that any use of a mobile phone is subject to a security assessment if travelling outside of Canada (see Section 5.5 above).

Wherever possible, you are expected to use the least expensive means of communication, such as:

- internet enabled calling cards; and
- internet access through the local provincial government network.

Use alternatives to travel whenever possible (e.g., audio or video conferencing).

If you are away on government business, reimbursement may be made for:

- reasonable and necessary personal calls home; and
- additional business expenses, such as:
 - reasonable and necessary business calls
 - emergency calls
 - internet connections and computer access charges
 - word processing, faxing, photocopying, and scanning services
 - rental and transportation of necessary office equipment

Dependent Care

For the purposes of this Directive, a dependent is a person who resides with the traveller on a full-time basis and relies on the traveller for care (e.g., a child or parent).

Prior approval for reimbursement of dependent care expenses is required, as well as a documented explanation of the circumstances. If travel is an expected part of your job duties, there is no reimbursement for dependent care expenses. However, expenses may be reimbursed if the travel requirements of your job or personal circumstances change unexpectedly.

Requests for dependent care expenses may be reimbursed under the following circumstances:

- if travel is occasional or unexpected; and
- if you incur expenses above and beyond your usual costs for dependent care as a direct result of travel.

In these situations, you may be reimbursed for your actual costs up to a daily maximum:

- \$75/day/dependent, if you have a caregiver's receipt.
- \$35/day/dependent, if you provide a documented explanation.

6.0 MEALS

6.1 Reimbursable Meals

Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on government business and you:

- are away from the office area (i.e., at least 24 km) over a normal meal period; or
- have prior approval for the expense (e.g., a business meeting within the office area that must occur over lunch).

Meal expenses will be reimbursed at the established meal allowance rates, regardless of the actual meal costs. A meal allowance rate recognizes that sometimes a meal may be less than the allowance rate, and sometimes more; regardless, the allowance rate is reimbursed. Taxes and gratuities are included in the meal allowance rates. Receipts are

not required to be submitted or retained. Meals must be purchased in order to be able to submit a claim for reimbursement. Alcohol cannot be claimed and will not be reimbursed.

In very limited and exceptional circumstances (e.g. health or dietary considerations; limited options available) where a meal expense is higher than the meal allowance rate, the actual cost of the meal may be reimbursed. Where these circumstances are anticipated, prior approval is required. Where these circumstances have not been anticipated and prior approval has not been obtained, deputy minister or CEO approval for reimbursement of the expense is required. In any situation where there is a claim for a meal expense higher than the allowance, the claim must be accompanied by an itemized receipt and a documented rationale for exceeding the rate. A credit card slip is not sufficient. Approval is subject to managerial discretion.

There may be situations where an individual pays the meal expenses for a group of individuals. In such cases, the individual may be reimbursed for the total of all meals purchased at the allowance rate for that meal. Group meal expenses can be claimed only:

- by the most senior person present – expenses cannot be claimed by an individual that are incurred by their approver; and
- for individuals covered by this Directive.

The meal allowance rate is for food eaten in a restaurant or for the purchase of prepared food only. Reimbursement for groceries must have prior approval. A receipt and a documented rationale including a breakdown of the actual groceries used for the meals being claimed must be submitted with the claim.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences. If you travel as a regular part of your job, your meals will not normally be reimbursed unless you have obtained prior approval.

6.2 Centrally Purchased Meals (Catered)

For meals that are centrally purchased (e.g. catering for a working meeting), the maximum amount spent per person should not exceed the established meal allowance rate. As with all corporate purchase card transactions, receipts and appropriate approvals are required.

6.3 Meal Rates in Canada

Reimbursement for meal expenses incurred in Canada is subject to the meal allowance rates set out in the chart below. The rates include taxes and gratuities.

Meal Type	Meal Allowance Rate
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

These rates should also be used as the maximum amount per person for any centrally purchased meals.

6.4 Meal Rates Outside of Canada

Federal meal allowance rates are used for meal expenses incurred outside Canada as set out in the appendices of the [National Joint Council Travel Directive](#) or successor directive. The rates include taxes and gratuities.

The two relevant appendices are:

- Appendix C - Allowances - Module 2⁶
- Appendix D - Allowances - Module 4⁷

The following chart sets out when and how to use the appendices.

Travel to	Meal Allowance Rates found in	Application for this Directive
USA	Appendix C	Rates are the same as the federal rates for Canada, but in US funds. Rates include taxes and gratuities. Rates do not include incidental expenses.
International (outside Canada and the USA)	Appendix D	Rates are in the funds identified for each country. Rates are dependent on the city rates. Rates include taxes and gratuities. Rates do not include incidental expenses.

⁶ Modules 1, 2 and 3 are differentiations for federal use only.

⁷ Module 4 refers to international travel (outside Canada and the USA).

7.0 HOSPITALITY

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for:

- any entity covered by this Directive; and
- any organization covered by the [Broader Public Sector Expenses Directive](#).

Hospitality cannot be offered solely for the benefit of anyone covered by this Directive or the Broader Public Sector Expenses Directive. This means that reimbursement or payment of expenses related to office social events (e.g., retirement parties, holiday lunches, etc.) are not permitted.

Hospitality may include hosting or sponsoring planned events, and business interactions (e.g., networking meals).

Hospitality may be extended in an economical and consistent manner on behalf of the government under the following circumstances.

- When hospitality facilitates government business, including:
 - engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - representatives from other governments;
 - business and industry;
 - public interest groups; or
 - labour groups.
- When the business of a provincial agency/organization includes hospitality
- When hospitality is considered desirable as a matter of courtesy or protocol, including:
 - providing people from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government
 - honouring people for exceptional public service in Ontario
 - conducting ceremonies for heads of state, government or guests from the private sector
- Other hospitality as approved by the deputy minister or CEO, providing it conforms to the rules set out in this section of the Directive.

7.1 Planned Hospitality Events

A government facility should be used if available and appropriate. If not, prior approval from the deputy minister or CEO is required.

Costs should be minimized where possible with due regard for the guests' status, the size of the party, and the intended business purpose.

- The host extending the invitation:
 - must document and justify the list of government representatives;
 - keep the number of government representatives to a minimum, limiting it to those who have a direct involvement in the purpose of the event; and
 - may include the partner of a host or government representative only when required by protocol, and may reimburse their expenses, as a guest of government hospitality with the following provisions:
 - may be paid only on authorization by the deputy minister or provincial agency/organization CEO
 - may include costs for travel, event tickets or tours and
 - must be paid directly to the partner.

7.2 Hospitality that Includes Alcohol

Hospitality may include the provision of alcohol:

- at a planned hospitality event; or
- at a business interaction (e.g. networking dinner).

Ministries and hydro organizations are not permitted to incur expenses for alcohol. Reimbursement or payment of alcohol is only permitted for provincial agencies if it is considered to be integral to their business.

The following is required prior to serving alcohol at a planned hospitality event:

- Prior documentation with approval from the deputy minister; ministers have no authority to approve (see also special status below for more information);
- Completed form on hospitality with the service of alcohol.

Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place. Alcohol must be provided in a responsible manner (e.g., food must be served when alcohol is provided). Preference should be given to wine, beer and spirits produced in Ontario.

7.3 Special Status for Service of Alcohol at Planned Hospitality Events

To ensure that the approvals process does not have an undue negative effect on the ability of the agency to conduct business, ministries may request special status on behalf of provincial agencies. Special status would allow the chair to approve the service of alcohol at planned hospitality events instead of the deputy minister.

Only Treasury Board/Management Board of Cabinet (TB/MBC) can approve special status. Ministries can apply for special status on behalf of their provincial agency by bringing forward a business case to TB/MBC. If TB/MBC approves special status, the chair may approve the service of alcohol at planned hospitality events or delegate approval authority to the CEO. A provincial agency with special status must report regularly to their ministry; see Appendix A for reporting requirements.

Special status is approved for three years. If special status continues to be required by the provincial agency, the ministry must reapply to TB/MBC on behalf of the provincial agency. Should the business of a provincial agency with special status change significantly during the three years, the ministry must reapply to TB/MBC for special status, if appropriate.

For more information on this process and for the approval levels within agencies once special status is granted, see Appendix A.

7.4 Gift-Giving

Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the government of Ontario, or with any organization covered by the [Broader Public Sector Expenses Directive](#). Gifts valued over \$30 must have prior approval.

7.5 Documentation for Hospitality Reimbursement and Payment

Hospitality expenses for planned events should be paid using a corporate purchase card, if possible. Hospitality expenses for business interactions should be paid using a corporate travel card, if possible, and reimbursed to the claimant.

All expenses must be documented and include itemized receipts. The claim must include hospitality details regarding:

- purpose;
- date(s);
- location;
- hospitality provided;
- attendees
 - Ontario government attendees (those covered by this Directive) listed by name and position.
 - Broader Public Sector organization attendees (those covered by the [Broader Public Sector Expenses Directive](#)) listed by name and position.
 - other attendees listed by name and organization.
- appropriate prior approvals.

8.0 EXPENSES FOR CONSULTANTS AND OTHER CONTRACTORS

Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Laundry or dry cleaning
- Dependent care
- Personal communications

Reimbursement for allowable expenses under this Directive can be claimed only when the contract with the government or provincial agency/organization specifically allows for it.

9.0 RESPONSIBILITIES

Employees and appointees are responsible for:

- following the principles and rules set out in this Directive.
- being aware of the conflict of interest rules that govern their ministry or provincial agency/organization.
- being aware of any relevant statutes, directives, policies and guidelines.

Supervisors and managers are responsible for:

- carrying out any delegated authorities and assigned tasks in accordance with this Directive.
- exercising managerial discretion judiciously.
- ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored.
- ensuring staff are aware of the requirements of this Directive.
- seeking timely direction when there are questions of application.
- taking appropriate action in the case of non-compliance.

Deputy ministers and CEOs/chairs are responsible for:

- ensuring the Directive's principles, requirements and best practices are implemented and monitored, including putting in place processes that support the Directive.
- delegating approval authority to appropriate levels within the ministry except as restricted in this Directive.
- carrying out any delegated authorities and assigned tasks in accordance with this Directive.
- ensuring consistent application of the Directive (e.g. for all jobs requiring regular travel).
- ensuring that claims are fully documented by running regular spot checks.

- ensuring that all persons covered by this Directive are aware of their responsibilities under this Directive and of the appropriate conflict of interest rules.
- approving the service of alcohol at hospitality events in provincial agencies that do not have special status for that purpose granted by TB/MBC (deputy ministers only).

Chairs are responsible for:

- ensuring all employees and appointees are made aware of their responsibilities under this Directive.
- ensuring the Directive is applied and monitored appropriately.
- ensuring that staff with delegated authority are able to effectively apply this Directive.

Ministers are responsible for:

- approving international travel plans by persons in provincial agencies/organizations, as appropriate, that do not have special status for that purpose granted by TB/MBC.
- delegating approval authority to deputy ministers as set out in the Directive.

Deputy Minister, Treasury Board Secretariat is responsible for:

- Interpreting this Directive and providing advice, guidance, educational materials and information.
- maintaining and enforcing controllership standards and guidelines for corporate travel card for use by OPS employees.

Deputy Minister, Government and Consumer Services is responsible for:

- establishing and managing corporate contracts for travel services including ticketed transportation, accommodation and vehicle rental.
- overseeing the insurance and risk management function of the government.
- negotiating and managing the services agreement for the corporate travel card.

Secretary, Treasury Board/Management Board of Cabinet is responsible for:

- approving plans for travel in Canada and the USA by persons in ministries and deputy ministers.
- delegating approval authority to appropriate levels within the ministry, but not for direct reports.
- specifying any reporting requirements, monitoring the application of the Directive and recommending improvements.
- reviewing the reimbursement/allowance rates in this Directive every two years to identify possible adjustments or amendments.
- reviewing this Directive on a regular basis.

- designating the senior managers in ministries required to disclose their expense information on the public website.
- carrying out any delegated authorities and assigned tasks in accordance with this Directive.

Secretary of the Cabinet is responsible for:

- approving the travel plans and expenses of deputy ministers as set out in this Directive.
- delegating authority for approval of deputy ministers' expense to the Secretary of TB/MBC.
- approving international travel by persons in ministries and deputy ministers.
- approving international travel by persons in Commission public bodies, as appropriate, that do not have special status for that purpose granted by TB/MBC.
- delegating approval authority to deputy ministers and to the Secretary of TB/MBC as set out in this Directive.
- submitting their business expenses for items covered in this Directive to the Conflict of Interest Commissioner for approval.

Treasury Board/Management Board of Cabinet is responsible for:

- setting government policy on travel, accommodation, meals and hospitality expenses.
- approving special status for international travel by persons in provincial agencies/organizations based on a business case.
- approving special status for the service of alcohol at hospitality events in provincial agencies based on a business case.
- granting exemptions from all or part of this Directive.

10.0 DEFINITIONS

Appointee: A person appointed by the government to undertake any function on behalf of the government.

Approver: A person with the authority to make approvals under this Directive.

Chair: Someone appointed as head of a provincial agency/organization, accountable to the minister, regardless of whether the title “chair” is used.

Chief Executive Officer (CEO): The head of operations at provincial agencies and organizations.

Claimant: Anyone making a claim under the terms of this Directive.

Commission public body: a provincial agency whose employees are appointed under section 32 of the Public Service of Ontario Act, 2006 (PSOA) (Commission public bodies are prescribed by regulation under PSOA).

Consultants and Contractors: Individuals or entities under contract to ministries or to provincial agencies providing consulting or other services.

Delegation of Authority: A written assignment by which a person who has a power, duty, function or responsibility under this Directive authorizes another person (identified by name or by position title) to exercise the power, duty, function or responsibility.

Dependent: Someone who resides with the traveller on a full-time basis and relies on the traveller for care (e.g., a child or parent).

Documented Approval: Agreement or consent from manager or above to incur an expense, as outlined in this Directive, in a written or electronic format.

Employee:

OPS employee: Individual appointed as a public servant under section 32 of the PSOA (includes employees in ministries and in provincial agencies that are Commission public bodies).

Provincial agency/organization employee: Individual employed by a provincial agency/organization that is not appointed under [section 32 of the PSOA](#) (includes some provincial agencies and organizations (Independent Electricity System Operator and Ontario Power Generation Inc.)).

Hospitality: The provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the government of Ontario or for any organizations covered by the [Broader Public Sector Expenses Directive](#).

Itemized receipt: Document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be in an original paper, an original electronic, or a scanned copy format.

Office area: The area surrounding the regular workplace, with a perimeter of 24km measured by the most direct, safe and practical route by road.

Organizations: For the purposes of this Directive, the Independent Electricity System Operator and Ontario Power Generation Inc.

Provincial agency: An entity that is part of the government of Ontario, but not organizationally part of a ministry, and is subject to the [Agencies and Appointments Directive](#).

Travel management company: The Ontario government's vendor of record for travel.

11.0 APPENDICES

11.1 Appendix A: Requesting Special Status for International Travel and/or Service of Alcohol at Hospitality Events

Process for Obtaining Special Status

- Special status must be based on a provincial agency's/organization's demonstrated, unique business need.
- The provincial agency/organization initiates contact with the responsible ministry to request special status; and, with minister's approval, the ministry develops the TB/MBC submission.
- The TB/MBC submission must include at minimum the following information:
 - Special status being requested: approval for service of alcohol at hospitality events and/or for international travel.
 - Business case: demonstrates how the special status supports the provincial agency's/organization's business plan and mandate.
 - Forecast of activity:
 - travel plan forecasting the international travel requirements; and/or
 - listing of types of events where alcohol may be served.
 - Commitment to report regularly on activity undertaken.
 - Commitment to provide annual activity forecasts.

Regular reporting should include the following:

- Activity undertaken by the provincial agency/organization during the reporting period, indicating whether the activity appeared on the forecast.
- If not forecasted, then an explanation of the occurrence of the activity.

Approval levels for provincial agencies/organizations with special status:

- Service of alcohol at hospitality events (for provincial agencies only)
 - The chair has the approval authority for the service of alcohol at a hospitality event.
 - The chair may delegate to the CEO.
 - Prior documented approval is required for each event.
- International travel (for provincial agencies/organizations)
 - The chair has the approval authority for international travel by persons in the provincial agency/organization, except for chair's own travel.
 - The chair may delegate approval authority to the CEO, except for approvals for appointees and for any positions reporting directly to the chair, including the CEO.
 - Prior documented approval is required.

Role	Approval Level	Delegation of Authority
Chair	Minister	No delegation
Appointee	Chair	No delegation
CEO	Chair	No delegation
Employee	Chair	May delegate to the CEO
Consultant/Contractor	Chair	May delegate to the CEO

11.2 Appendix B: Summary of Approval Authority

The chart below summarizes the approval authorities for deputy ministers and above for ministries and provincial agencies/organizations in the Travel, Meal and Hospitality Expense Directive.

The Directive sets out the approval authority for incurring travel, meal and hospitality expenses. Approval authority for the reimbursement of expenses is based on the delegation of financial authority established for ministries and provincial agencies/organizations.

In some cases, the level of approval to incur a travel, meal or hospitality expense is identified and also whether the authority can be delegated. In other cases, a requirement is stated (e.g., prior approval is required) without identifying an approval level. Where no approval level is identified, ministries and provincial agencies/organizations have the flexibility and discretion to establish their own level and to address possible delegation.

Ministries

Provision	Deputy Minister	Secretary, TB/MBC	Secretary of the Cabinet
International travel (outside Canada and the USA)			✓ Limited delegation permitted
Travel outside Ontario, within Canada and the USA		✓ Limited delegation permitted	
Business class air and rail travel	✓		
Incidental expenses not specified	If prior approval was <i>not</i> obtained ✓		
Meal over allowance rate	If prior approval was <i>not</i> obtained ✓		

Provision	Deputy Minister	Secretary, TB/MBC	Secretary of the Cabinet
Non-government facility for planned hospitality event	✓		
Expenses for partner of host/ government representative at a planned hospitality event	✓		

Provincial Agencies/Organizations

Provision	Minister	Secretary of the Cabinet	Deputy Minister	CEO	Chair
International travel for provincial agencies that are Commission public bodies					
- employees, consultants, and CEOs		✓ Limited delegation permitted			
- chairs and appointees	✓				
International travel for provincial agencies that are not Commission public bodies and for organizations	✓ Limited delegation permitted				
International travel if TB/MBC has approved special status					✓ Limited delegation permitted
Business class air and rail travel				✓	
Incidental expenses not specified				If prior approval was <i>not</i> obtained ✓	

Provision	Minister	Secretary of the Cabinet	Deputy Minister	CEO	Chair
Meal over allowance rate				If prior approval was <i>not</i> obtained ✓	
Non-government facility for planned hospitality event				✓	
Expenses for partner of host/ government representative at a planned hospitality event				✓	
Alcohol at a planned hospitality event – documented approval prior to even			✓		
Alcohol at a planned hospitality event if TB/MBC has approved special status					✓ Limited delegation permitted

11.3 Appendix C: Revisions to the Travel, Meal and Hospitality Expenses Directive

Date	Revision Summary	Page
January 1, 2020	Principles – separated principles and best practices and strengthened reference to use of alternative communications options	5
	Public Disclosure – added direction on public disclosure from the former Appendix D	7-8
	Changes to special status provisions	9 and 26
	Updated categories for travel approvals	10 and 11
	Airplane and Train – removed industry specific terms, identified the lowest fare available as the standard, added option for flexibility for those whose schedules frequently change	15 and 16
	Vehicle – removed order of preference, adjusted references to government fleet vehicles, added direction on car-sharing VOR	16
	Added rules on ride-hailing to taxi section	19
	Added option to purchase a public transit pass or passes	19
	Updated Other Expenses to Incidental Expenses and modified the common types of expenses	20 - 22
	Meals – added requirement for Deputy Minister or CEO approval for meal expenses higher than allowance rate; added direction on centrally purchased meals	22 and 23
	Hospitality – updated scope of hospitality to prohibit hospitality for organizations covered by BPS Expenses Directive; updated rules on service of alcohol	24 - 26
	Enabling digital processes – changed language from written to documented for approvals and rationales, and removed requirement for receipts to be original	Throughout directive
	Housekeeping: updated agencies to provincial agencies, updated for plain language	Throughout directive
	Added an appendix summarizing provisions and approval authorities.	35 - 37
	Removed Appendix B – Travel Management Company, Appendix C – Website Links, and Appendix D – Public Disclosure of Expenses. (Note: Added direction from Appendix D to pages 7-8)	n/a

January 1, 2017	Application and scope section – updated to remove dated reference to Public Sector Expenses Review Act, 2009, provide specific references to hydro organizations	5
	Changes to the meal reimbursement method and rates;	25 and 26
	Clarified security assessment requirements for international travel	14, 15 and 23
	Public Disclosure of Expenses – removed reference to Public Sector Expenses Review Act, 2009	9 and 41
	Housekeeping: change in terminology – from classified agency to provincial agency	Throughout directive
November 2014	Appendix D: Amendment to the Travel, Meal and Hospitality Expenses Directive Public Disclosure of Expenses	41
April 1, 2010	Document restructured to conform to directive format, and for better flow of information	n/a
	Purpose expanded to provide direction for the public disclosure of information about expenses	5
	Application expanded to include agencies/organizations identified under the Public Sector Expenses Review Act, 2009	5
	Accountability framework section clarifies approval authorities, the delegation of authority, managerial discretion and public disclosure of information about expenses	8
	Travel section includes clarification on ministry and agency/organization approvals for travelling, and clarifies rules for reimbursement of travel expenses	10 and 11
	Hospitality section includes clarification on ministry and agency/ organization approvals for hospitality including the service of alcohol	28
	Consultants and contractors' section set out clear rules for reimbursement of expenses	31
	Responsibilities section is enhanced and expanded	34
	New appendices provide greater clarity	37

Briefing Note for Council

Meeting Date:	November 20, 2020
Agenda Item #	6
Issue:	Non-Council Committee Member Assignments
Attachment(s):	Updated 2020-21 Committee Composition Council & Committee Competency Summary
Action:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Ratification <input checked="" type="checkbox"/>
Staff Contact:	D. Adams
Submitted by:	Executive Committee

Background

At its last meeting, Council approved the appointment of eight non-Council appointments for professional members. The Executive Committee was tasked with recommending the committee assignments for these non-Council members using the [Competence and Composition matrices](#).

The attached chart, which indicates which committee each member was assigned to, is being provided to show Council how the Executive Committee reviewed the current committee composition to determine where the new members were best placed.

General onboarding of these members has started and committee-specific training will be taking place over the coming weeks.

Next steps:

Council is being asked to ratify the appointments as presented.

Proposed Motion:

[Be it moved] that Council ratify the non-Council committee member assignments made by the Executive Committee.

Council Members 2019-2020	Executive	Client Relations	Discipline	Examination
<p>Professional 1. Andrew Benedetto 2. Heidi Ahonen 3. Shelley Briscoe-Dimock (President) 4. Kali Hewitt-Blackie 5. Kenneth Lomp (VP) 6. Michael Machan 7. Miranda Monastero 8. Judy Mord 9. Radhika Sundar</p> <p>Public 10. Steven Boychyn 11. Gary Cockman 12. David Keast 13. Keri Selkirk 14. Jane Snyder 15. Kathy-Ying Zhao</p>	<p>Professional Andrew Benedetto Shelley Briscoe-Dimock © Kenneth Lomp</p> <p>Public Steven Boychyn Gary Cockman</p>	<p>Professional Shelley Briscoe-Dimock Judy Mord Radhika Sundar</p> <p>Public Steven Boychyn Keri Selkirk Jane Snyder</p> <p>Non-Council Sue Lymburner ©</p>	<p>Professional Heidi Ahonen Andrew Benedetto Shelley Briscoe-Dimock Kali Hewitt-Blackie Kenneth Lomp Michael Machan Miranda Monastero Judy Mord Radhika Sundar</p> <p>Public Steven Boychyn Gary Cockman © David Keast Keri Selkirk Jane Snyder Kathy-Ying Zhao</p> <p>Non-Council Carol Cowan Levine</p>	<p>Professional Heidi Ahonen © Andrew Benedetto Kali Hewitt-Blackie Michael Machan Miranda Monastero</p> <p>Public Steven Boychyn Gary Cockman Keri Selkirk</p> <p>Non-Council Felipe Cepeda</p>
Registration	Fitness to Practise	ICRC	Nominations & Elections	Quality Assurance
<p>Professional Heidi Ahonen Andrew Benedetto © Michael Machan Radhika Sundar</p> <p>Public Gary Cockman David Keast</p> <p>Non-Council Elda Almario Muriel McMahon Ahil Nageswaran</p>	<p>Professional Andrew Benedetto Shelley Briscoe-Dimock Kali Hewitt-Blackie Kenneth Lomp Michael Machan Miranda Monastero Judy Mord Radhika Sundar</p> <p>Public Steven Boychyn Gary Cockman © David Keast Keri Selkirk Jane Snyder Kathy-Ying Zhao</p>	<p>Professional Shelley Briscoe-Dimock © Kali Hewitt-Blackie Kenneth Lomp Miranda Monastero Judy Mord</p> <p>Public Steven Boychyn Keri Selkirk Jane Snyder Kathy-Ying Zhao</p> <p>Non-Council David Bruce Kimberly Cato Carla Ribeiro Kafui Sawyer</p>	<p>Professional Michael Machan © Judy Mord Radhika Sundar</p> <p>Public Jane Snyder David Keast Kathy-Ying Zhao</p>	<p>Professional Heidi Ahonen Andrew Benedetto Kali Hewitt-Blackie Kenneth Lomp © Miranda Monastero</p> <p>Public David Keast Jane Snyder Kathy-Ying Zhao</p> <p>Non-Council Kayleen Edwards Brenda Sedgwick</p>

COMMITTEE	SKILLS/MODALITIES/PRACTICE SETTINGS REPRESENTED	MEMBERS
Client Relations	<ul style="list-style-type: none"> • academic teaching • marriage and family • northern perspective • child & youth • bilingual / multilingual • work w immigrant community • sexual abuse • trauma 	<ul style="list-style-type: none"> • Steven Boychyn • Shelley Briscoe-Dimock, RP • Sue Lymburner, RP (Chair & Non-Council Committee Member) • Judy Mord, RP • Keri Selkirk • Jane Snyder • Radhika Sundar, RP
Examination	<ul style="list-style-type: none"> • academic teaching • trauma • research • music therapy • psychodynamic – Jungian • somatic • experiential – Gestalt • feminist • sexual abuse • eating disorders • EAP • mindfulness • humanistic • art therapy • sand play • BREM • work with immigrant communities • academic teaching • competency-based testing • high stakes exams 	<ul style="list-style-type: none"> • Heidi Ahonen, RP (Chair) • Andrew Benedetto, RP • Felipe Cepeda, RP (Non-Council Committee Member) • Steven Boychyn • Gary Cockman • Kali Hewitt-Blackie, RP • Michael Machan, RP • Miranda Monastero, RP • Keri Selkirk
Inquiries, Complaints & Reports	<ul style="list-style-type: none"> • academic teaching • marriage and family • northern perspective 	<ul style="list-style-type: none"> • Steven Boychyn • Shelley Briscoe-Dimock, RP (Chair) • David Bruce, RP (Non-Council Committee Member)

	<ul style="list-style-type: none"> • child & youth • bilingual / multilingual • somatic • experiential – Gestalt • feminist • research • addictions • mindfulness • humanistic • art therapy • sand play • consent and capacity • Anti-Black racism educator • Non-profit sector • Community shelter • EMDR • working with immigrant communities • ADR certification • Indigenous communities • spiritual care • research • trauma specialist 	<p>Member)</p> <ul style="list-style-type: none"> • Kali Hewitt-Blackie, RP • Kimberly Cato, RP (Non-Council Committee Member) • Kenneth Lomp, RP • Miranda Monastero, RP • Judy Mord, RP • Carla Ribeiro, RP (Non-Council Committee Member) • Kafui Sawyer, RP (Non-Council Committee Member) • Keri Selkirk • Jane Snyder • Kathy-Ying Zhao
Quality Assurance	<ul style="list-style-type: none"> • academic teaching • trauma • research • psychodynamic – Jungian • music therapy • experiential – Gestalt • somatic • feminist • addictions • mindfulness • humanistic • art therapy 	<ul style="list-style-type: none"> • Heidi Ahonen, RP • Andrew Benedetto, RP • Kayleen Edwards, RP (Non-Council Committee Member) • Kali Hewitt-Blackie, RP • David Keast • Kenneth Lomp, RP (Chair) • Miranda Monastero, RP • Brenda Sedgewick, RP (Non-Council Committee Member) • Jane Snyder • Kathy-Ying Zhao

Registration	<ul style="list-style-type: none"> • sand play • academic teaching • trauma • research • psychodynamic – Jungian • music therapy • experiential • work w Indigenous communities & elders • work w immigrant community • marriage and family • bilingual / multilingual • EAP • Play therapy • BREM • disabilities and accommodations • psychometrics 	<ul style="list-style-type: none"> • Eida Almario, RP (Non-Council Committee Member) • Andrew Benedetto, RP (Chair) • Heidi Ahonen, RP • Gary Cockman • David Keast • Michael Machan, RP • Muriel McMahon, RP (Non-Council Committee Member) • Ahil Nageswaran, RP (Non-Council Committee Member) • Radhika Sundar, RP
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Registrar's Report to Council

November 20, 2020

Respectfully submitted by Deborah Adams

Public Interest Rationale: The Registrar is responsible for reviewing CRPO's effectiveness in achieving its public interest mandate and the implementation of the Council's strategic plan and directional policies. This report provides Council with a summary update on work that was done in between meetings.

Pandemic and Emergency Preparedness

There is no change to current arrangements related to the pandemic. Staff continues to monitor the information being provided by government, public health and other trusted sources. As new case numbers increase in the province, we will prepare bulletins to registrants as needed and will continue to provide responses to enquiries through the Practice Advisory Service.

College operations will remain remote (both staff work and committee and Council meetings) for the immediate future.

Operations

New Staff

Staff are currently recruiting a bilingual Registrant Services Assistant.

Registrant Management System

Development of the new registrant management system is on track with a mid-January go-live date planned. A plan for communication with registrants about the changes has been developed and staff are starting to provide information on various related items, such as the transition away from the existing quality assurance portal.

Professional Development

Staff

Staff members attended a session provided by the College of Physiotherapists of Ontario on trauma-based approaches to working with individuals who have been sexually abused by registrants. Staff are exploring the possibility of having a similar session offered to Council.

Staff also watched the webinar *Electronic Hearings: What We know* offered by Lerner LLP as well as a presentation by Rosen Sunshine LLP on conflict of interest.

Updates

Practice Advisory Service

Third quarter statistics will be available at the next meeting of Council. The services received 305 enquiries between the last Council meeting on October 1 and time of writing on November 6.

Questions to the PAS related to the pandemic have shifted to addressing concerns regarding screening, mandatory mask orders and assessment of the need for in-person services. We are also receiving questions about practice administration areas affected by the pandemic (e.g.

,billing, address changes) that would seem to indicate that RPs are adjusting to the longer-term remote care approach.

Registration

	September	October
Applications started	114	94
Total applications submitted	90	84
Applications from recognized programs submitted	68	61
Applications from non-recognized programs submitted	22	23

As of writing, total registrants numbered 7,986

- RP 6,213
- Qualifying 1,638
- Inactive 135

Examination

Statistics for the October 22/23 Registration Exam are as follows:

Total number of RP (Qualifying) registrants who intended to write	787
Number of postponed April registrants who intended to write	422
Number of other registrants who intended to write	365

Total number of RP (Qualifying) registrants who secured a seat	376
Number of postponed April registrants who were secured a seat	250
Number of other registrants who were secured a seat	126

A verbal report on pandemic planning for the next sitting will be provided at the meeting.

ICRC

Current Open/Active Files (including files opened in current and previous years):

Complaints: 46

Reports (including Registrar's Reports): 43

Incapacity: 5

Comparing to Previous Fiscal Year (as of November 4, 2019 & 2020)

The College has received 30 formal complaints in this fiscal year (since April 1, 2020). On the same day in 2019, the College had received 32 formal complaints. Since April 1, 2020, the College has opened 30 reports. On the same day in 2019, we had opened 23 report files.

Compliance Monitoring

Files currently being monitored are as follows:

Registration Committee:	32 active files
Clinical supervision/monitoring	25
Personal/Group Therapy/Drug Screening	1
Cease using the term "Dr" / claim to hold a graduate degree	2
Currency upgrading	5
Education	4
Practice Assessment	4
Not Completed: result of resignation/revocation	1
On Hold: other reasons (e.g. on leave or Interim Order suspension)	1
Terms, Conditions and Limitations	28
Undertaking	3
Learning Plan (Educational Upgrade)	1
ICRC:	31 active files
Clinical supervision/monitoring:	17
Personal/Group Therapy/Drug Screening	3
Ethics or education courses	16

Practice Restrictions	4
Reflective Paper	6
Review Standards	1
Practice Assessment	2
Resignation	1
In-Person Caution	2
Internet Search for evidence of practicing psychotherapy while suspended	3
On Hold: currently under appeal at HPARB	3
Not Completed: result of resignation/revocation	9
On Hold: other reasons (e.g. on leave or Interim Order suspension)	7
Undertaking	4
Remedial agreement	3
SCERP	20
Health Inquiry Panel	2
Terms, Conditions and Limitations	1
Interim Suspension	3
QA:	6 active files
Clinical supervision/monitoring	4
Deferral of PD Requirements	2
Reflective Paper/Report	3
Review Standards	1
Submit revised advertising material	1
Discipline:	2 active files
Education	2

Clinical Supervision	1
Costs	2
Reflective Paper	1
Reprimand	2

Social Media

A current Website Analytics report will be shared at the meeting.

Media

The College was asked to respond to a reporter’s enquiry regarding registration decisions related to Canada Christian College. The story was published in the Toronto Star on Saturday October 31. The College was able to underscore the importance of the application review process and the role of the Registration Committee panels in ensuring that only competent psychotherapists are working under the RP title.

Stakeholder Engagement

Town Hall Meeting

A virtual town hall was September 30, 2020 from 12:00 to 2:00 pm. There were 231 RPs in attendance. Shelley Briscoe-Dimock and I hosted the session and were able to provide updates on College work and answer questions from attendees. Recordings of both the presentation and the question and answer session are posted to the CRPO site: <https://www.crpo.ca/virtual-town-hall-recording-now-available/>

Peer Circles

The first peer circle sessions were held in conjunction with the Ontario Association of Mental Health Professionals at their annual conference, held virtually this year. Two groups participated in the two-hour sessions and evaluation feedback after was very positive.

Six more remote sessions have been scheduled for November. Registration for each of them filled on the day it was opened and waitlists had to be established. Given the strong interest, January sessions will be scheduled. A report back to Council will be provided at their next meeting.

Ontario Association of Mental Health Professionals Conference Presentation

Members of the management team gave a two-hour workshop to attendees at the OAMHP conference. The title of the session was “Regulatory Tools in Action: How regulation supports Registered Psychotherapists in helping to meet the mental health needs of equity-seeking communities.”

Pan Canadian Psychotherapy / Counselling Regulators

A follow up to the September 2019 symposium that CRPO hosted for the other provincial regulators and Federation of Associations of Counselling Therapists from yet-to-be

regulated provinces will be held on November 26 to discuss areas where we might collaborate. An update will be provided to Council at its next meeting.

Hide or show your video display in Zoom

Hiding your video display is useful because it provides just a little more real estate on your screen. Here's how to hide your video display – note that you are hiding your video display from yourself – others in the meeting can still see your video.

1. After you join the meeting, right-click on your own video to display the menu, then select Hide Myself.
2. To restore view of yourself, right-click any visible user's display to bring up the menu then choose Show Myself.

For the original Zoom help centre article, [click here](#).

Changing video layout

Zoom has three video layouts when no one in the meeting is screen sharing. How each individual attendee views the meeting will vary based on the processor they are using, the size of their monitor, whether they are using a single monitor or multiple monitors, whether they are using the Zoom desktop client (logging in through the web browser) or the Zoom app, etc.

When someone is screen sharing, you can use Side-by-side Mode or view the screen share with Active Speaker View.

- **Active Speaker view** will switch the large video window between who is speaking with 3 or more participants in the meeting.
- **Gallery View** lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting.
- **Custom View** has several options to customize your screen layout.

For the original Zoom help article, [click here](#).

Side-by-side Mode for screen sharing

Meeting and webinar participants who are viewing a shared screen can switch to Side-by-side Mode. This enables them to see the shared screen alongside either the Speaker View or Gallery View, depending on which view they choose.

After joining the Zoom meeting and while viewing a shared screen click on View Options and choose Side-by-side mode. The shared screen will appear on the left and the speaker will appear on the right.

For the original Zoom help article, [click here](#).

COUNCIL MINUTES

Thursday, October 1, 2020

1:00 p.m. to 3:30 p.m.

ZOOM videoconference

Council Members:

Heidi Ahonen
Andrew Benedetto, RP

Steven Boychyn

Shelley Briscoe-Dimock, RP (President)

Gary Cockman
Kali Hewitt-Blackie, RP
David Keast
Kenneth Lomp, RP (Vice-President)
Michael Machan, RP
Miranda Monastero, RP
Judy Mord, RP
Keri Selkirk
Jane Snyder
Radhika Sundar, RP
Kathy-Ying Zhao

Staff Members:

Deborah Adams, Registrar
Jo Anne Falkenburger, Director of Operations & HR
Amy Fournier, Executive Coordinator (Recorder)
Mark Pioro, Director, Professional Conduct & Deputy Registrar

1. Welcome and Opening Remarks

S. Briscoe-Dimock, President & Chair, called the meeting to order at 1:00 p.m. and welcomed all present.

2. Approval of Draft Agenda

The Chair introduced the draft agenda.

MOTION C-01OCT2020 – M01

That the agenda of the October 1, 2020 meeting of Council be approved as presented.

Moved: K. Lomp

Seconded: K. Selkirk

CARRIED

3. Conflict of Interest Declarations

None declared.

4. Election of Officers

D. Adams, Registrar, provided background information, citing the CRPO by-laws regarding the election of officers to inform Council of the election procedures. It was noted that when only one nominee for a position is received, that person shall be elected by acclamation. As such, Shelley Briscoe-Dimock was acclaimed as President; Kenneth Lomp was acclaimed as Vice-President; Steven Boychyn was acclaimed as member (public); and Gary Cockman was acclaimed as member (public).

MOTION C-01OCT2020 – M02

That Council accepts the acclamation of Shelley Briscoe-Dimock as President

Moved: M. Machan

Seconded: A. Benedetto

CARRIED

MOTION C-01OCT2020 – M03

That Council accepts the acclamation of Kenneth Lomp as Vice-President.

Moved: M. Monastero

Seconded: J. Mord

CARRIED

MOTION C-01OCT2020 – M04

That Council accepts the acclamation of Steven Boychyn as member (public).

Moved: K. Selkirk

Seconded: K. Hewitt-Blackie

CARRIED

MOTION C-01OCT2020 – M05

That Council accepts the acclamation of Gary Cockman as member (public).

Moved: M. Monastero

Seconded: D. Keast

CARRIED

D. Adams noted that three candidates put their name forward for the position of Member (Professional), therefore an election was held to fill this position. Council was informed that each candidate is provided with the opportunity to speak to Council, with the order being determined by lot. A. Benedetto spoke first, followed by M. Machan then K. Hewitt-Blackie. Council members were asked to vote using the integrated Zoom polling feature. D. Adams informed Council of the results.

MOTION C-01OCT2020 – M06

That Council accepts the election of Andrew Benedetto as member (professional).

Moved: G. Cockman

Seconded: S. Boychyn

CARRIED

5. **Non-Council Member Committee Appointment Recommendations**

S. Briscoe-Dimock provided background information on the non-council member recruitment process. Over the course of the last few months, the Executive Committee and the Nominations and Elections Committee have been working together to conduct interviews and are now making the recommendation to Council to appoint eight new non-Council members. Council was reminded that the council competency matrix was used to inform these appointments and both committees are pleased that they were able to focus on attributes that were currently missing from committees. In terms of next steps, the Executive Committee recommends that Council approve the eight non-council appointments for terms of approximately one year. The Executive will meet on October 23 to assign the non-council members to specific committees.

MOTION C-01OCT2020 – M07

That Council approve the Executive and Nominations & Elections Committees' recommendation to appoint the following registrants as a non-council committee appointments for a term of approximately one-year: Elda Almario; David Bruce; Kimberly Cato; Felipe Cepeda; Ahil Nageswaran; Kafui Sawyer; Brenda Sedgwick; and Carla Ribeiro.

Moved: M. Machan

Seconded: J. Snyder

CARRIED

S. Briscoe-Dimock informed Council that the Executive Committee recommends appointing former Council member, Carol Cowan-Levine, as a non-Council committee member to the Discipline Committee. C. Cowan-Levine, as a former CRPO president, Council member and non-Council member of the Registration Committee, possesses significant knowledge of regulatory processes and has completed the Health Professions Regulators of Ontario (HPRO) basic discipline training program. As such, the Committee recommends appointing C. Cowan-Levine to the Discipline Committee as a non-Council member.

MOTION C-01OCT2020 – M08

That Council appoint Carol Cowan-Levine to the Discipline Committee as a non-Council committee appointment for approximately one-year.

6. **Council & Committee Composition**

S. Briscoe-Dimock introduced the proposed committee composition chart, noting that the Executive Committee reviewed the committee composition and recommends that no changes be made to the current committee structure (with the exception of appointing non-Council members) for the next 12 months. Consistent committee membership has allowed Council to focus on the governance reform initiative. It was also noted that although committee composition has remained consistent, there has been a steady flow of public appointments (four new public appointments were made in 2019 and one new public appointment made in 2020), two by-elections, which acclaimed or elected three Council members and one appointment. Significant time and resources have been spent to ensure that these

new Council members are appropriately trained to contribute to Council and committee-level decision making.

Given the current efforts to implement governance-led improvements – including increasing onboarding and training requirements for new members, the broader use of competence and composition matrices to direct appointments and the addition of new Committee members through non-Council appointments – the Executive Committee recommends that the current composition of committees remain in place for another year. In the meantime, the Executive will be considering a longer-term view of how best to determine appropriate committee changes.

MOTION C-01OCT2020 – M09

That Council approve the 2020-2021 committee composition as presented.

Moved: J. Mord

Seconded: K. Selkirk

CARRIED

7. Committee-Level Work Plans

S. Briscoe-Dimock introduced the committee-level work plans and invited comments from committee chairs. D. Adams stated that the committee work plan review meetings were a useful exercise to complete and noted that the work plans will be accompanied by dashboard-style reporting to Council on the final College Performance Management Framework indicators are established by government.

MOTION C-01OCT2020 – M10

That Council approve the committee-level work plans as presented.

Moved: K. Hewitt-Blackie

Seconded: M. Machan

CARRIED

8. College Performance Measurement Framework (CPMF) Update

D. Adams provided Council with background information on the Ministry of Health's CPMF initiative. The purpose of the initiative is to provide a framework for regulatory colleges to ensure transparency and provides a requirement to have an evaluation framework in place to evaluate Council's effectiveness. The CPMF requirements have been considered when building the Council and committee work plans, and when building the new Member Management System (MMS). The penultimate draft of the CPMF was provided in September. Further updates will be provided at future Council meetings.

9. 2019-2020 Annual Report

S. Briscoe-Dimock presented the final version of the 2019-2020 annual report, including the audited financial statements, which were approved at the August 20, 2020 Council meeting. The report was presented for information only.

10. Registrar's Report

D. Adams presented her report and informed Council that CRPO staff presented at the OAMHP virtual conference on diversity. An update was also provided regarding the virtual town hall that was held on September 30.

11. **2021 Proposed Council Meeting Dates**

The CRPO Council meeting dates are as follows. Council and the public will be appropriately informed of the location of these meetings as the dates approach due to the current pandemic restrictions.

Thursday, January 14

Thursday, March 25

Thursday, May 13

Thursday, July 15

Thursday, September 16

Thursday, November 18

12. **Consent Agenda**

Consent agenda items are non-controversial or routine items that are discussed at every meeting. Council members seeking clarification or asking questions regarding consent agenda items must be directed to the president prior to the meeting. Consent agenda items can be moved from the consent agenda to regular discussion items if required. The consent agenda is approved under one motion.

- Draft minutes of August 20, 2020
- Committee Reports

MOTION C-01OCT2020 – M11

That Council approve the consent agenda as presented.

Moved: K. Hewitt-Blackie
Seconded: D. Keast
CARRIED

13. **Council Question Period**

One question was raised regarding the functionality of the Quality Assurance portal.

14. **ADJOURNMENT**

MOTION C-20AUG2020 – M05

That the meeting be adjourned at 2:30 p.m.

Moved: H. Ahonen
Seconded: J. Snyder
CARRIED

Discipline Committee Report to Council

November 20, 2020

Committee Members

- Heidi Ahonen, RP
- Andrew Benedetto, RP
- Steven Boychyn
- Shelley Briscoe-Dimock, RP
- Gary Cockman, Chair
- Carol Cowan-Levine, RP (Non-Council Committee Member)
- Kathleen (Kali) Hewitt-Blackie, RP
- David Keast
- Kenneth Lomp, RP
- Michael Machan, RP
- Miranda Monastero, RP
- Judy Mord, RP
- Jane Snyder
- Keri Selkirk
- Radhika Sundar, RP
- Kathy-Ying Zhao

Committee meetings:

- n/a

Panel meetings:

n/a

Referrals, Hearings & Motions

Referrals:

Since the last Council meeting, we have received two new referrals to Discipline.

Hearings:

Since the last Council meeting, the following hearings have been scheduled:

CRPO v O'Brien: November 23, 2020

CRPO v Haramic: January 11, 12, 13, 15, 18 and 22, 2021

Six additional hearings are awaiting scheduling.

Pre-hearing Conference:

No pre-hearing conferences have occurred since the last Council meeting.

Motions/Submissions to the Chair:

We received one request for a matter to proceed in writing as the College will be requesting the withdrawal of the allegations in light of a signed Undertaking. The Registrant has provided her consent via the Undertaking to proceed without the need for personal attendance pursuant to section 4.1 of the Statutory Powers Procedure Act. Counsel for the Registrant has also confirmed that they are amenable to proceed with the withdrawal in writing. This request was approved and is currently awaiting scheduling.

Training

Since the last Council meeting, nine Committee members participated in the Advanced Discipline Orientation Workshop offered by HPRO on November 13, 2020.

On November 26 and 30, 2020, Monica Zeballos-Quiben and Jennifer Hunter (ILC) will also be providing Committee members with sexual abuse training from the Discipline perspective (e.g. review of legislation, history, etc.), including a mock hearing.

Formal Motions to Council

n/a

The Committee Recommends:

- That the Discipline Committee's Report to Council be accepted as presented.

Respectfully submitted,

Gary Cockman
Chair, Discipline Committee

Examination Committee Report to Council

November 20, 2020

Committee Members

- Heidi Ahonen, RP (Chair)
- Andrew Benedetto, RP
- Steven Boychyn
- Felipe Cepeda, RP (Qualifying) (Non-Council Committee Member) (as of October 23, 2020)
- Gary Cockman
- Kali Hewitt-Blackie, RP
- Michael Machan, RP
- Miranda Monastero, RP
- Keri Selkirk

Committee meetings:

- n/a

Panel meetings:

- October 7, 2020

Panel Meeting

There was one one-hour videoconference meeting on October 7. Below is the outcome of that meeting:

Total Learning Plans Reviewed	2
Learning Plan Approved	2

October 2020 Registration Exam Update

The following represent numbers related to the October 2020 exam:

Total number of RP (Qualifying) registrants who intended to write	787
Number of postponed April registrants who intended to write	422
Number of other registrants who intended to write	365
Total number of RP (Qualifying) registrants who secured a seat	376
Number of postponed April registrants who were secured a seat	250
Number of other registrants who were secured a seat	126



Formal Motions to Council:

n/a

The Committee Recommends:

That the Examination Committee's Report to Council be accepted as presented.

Attachments:

n/a

Respectfully submitted,

Heidi Ahonen
Chair, Examination Committee

Executive Committee Report to Council

November 20, 2020

Committee Members

- Andrew Benedetto, RP
- Steven Boychyn
- Shelley Briscoe-Dimock, RP (Chair)
- Gary Cockman
- Kenneth Lomp, RP

Committee meetings:

- October 23, 2020
- November 3, 2020

The Executive Committee considered the following matters at the October 23 and November 3, 2020 meetings:

Governance Reform Initiative: Succession Planning

See agenda item 4.

Council Compensation Policy

See Agenda item 5.

Q2 Financial Statements

J. Falkenburger, Director of Operations & Human Resources, presented the Q2 financial statements to the Executive Committee for information. Executive was satisfied with the report and the financial stability represented.

ACTION TAKEN IN-BETWEEN COUNCIL MEETINGS

Non-Council Committee Member Assignments

In accordance with the Regulated Health Professions Act (12(1)), “[b]etween the meetings of the Council, the Executive Committee has all the powers of the Council with respect to any matter that, in the Committee’s opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law.” As such, the Executive Committee made the following non-council committee appointments in order to begin appropriate orientation. Council is being asked to ratify this decision. See agenda item 6.

- David Bruce was appointed to serve on the Inquiries, Complaints and Reports Committee
- Kimberly Cato was appointed to serve on the Inquiries, Complaints and Reports Committee
- Carla Ribeiro was appointed to serve on the Inquiries, Complaints and Reports Committee

- Kafui Sawyer was appointed to serve on the Inquiries, Complaints and Reports Committee
- Felipe Cepeda was appointed to serve on the Examination Committee
- Brenda Sedgwick was appointed to serve on the Quality Assurance Committee
- Elda Almario was appointed to serve on the Registration Committee
- Ahil Nageswaran was appointed to serve on the Registration Committee

Entry to Practice Examination

The Executive Committee provided clear direction to staff to direct third-party examination provider, COMPASS, to make the entry-to-practice examination available for completion online. The committee directed that the exam be made available online by April 2021 at the latest, but preferably by February 2021. A verbal update on the entry-to-practice exam will be provided at the Council meeting.

Changes to 2020-2021 CRPO Expense Budget

J. Falkenburger informed the Executive Committee of a proposed change to the 2020-2021 CRPO Expense Budget. The change represents the same dollar value in the original budget that was approved by Council in January 2021; the change relates to moving funds to different categories largely due to the pandemic.

Formal Motions to Council

Noted in briefing notes.

The Committee Recommends:

That the Executive Committee's Report to Council be accepted as presented.

Respectfully submitted,

Shelley Briscoe-Dimock
Chair, Executive Committee

Fitness to Practise Committee Report to Council

November 20, 2020

Committee Members
<ul style="list-style-type: none">• Heidi Ahonen, RP• Andrew Benedetto, RP• Steven Boychyn• Shelley Briscoe-Dimock, RP• Gary Cockman, Chair• Kathleen (Kali) Hewitt-Blackie, RP• David Keast• Kenneth Lomp, RP• Michael Machan, RP• Miranda Monastero, RP• Judy Mord, RP• Jane Snyder• Keri Selkirk• Radhika Sundar, RP• Kathy-Ying Zhao

Committee meetings:

- n/a

Panel meetings:

n/a

Referrals, Hearings & Motions

Since the last Council meeting, we have received two new referrals to Fitness to Practice.

Training

Since the last Council meeting, no training has been scheduled.

Formal Motions to Council

n/a

The Committee Recommends:

- That the Fitness to Practise Committee's Report to Council be accepted as presented.

Respectfully submitted,

Gary Cockman
Chair, Fitness to Practise Committee

Inquiries, Complaints and Reports Committee Report to Council

November 20, 2020

Committee Members
<ul style="list-style-type: none"> • Steven Boychyn • Shelley Briscoe-Dimock, RP (Chair) • Miranda Monastero, RP • Kathleen (Kali) Hewitt-Blackie, RP • Kenneth Lomp, RP • Judy Mord, RP • Keri Selkirk • Jane Snyder • Kathy Zhao

Plenary meetings:

- October 15, 2020

Panel meetings:

- October 5, 2020
- October 29, 2020

General Summary

Current fiscal (to date) April 1, 2020-Present		
	Received ¹	Decisions Released ²
Formal Complaints	30	36
Registrar's Investigations	6	6
Incapacity Investigations	2	1

Referrals for a hearing (to date) April 1, 2020-Present	
Discipline Referrals	4
Fitness Referrals	2

Plenary Meeting

During the October 15, 2020 plenary meeting, the Committee discussed changes to the case review process to be carried out at future panel meetings. The Committee reviewed recent themes in complaints, relevant case studies and a few appeal decisions from the Health Professions Appeal and Review Board (HPARB).

Feedback received from registrants and complainants involved in the complaints process was examined. Staff presented a draft feedback survey developed to obtain information from

¹ Does not include files opened in previous fiscal years.

² Includes files opened in previous fiscal years.

future participants of the complaints process. Finally, the Committee discussed a plan to schedule more frequent panel meetings in 2021 to keep pace with current files ready for decision.

Appeals

On October 6, 2020, the Health Professions Appeal and Review Board (HPARB) issued a decision confirming a recent ICRC decision. Since the College was proclaimed, ICRC has received 10 appeal decisions from HPARB; 8 decisions were confirmed, 1 was referred back to panel for further investigation and in one case, HPARB reversed the panel's decision and issued its own. There are currently 10 open appeals with HPARB awaiting decision.

Respectfully submitted,

Shelley Briscoe-Dimock, RP
Chair, Inquiries, Complaints & Reports Committee

Registration Committee Report to Council

November 20, 2020

Committee Members

- Andrew Benedetto, RP (Chair)
- Heidi Ahonen, RP
- Gary Cockman
- David Keast
- Michael Machan, RP
- Muriel McMahon, RP (Non-Council Committee Member; IRTG Appointment)
- Radhika Sundar, RP

Committee meetings:

- November 5, 2020

Panel meetings:

- October 16, 2020
- October 30, 2020

At the November 5, 2020 plenary meeting, Registration Committee considered the following matters:

Clinical Experience Recognition for Programs

The Committee approved a pilot program to test the possibility of education programs applying for approval of all clinical experience hours.

Clinical Supervision Review

The Committee discussed issues relating to clinical supervision and directed staff to engage in research and stakeholder consultation to identify the most pressing issues and options for addressing them.

Diversity & Equity

The Committee discussed the possibility of asking registrants if they identify as part of an equity-seeking community and/or what communities they serve. The Committee directed staff to research best practices and possibilities for public consultation.

Registration Exam

In response to delays caused by the COVID-19 pandemic, the Committee granted exceptions to the usual supervision requirements for RP (Qualifying) registrants who have significant clinical experience hours but have not yet passed the exam. The Committee decided to post a letter on the CRPO website explaining that passing the exam is a non-exemptible requirement for transferring out of the Qualifying category. The Committee also directed staff to reach out to associations and insurance companies about third-party insurance coverage of RP (Qualifying) services.

2021 Review & Recognition Renewal Form

The Committee directed staff to continue collecting data to identify current issues affecting RPs in their practice of the profession. The identified topics will be used as part of a revised form for recognized programs required to apply for renewal in 2021.

Panel Packages and Meetings

The Committee discussed the format of panel packages and meetings.

Indigenous Registration Application Example

The Committee reviewed and discussed an example Indigenous Registration Pathway application to gain experience reviewing this application type.

Renewal of Program Recognition

The Committee renewed recognition of the following three programs for a period of five years:

- Yorkville University Master of Arts in Counselling Psychology
- University of Guelph Master of Science in Couple and Family Therapy
- Toronto Institute for Relational Psychotherapy Diploma

New Recognized Program

The Committee approved a recommendation to recognize the Vancouver Art Therapy Institute Diploma program.

Clinical Experience Policy

The Committee reviewed feedback from a public consultation on a draft policy outlining acceptable clinical experience. The Committee approved the revised policy.

Program Recognition Policy

The Committee reviewed feedback from a public consultation on a draft policy outlining requirements for recognized education programs. The Committee approved the revised policy.

Panel Meetings

All meetings took place via videoconference. The September 18 and October 16 meetings were each a half-day. The October 30 meeting was one hour long. Below are the statistics for the meetings from September to October.

Total applications reviewed	24
Approved	3
Refused	14
Conditional Approval	1
Terms, Conditions & Limitations	5
Request Additional Information	1

Applications that meet the registration requirements can be approved at the staff level. The majority of applications are approved by staff without requiring review by the panel. Applications that do not appear to meet the requirements are referred to panel for further review. Only the panel has the ability to refuse applications (staff do not). Because of this, the number of applications refused by the panel is typically higher than the number of applications approved by the panel.

Health Professions Appeal and Review Board Update

Since the October 1, 2020 Council meeting update, the Health Professions Appeal and Review Board (HPARB) has returned one decision. HPARB confirmed the Committee's refusal.

HPARB orders and reasons are posted on CanLii. The decision can be found here:

- [N.M.A.G. v College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario](#)

When an applicant appeals to HPARB, they have the opportunity to make additional submissions in response to the panel's decision and reasons. This sometimes reveals new information not available to the panel that made the original decision. When HPARB returns an application to the College for reconsideration, it is often because new information has come to light. Returning the application for reconsideration allows the panel to review the new information and decide if it changes their original decision.

Formal Motions to Council

- n/a

The Committee Recommends:

- That the Registration Committee's Report to Council be accepted as presented.

Respectfully submitted,

Andrew Benedetto, RP
Chair, Registration Committee