

## COUNCIL AGENDA

**Date:** Thursday, January 27, 2022  
**Time:** 9:30 a.m. to 12:30 p.m.  
**Location:** Zoom video conference  
**Chair:** Shelley Briscoe-Dimock, President

	Time	Item	Materials	Pg#	Action	Presenter
<b>WELCOME &amp; INTRODUCTIONS</b>						
1.	9:30	<b>Welcome and Opening Remarks</b>			Information	S. Briscoe-Dimock
2.	9:32	<b>Approval of Agenda</b>	1. Draft Agenda		Decision	S. Briscoe-Dimock
3.	9:34	<b>Conflict of interest declarations</b>  <i>Council is asked to complete and return the Conflict-of-Interest Declaration form to document their status relative to the agenda prior to the meeting.</i>	1. Briefing Note  2. COI disclosure form  3. COI Worksheet  4. COI process		Information	S. Briscoe-Dimock
<b>EDUCATION</b>						
4.	9:35	<b>Education – Consensus Building</b>  <i>Council is being provided with a workshop on a model of consensus-based decision making with a view to formally adopting this approach.</i>			Information	K. Selkirk, D. Adams
<b>BREAK (11:00 – 11:15)</b>						
<b>DISCUSSION &amp; DECISIONS</b>						
5.	11:15	<b>Non-Council &amp; Public Member Appointments to Inquiries, Complaints and Reports Committee</b>  <i>Council is being asked to ratify appointments for four new ICRC members.</i>	1. Briefing Note  2. Committee composition chart		Discussion, decision	S. Briscoe-Dimock

6.	11:20	<p><b>Non-Council appointments to Registration Committee for Indigenous Pathway to Registration</b></p> <p><i>Council is being asked to approve the appointment of two (2) non-Council appointments to the Registration Committee to serve on panels reviewing applications through the Indigenous Pathway to Registration.</i></p>	<p>1. Briefing Note</p> <p>References:</p> <p>1. Indigenous Registration Policy</p>		Discussion, decision	S. Briscoe-Dimock, D. Adams
7.	11:30	<p><b>Fiscal 2022-2023 Expense and Revenue Budget</b></p> <p><i>Council is being provided with proposed fiscal April 1, 2022, to March 31, 2023, budget for approval.</i></p>	<p>1. Briefing Note</p> <p>2. Expense Budget</p> <p>3. Revenue Budget</p>		Discussion, decision	D. Adams, J. Falkenburger
<b>INFORMATION &amp; DISCUSSION</b>						
8.	11:45	<p><b>Meeting Pulse Evaluation Report</b></p> <p><i>Council is being presented with the summary report of Meeting Pulse Evaluations for October – December 2021.</i></p>	<p>1. Summary report</p>		Information, discussion	S. Briscoe-Dimock
9.	11:50	<p><b>Annual Council Effectiveness Survey</b></p> <p><i>Council will receive information and instructions related to the launch of the 2021 Council effectiveness evaluation survey.</i></p>	<p>1. Briefing Note</p> <p>References:</p> <p>1. Council Evaluation Components</p>		Information, discussion	S. Briscoe-Dimock
10.	12:00	<p><b>Council Education Plan</b></p> <p><i>Council will have the opportunity to discuss ongoing education and professional development offerings.</i></p>			Discussion	S. Briscoe-Dimock
11.	12:15	<p><b>Registrar's Report</b></p>	<p>1. Registrar's Report</p>		Information	D. Adams

		<i>Council will have the opportunity to ask questions related to the Registrar's written report.</i>				
<b>CONSENT AGENDA</b>						
12.	12:20	<b>Consent Agenda</b>  <i>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 will be approved under one motion.</i>	<b>Draft Minutes:</b> December 2, 2021  <b>Committee Reports:</b> 1. Discipline 2. Examination 3. Executive 4. FTP 5. Inquiries, Complaints & Reports 6. Quality Assurance 7. Registration		Motion	S. Briscoe-Dimock
13.	12:25	<b>Council Question Period</b>  <i>Council members are invited to pose questions that are of interest and relevant to registrants and stakeholders.</i>			Information	S. Briscoe-Dimock
	<b>12:30</b>	<b>ADJOURNMENT</b>			<b>MOTION</b>	S. Briscoe-Dimock
		a. Confirm Meeting & Prep Time  b. 5-minute meeting evaluation  c. Next Meetings: <ul style="list-style-type: none"> <li>• March 30, 2022 (Council education)</li> <li>• March 31, 2022</li> <li>• May 26, 2022</li> <li>• June 23, 2022</li> <li>• September 15, 2022</li> <li>• December 8, 2022</li> </ul>				

## Conflict of Interest Disclosure Form

**Meeting Date:** January 27, 2022  
**Council / Committee:** Council  
**Meeting type:** plenary

I acknowledge and agree that an actual or perceived conflict of interest can undermine confidence in the College and its ability to fulfil its public interest mandate. I have read and understood the [College's by-laws](#) on conflict of interest, the **Conflict of Interest Worksheet** (Appendix A), and the **Process for Considering & Declaring Conflicts of Interest** (Appendix B) document.

I agree to take all reasonable steps to avoid any actual or perceived conflict of interest from arising and, if one cannot be avoided, I undertake to declare any real, perceived, or potential conflict of interest and to recuse myself from any consideration of the matter at issue.

I have NO conflict of interest to report regarding any of the agenda items to be discussed at the above noted meeting.

I declare a conflict of interest with one or more of the agenda items to be discussed at the above noted meeting.

I certify that the information above is true and complete to the best of my knowledge.

## WORKSHEET: Conflict of Interest

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### What is a conflict of interest?

A conflict of interest may be defined as any financial, personal, professional or emotional interest that could reasonably be perceived as interfering with the exercise of a person's public duties, for example as a CRPO Council, committee or panel member.

### Self-screening Questions

Not sure if you are in a conflict of interest? In assessing for conflicts of interest, know that each situation will vary and have its own specific context. Consider the following questions & examples:



#### **Financial interest**

Do you stand to be affected financially by the outcome of this decision?

Example: The College is considering mandating all registrants to complete a course on the safe and effective use of self (SEUS). One Council member runs a business offering SEUS workshops. They declare a conflict of interest.

Example: The Council is discussing whether they would find College-provided iPads mounted in the meeting room for each Council member to be helpful. One Council member owns a small number of shares of Apple, Inc. Since the financial implication for the Council member is negligible or non-existent, they do not declare a conflict of interest.

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#### **Personal or professional relationship**

Have you had a personal or professional relationship, e.g. friend, family, instructor, student, supervisor, supervisee, employer, employee, colleague, with any of the individuals involved in the matter?

Example: A Registration Committee panel member taught at the education program from which an applicant obtained some of their education. They declare a conflict of interest.

Example: An Inquiries, Complaints and Reports Committee panel member attended a two-day workshop seven years ago with the respondent's clinical supervisor. Since the contact was brief and occurred long ago, they do not declare a conflict of interest.

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**Professional bias.** Do you have a private or publicly stated opinion that could reasonably be perceived as interfering with my ability to consider one or more of the issues with an open mind?

Example: There are two well-known camps regarding how best to conduct a particular model of psychotherapy. A Quality Assurance Committee member who falls firmly into Camp A is reviewing the peer and practice assessment report of a registrant who falls into Camp B. They declare a conflict of interest.

Example: An Inquiries, Complaints and Reports Committee panel member has published work about the harms of breaching therapist-client boundaries. They are reviewing a complaint involving an alleged breach of boundaries. Since there is no reasonable disagreement within the profession, and assuming they are not emotionally biased, they do not declare a conflict of interest.

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### **Emotional bias**

For whatever reason, do your ideas or emotions prevent you from considering one or more of the issues with an open mind?

Example: Based on personal experience, an Examination Committee member has an emotional reaction to a candidate's rationale for needing to extend the normal timeframe within which to write the exam. They declare a conflict of interest.

Example: A panel of the Inquiries, Complaints and Reports Committee is dealing with serious allegations of misconduct. After discussing and processing the emotional impact of reviewing the materials, they all reassure themselves that they can consider the situation with an open mind.

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### **Interests of Related Persons**

Are you aware that your parent, child, spouse or sibling has any of the above interests respecting Council, committee or panel business?

Example: A Registration Committee member's child is attending a program coming before the Committee to seek Recognition. They declare a conflict of interest.

Example: An Inquiries, Complaints and Reports Committee panel is considering a complaint by a firefighter. One panel member's spouse is

also a firefighter. Assuming there is no emotional bias, the profession of the panel member's spouse would not reasonably be seen as interfering with the panel member's duties. They do not declare a conflict of interest.

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### **Threshold analysis**

Would a reasonably well-informed person perceive that the above interest could interfere with the exercise of your public duties?

Example: A Discipline Committee panel member was employed at the same large agency at the time the alleged misconduct occurred. While the panel member had no prior knowledge of the alleged events, the panel member is close colleagues with a key witness in the case. There was a reasonable apprehension of bias on the part of the panel member.

Example: A complainant appeals a decision of the Inquiries, Complaints and Reports Committee taking no action against a registrant. Through Google, the complainant discovered that a panel member was a LinkedIn contact of the respondent. The panel member clarified they only met once briefly three years ago. Even though it may have been preferable for that panel member not to participate, this was not found to be a conflict of interest.

## Process for Considering & Declaring Conflicts of Interest

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The following are steps the College follows in addressing conflicts of interest.



### Staff pre-screening

- Staff will pre-screen agenda items for obvious conflicts of interest on the part of Council, committee or panel members.
  - If a conflict is identified staff will alert the Chair and materials will not be sent to the conflicted member.
  - The matter will either be assigned to a different panel, or the conflicted member will be alerted in advance that they will not be present for the entire meeting.
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### Council, committee or panel member self-screening

- Go through the above self-screening.
  - If a concern is identified that does not rise to the threshold of a conflict of interest, consider making a courtesy declaration at the meeting to reassure the Council, committee or panel that you have considered the issue.
  - If unsure, consult with staff, legal counsel or the Chair. It is preferable to consult with staff or legal counsel before the Chair to avoid the risk of tainting the Chair.
  - In close cases, consider the potential benefit of declaring a conflict to avoid later disputes about whether or not there was a conflict of interest.
  - If you identify a conflict of interest, do not review the meeting materials further and securely delete them. Alert the Chair and support staff in advance of the meeting. Always declare in a general manner so as not to cause emotional bias on the listener's part.
  - Subsequently, declare the conflict at the meeting itself. Do not take part in or attempt to influence the deliberation and leave the room while deliberation is taking place. The general nature of conflict will be recorded in the minutes.
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### Council, committee or panel discussion of possible conflicts of interest

- Occasionally, you may become aware that another member may have a conflict. If that member does not declare a conflict, or if they are unsure, all members are responsible at the meeting for raising the concern and discussing whether it constitutes a conflict of interest.
- In rare cases of disagreement, a majority of those present can vote to find there is a conflict and exclude the conflicted member from considering the matter.



- Post Meeting Conduct: After recusing yourself on a matter, use professional discretion and avoid revisiting the issue with colleagues, even if the decision is on the public register or you have seen the meeting minutes.<sup>1</sup>

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<sup>1</sup> Council minutes are public documents (aside from in camera portions). Regarding committee and panel minutes, normally it will not be considered that viewing minutes by a panel member who has declared a conflict poses a risk of improperly affecting the College's decision. However, occasionally confidentiality and risk management may require that panel minutes not be viewed by a member who has declared a conflict of interest.

## Briefing Note for Council

<b>Meeting Date:</b>	January 27, 2022
<b>Agenda Item #</b>	5
<b>Issue:</b>	Non-Council & Public Member Appointments to Inquiries, Complaints and Reports Committee
<b>Reference(s):</b>	<a href="#">Non-Council Member Appointments Policy</a> <a href="#">CRPO by-laws</a> <a href="#">Committee Appointments Policy</a>
<b>Attachment(s):</b>	Committee Composition Chart
<b>Action:</b>	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/>
<b>Staff Contact:</b>	D. Adams
<b>Submitted by:</b>	Executive Committee

### Purpose & Public Interest Rationale:

As the body charged with ensuring that Registered Psychotherapists provide safe, ethical and competent care to Ontarians, individuals serving on Council and committees must possess the knowledge, skills and experience to discharge their duties effectively.

Having a substantive pool of non-Council committee appointments can support effective and efficient completion of committee business, particularly in ensuring required panel composition. Having a selection of well-oriented, skilled registrants means that there is less likelihood of conflict of interest and panel issues can be resolved in a timelier manner.

Non-council appointments are mindfully selected registrants who contribute to panel and committee discussions and decisions. Using the competency framework as part of the selection of appointees supports Council in ensuring an adequate mix of skills, knowledge and attributes as well as geographic and modality diversity.

### Background

In September 2021, Council directed staff to recruit at least one additional non-council committee member to serve on the Inquiries, Complaints and Reports Committee (ICRC). Rather than a formal callout to registrants, a process which can take several months, staff reviewed applications from registrants who were interviewed for a non-council position in July/August 2020. Considering the needs of the ICRC, two registrants were selected to be interviewed by members of the Nominations and Elections Committee on December 23, 2021. The interviews were successful and both registrants noted that they are willing and available to serve as non-council members on the ICRC.

The Executive Committee is also being asked to appoint two public members (one new public member and one existing) to the ICRC to ensure public representation on panels.

### **Source of Authority**

The College by-laws dictate specific composition and selection of committees (section 13), noting the number of professional and public members required on each committee. The by-laws also state that a term of office of a committee member lasts approximately one year (section 13.12).

The by-laws provide for the appointment of non-Council members as follows:

#### **13.11 – Appointment of Non-Council Members**

Subject to any specific composition requirements in these by-laws, Council may, at its discretion, appoint Members who are not members of Council to any Committee.

#### **13.12 – Term of Office of Committee Members**

The term of office of a Committee member shall commence immediately after the appointment and shall continue for approximately one (1) year, unless the appointment was to fill a vacancy in which case the Committee member shall complete the original term of office.

### **Recommendations:**

It is recommended that the Executive Committee appoint the following non-Council members to the ICRC for one-year terms, effective immediately to begin the orientation process.

1. Nicolas El-Kada, RP
2. Abi Ajibolade, RP

It is also recommended that the Executive Committee appoint the following public Council members to the ICRC effective immediately:

1. David Keast
2. Jeffrey Vincent

### **Next Steps:**

The Executive Committee appointed the following non-Council members to the ICRC for one-year terms, effective immediately to begin the orientation process.

3. Nicolas El-Kada, RP
4. Abi Ajibolade, RP

The Executive Committee appointed the following public Council members to the ICRC effective immediately:

3. David Keast
4. Jeffrey Vincent

Council is being asked to ratify this decision.

Council Members 2021-2022	Executive	Client Relations	Discipline	Examination
<p><b>Professional</b></p> <ol style="list-style-type: none"> <li>Andrew Benedetto</li> <li>Heidi Ahonen</li> <li>Shelley Briscoe-Dimock (President)</li> <li>Kathleen (Kali) Hewitt-Blackie</li> <li>Kenneth Lomp (VP)</li> <li>Michael Machan</li> <li>Miranda Monastero</li> <li>Judy Mord</li> <li>Radhika Sundar</li> </ol> <p><b>Public</b></p> <ol style="list-style-type: none"> <li>Steven Boychyn</li> <li>Sherine Fahmy</li> <li>David Keast</li> <li>Grishanth Ram</li> <li>Keri Selkirk</li> <li>Jeffrey Vincent</li> </ol>	<p><b>Professional</b></p> <p>Andrew Benedetto Shelley Briscoe-Dimock © Kenneth Lomp</p> <p><b>Public</b></p> <p>Steven Boychyn Keri Selkirk</p>	<p><b>Professional</b></p> <p>Shelley Briscoe-Dimock Judy Mord Radhika Sundar</p> <p><b>Public</b></p> <p>Steven Boychyn Keri Selkirk</p> <p><b>Non-Council</b></p> <p>Sue Lymburner ©</p>	<p><b>Professional</b></p> <p>Heidi Ahonen Andrew Benedetto Shelley Briscoe-Dimock Kathleen (Kali) Hewitt-Blackie Kenneth Lomp Michael Machan Miranda Monastero Judy Mord Radhika Sundar</p> <p><b>Public</b></p> <p>Steven Boychyn Sherine Fahmy David Keast Grishanth Ram Keri Selkirk</p> <p><b>Non-Council</b></p> <p>Carol Cowan-Levine ©</p>	<p><b>Professional</b></p> <p>Heidi Ahonen © Andrew Benedetto Kathleen (Kali) Hewitt-Blackie Michael Machan Miranda Monastero</p> <p><b>Public</b></p> <p>Steven Boychyn Keri Selkirk</p> <p><b>Non-Council</b></p> <p>Felipe Cepeda</p>
Registration	Fitness to Practise	ICRC	Nominations & Elections	Quality Assurance
<p><b>Professional</b></p> <p>Heidi Ahonen Andrew Benedetto © Michael Machan Radhika Sundar</p> <p><b>Public</b></p> <p>David Keast Grishanth Ram</p> <p><b>Non-Council</b></p> <p>Elda Almario Danielle Bigras Jamie Consoli Muriel McMahon Ahil Nageswaran Sasha Sky</p>	<p><b>Professional</b></p> <p>Heidi Ahonen Andrew Benedetto Shelley Briscoe-Dimock Kathleen (Kali) Hewitt-Blackie Kenneth Lomp Michael Machan Miranda Monastero Judy Mord Radhika Sundar</p> <p><b>Public</b></p> <p>Steven Boychyn Sherine Fahmy David Keast Grishanth Ram Keri Selkirk</p> <p><b>Non-Council</b></p> <p>Carol Cowan-Levine ©</p>	<p><b>Professional</b></p> <p>Shelley Briscoe-Dimock © Kathleen (Kali) Hewitt-Blackie Kenneth Lomp Miranda Monastero Judy Mord</p> <p><b>Public</b></p> <p>Steven Boychyn Sherine Fahmy David Keast Keri Selkirk Jeffrey Vincent</p> <p><b>Non-Council</b></p> <p>Abimbola (Abi) Ajibolade David Bruce Nicolas El-Kada Carla Ribeiro Kafui Sawyer</p>	<p><b>Professional</b></p> <p>Michael Machan © Judy Mord Radhika Sundar</p> <p><b>Public</b></p> <p>Sherine Fahmy David Keast Grishanth Ram</p>	<p><b>Professional</b></p> <p>Heidi Ahonen Andrew Benedetto Kathleen (Kali) Hewitt-Blackie Kenneth Lomp © Miranda Monastero</p> <p><b>Public</b></p> <p>Sherine Fahmy David Keast</p> <p><b>Non-Council</b></p> <p>Kayleen Edwards Brenda Sedgwick</p>

Council Member	CRC	Discipline	Exam	Executive	FTP	ICRC	N&E	QA	Reg	Total
<b>PROFESSIONAL</b>										
Heidi Ahonen		X	©		X			X	X	5
Andrew Benedetto		X	X	X	X			X	©	6
Shelley Briscoe-Dimock	X	X		©	X	©				5
Kali Hewitt-Blackie		X	X		X	X		X		5
Kenneth Lomp		X		X	X	X		©		5
Michael Machan		X	X		X		©		X	5
Miranda Monastero		X	X		X	X		X		5
Judy Mord	X	X			X	X	X			5
Radhika Sundar	X	X			X		X		X	5
<b>Total Professional:</b>	<b>3</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>9</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>4</b>	
<b>PUBLIC</b>										
Steven Boychyn	X	X	X	X	X	X				6
Sherine Fahmy		X			X	X	X	X		5
David Keast		X			X	X	X	X	X	6
Keri Selkirk	X	X	X	X	X	X				6
Grishanth Ram		X			X		X		X	4
Jeffrey Vincent		X			X	X				3
<b>Total Public:</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	
<b>NON-COUNCIL</b>										
Abimbola Ajibolade						X				1
Danielle Bigras									○	1
Sue Lymburner	©									1
Kayleen Edwards								X		1
Nicolas El-Kada						X				1
Muriel McMahon									○	1
Brenda Sedgwick								X		1
Ahil Nageswaran									X	1
Carla Ribeiro						X				1
Elda Almario									X	1
Felipe Cepeda			X							1
Kafui Sawyer						X				1
Sasha Sky									○	1
David Bruce						X				1
Carol Cowan-Levine		©			©					2
Jamie Consoli									○	1
<b>Total Non-Council:</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>5</b>	

Committee chair

○ IRTG panel appointment

January 2022

## Briefing Note for Council

<b>Meeting Date:</b>	January 27, 2022
<b>Agenda Item #</b>	6
<b>Issue:</b>	Non-Council appointments to Registration Committee for Indigenous Pathway panels
<b>Attachment(s):</b>	-
<b>References:</b>	Reference A: <a href="#">Indigenous Pathway Policy</a> Reference B: <a href="#">Committee Composition Matrix</a> Reference C: <a href="#">Regulatory Objectives</a>
<b>Action:</b>	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/>
<b>Staff Contact:</b>	D. Adams

### **Purpose & Public Interest Rationale:**

As the body charged with ensuring that Registered Psychotherapists provide safe, ethical and competent care to Ontarians, individuals serving on Council and committees must possess the knowledge, skills and experience to discharge their duties effectively.

Having a substantive pool of non-Council committee appointments can support effective and efficient completion of committee business, particularly in ensuring required panel composition. Having a selection of well-oriented, skilled registrants means that there is less likelihood of conflict of interest and panel issues can be resolved in a timelier manner.

Non-council appointments are mindfully selected registrants who contribute to panel and committee discussions and decisions. Using the competency framework as part of the selection of appointees supports Council in ensuring an adequate mix of skills, knowledge and attributes as well as geographic and modality diversity.

The Committee Composition Matrix adopted by CRPO in 2020 identifies the need for Indigenous voices, to ensure that deliberations are informed, and decisions include and respect First Nations perspectives, that biases are identified and questioned, and that the College's collective work continues to grow in its cultural safety and humility journey, contributing to positive systemic change.

### **Background:**

In 2015, Council formed a task group to develop a pathway to register traditional Knowledge Keepers and other Indigenous practitioners who provide culturally appropriate care to Indigenous peoples.

At the end of 2018, applicants had access to an Indigenous Registration Pathway form. Applicants who have completed or substantially completed education and training in traditional Indigenous practices are encouraged to select the Indigenous Registration Pathway application type. Since the form became available, staff have received 13 inquiries about the registration

route and two submissions solely through this route.

In the [September 2021 Communiqué](#), CRPO put out a call for RPs with Indigenous education and training, who work with traditional Indigenous practices and who work with Indigenous clients to assist, as non-Council committee members in the review of future applications through the Indigenous Registration Pathway.

Individuals who indicated an interest met with the Registrar, who reported back to the Registration Committee Chair. Three RPs are being recommended for appointment as a result.

**Recommendations:**

Council is being asked to approve the following non-Council members to the Registration Committee for one-year terms, effective immediately to begin the orientation process.

1. Danielle Bigras, RP
2. Sasha Sky, RP
3. Jamie Consoli, RP

**Proposed Motions:**

**[Be it moved] that Council approve the appointment of Danielle Bigras, RP to the Registration Committee for a one year-term.**

**[Be it moved] that Council approve the appointment of Sasha Sky, RP to the Registration Committee for a one year-term.**

**[Be it moved] that Council approve the appointment of Jamie Consoli, RP to the Registration Committee for a one year-term.**

## Briefing Note for Council

<b>Meeting Date:</b>	January 27, 2022
<b>Agenda Item #</b>	7
<b>Issue:</b>	2022-2023 Expense & Revenue Budget
<b>Attachment(s):</b>	<ul style="list-style-type: none"> <li>• Expense Budget</li> <li>• Revenue Estimates Budget</li> </ul>
<b>For:</b>	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/>
<b>Staff Contact:</b>	J. Falkenburger / D. Adams
<b>Submitted by:</b>	Executive Committee

### Public Protection Rationale:

The College must demonstrate responsible stewardship of its financial and human resources in achieving its statutory objectives and regulatory mandate.

A College's strategic plan and budget must complement and support each other. To that end, budget allocation should depend on the activities or programs a College undertakes or identifies to achieve its goals. To do this, a College should have estimated the costs of each activity or program and the budget should be allocated accordingly.

### Background:

Staff provided an overview of the fiscal 2022-2023 budget at the December 2, 2021, Council meeting and presented estimated revenues and a high-level summary of the work expected expenditures will cover.

J. Falkenburger, Director of Operations & Human Resources, presented the Executive Committee with the draft 2022-2023 Expense Budget for review at their January 6, 2022, meeting. The Executive was provided with a detailed presentation of the proposed budget and was invited to ask questions. The Executive Committee approved the 2022-2023 budget as presented.

Overview of changes or significant increases are listed below:

### Revenue Estimates:

- Steady growth year over year, with estimates adjusted based on known factors and adjustments to staffing and priorities while still being conservative.



### **Budget Items with significant increases:**

- **Salaries, Benefits and HR** – this increase will cover roughly 7 additional FTP compared to last fiscal, multiple promotions, increases based on new salary bands.
- **Catering** - anticipated in person council meetings later in the year.
- **Council Per Diems / Travel** – increases due to additional meetings, increase in per diems, president stipend, travel for council meetings.
- **Council & Committee Training** – training for new council members, training for nonelected committee members, continued training for all Council members.
- **Strategy** – to cover facilitators
- **Communications/Promotional** – increase in number of people we communicate with (cost of Constant Contact), development of plan for revamping website.
- **Legal** – fee increases from legal, new employment laws and other initiatives
- **Translation** – have strong inhouse French staff, may be required to have 100% French translation
- **Registrant Management System** – yearly fee, building out our ICRC, QA, JRP
- **QA Program** – practice advisors, peer assessors, case writers, QA development, pilot
- **ICRC** – increase in registrants = increase in possible complaints
- **Computer hardware** – new server required in this fiscal
- **IT** – cost per staff member, server upgrade
- **Staff travel** – hope to bring staff in for two or more council meetings, not all staff are Toronto based.
- **Professional Development** – more staff
- **Visa/MC fees** – reduced fees now that we have used the service for a year, however fees are based on \$ processed and type of card used. Larger volumes as seen in our revenue estimates.
- **Sexual abuse funding** is calculated on March 31<sup>st</sup> and the amount required to close each application submitted in the year is placed into our restricted fund. EC will be asked to approve this amount during the meeting with the auditors in June.

### **Next Steps:**

The Executive Committee approved the detailed budget at their January 6, 2022, meeting. This item is being presented to Council for their approval.

### **Proposed Motion:**

**[Be it moved] that Council approve the fiscal 2022-2023 budget as presented.**

# Expense Budget 2022/2023



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		<b>Approved Budget prior year 2021/ 2022</b>	<b>Draft Budget 2022 / 2023</b>	<b>Variance from prior year</b>	<b>% Difference from last year</b>
1	Salaries, Benefits, HR	2,732,229	\$3,387,690	655,461	24%
2	Catering	5,000	7,500	2,500	50%
3	Council Per Diems / Travel	163,540	229,650	66,110	40%
4	Council & Committee Training	32,000	40,000	8,000	25%
5	Strategy	10,000	15,000	5,000	50%
6	Town Halls/Public Outreach	15,000	15,000	-	0%
7	Communication/Promotional	22,000	65,000	43,000	195%
8	Legal Counsel General Operation	15,000	17,000	2,000	13%
9	Audit/Financial Services	38,000	40,000	2,000	5%
10	Translation	18,000	25,000	7,000	39%
11	Jurisprudence Portal	7,500	7,500	-	0%
12	Registration Department	90,500	65,500	(25,000)	-28%
13	Registrant Management Systems	90,000	291,900	201,900	224%
14	QA Program / Practice Advisory	192,900	240,000	47,100	24%
15	ICRC Department	550,000	625,000	75,000	14%
16	Computer Hardware	24,000	30,000	6,000	25%
17	Software	25,000	26,500	1,500	6%
18	Photo Copy/Fax Machine/Printers	5,000	5,000	-	0%
19	Insurance	8,000	8,800	800	10%
20	Office	15,000	15,000	-	0%
21	Subscriptions/Membership	18,000	20,000	2,000	11%
22	Information Technology	62,000	80,035	18,035	29%
23	Staff Travel & Accommodation	1,000	5,000	4,000	400%
24	Professional Development - Staff	35,000	40,000	5,000	14%
25	Rent	283,060	97,820	(185,240)	-65%
26	Contingency fund	150,000	100,000	(50,000)	-33%
27	Visa/MC Bank fees	129,000	167,500	38,500	30%
	<b>TOTAL OPERATIONS EXPENSES</b>	<b>\$4,736,729</b>	<b>\$5,667,395</b>	<b>\$930,666</b>	<b>20%</b>
	<b>Revenue Estimate</b>	<b>\$4,944,071</b>	<b>\$5,837,321</b>		
	<b>Revenue over Expenses</b>	<b>\$207,342</b>	<b>\$169,926</b>		
	<b>Additional cost - Sexual Abuse funding increases as new applications for funding are approved</b>				



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	2022-2023	2021-2022
	<b>Q1 Projections</b>	<b>Actuals</b>
JRP	62,350	<b>70,035</b>
Application Fee	76,500	<b>80,060</b>
Registration/Registrant Fee	4,931,837	<b>4,385,497</b>
Professional Corp. Certificate	18,096	<b>14,560</b>
Admin Fees	40,910	<b>38,430</b>
Interest	6,500	<b>6,482</b>
<b>Total</b>	<b>5,136,193</b>	<b>4,595,064</b>
	<b>Q2 Projections</b>	
JRP	49,010	<b>55,680</b>
Application Fee	63,752	<b>54,780</b>
Registration/Registrant Fee	110,217	<b>96,686</b>
Professional Corp. Certificate	24,444	<b>21,682</b>
Admin Fees	19,054	<b>7,890</b>
Interest	6,500	<b>6,107</b>
<b>Total</b>	<b>272,977</b>	<b>242,825</b>
	<b>Q3 Projections</b>	
JRP	61,828	<b>68,440</b>
Application Fee	59,904	<b>56,250</b>
Registration/Registrant Fee	73,237	<b>125,012</b>
Professional Corp. Certificate	21,158	<b>24,702</b>
Admin Fees	25,878	<b>50,478</b>
Interest	3,000	<b>5,375</b>
Program Recognition		<b>4,000</b>
<b>Total</b>	<b>245,005</b>	<b>334,257</b>
	<b>Q4 Projections</b>	
JRP	69,368	
Application Fee	62,920	
Registration/Registrant Fee	21,217	
Professional Corp. Certificate	23,313	
Admin Fees	4,328	
Interest	2,000	
<b>Total</b>	<b>183,146</b>	
<b>Total Projections</b>	<b>\$ 5,837,321</b>	<b>\$ 5,172,146</b>
* No Program Recognition revenue expected this fiscal		<b>* Dec not confirmed</b>



# College of Registered Psychotherapists of Ontario

## Quarterly Meeting Evaluation Report



October – December 2021



# 2021 Response Summary

Meeting Type	Mar-Apr	May-Jun	Jul-Aug	Sep-Jan	Total
Council	14	13	6	24	57
Examination Committee – panel				7	7
Examination Committee – plenary		3			3
Executive Committee	4	4	4	18	30
ICRC – panel A		7	3	11	21
ICRC – panel B	2	4	8	6	20
ICRC – panel C		3	3	13	19
ICRC – plenary	10			12	22
QAC – panel		1		2	3
QAC – plenary			8	7	15
Registration Committee – panel	10	9	13	18	50
Registration Committee – plenary	6		6		12
<b>Total Responses</b>	<b>46</b>	<b>44</b>	<b>51</b>	<b>118</b>	<b>259</b>

# All meetings – Q4

Environment - I felt supported, valued and encouraged to discuss opinions openly; disagreements were handled well.



Information - Adequate background context/material was provided, with enough time to absorb it.



Objective and Outcomes - I had a clear understanding of objectives for the meeting, believe we met the objectives and know next steps.



Time - Today's meeting started and ended on time, the agenda was appropriately focused, timed and followed.



Work and Decisions - I feel confident the work and decisions of this meeting were the best possible for the public interest.



**Q4**  
(Q3)  
(Q2)

# Q4 Continue Doing

Using slides to share important information. I appreciated the visual effects.

---

Having Mark present in the meetings is very helpful. Thank you.  
His presence was helpful in sticking to the facts so can make wise-minded decisions.

---

Good to have time for discussion and not feel rushed.

---

Asking public members for their input on each agenda item

---

Taking the time to have good dialogue - makes it difficult to maintain a very busy agenda, but if we don't have good dialogue then we can't be effective in our role. Appreciate pre-reading being provided as much as possible.

---

Encouraging differing opinions to come to joint decisions

---

Adding additional notes to the reasoning for clarity and completeness without reiterating points brought forward by others.

---

Giving each other opportunity to speak, time to clarify and answer questions

---

I like the idea of being flexible with the Agenda as the meeting progresses -- yes, we want to get through everything, but an item(s) can be deferred if time is needed for another agenda item.

---

Providing the open forum to question and inquire on the various matters before the council. Providing the time necessary for members to consider their questions prior to moving on.

---

Open dialogue. Chair balancing the input across representative groups. Sending out all the material. Aligning the agenda with the standards. Level of detail in the pre-reading.

# Q4 Start Doing

---

## Sessions with land acknowledgement

---

If timing altered bc of other meeting running late make new time frame clear for participants., i.e. the meeting was re- scheduled to start 10 minutes later than original and end time should be changed to reflect that

---

I wonder if we might gain efficiency by, instead of going round table, have one person start, and then just asking if anyone has a dissenting opinion or additional thoughts. Just a thought...

---

Use Zoom version with the additional emoticons not just "hand up" for those with zoom sound video limitations.

---

## Longer times for agenda items

---

Consider scheduling longer meetings, if that would be helpful to address agenda items. Better to end early than feel rushed.

---

## Ensuring all resources are available ahead of meeting (I realize that this is typically true)

---

Wonder if these meetings should be booked longer. If it's shorter then great.. although maybe this was just a particularly full agenda.

---

## Start doing the new survey, feedback questionnaire

---

## Land acknowledgement

---

Concurring with others' opinions without lengthy discourse on reasons etc needlessly prolonging the meeting.

---

Put the zoom link in a calendar invite

---

## Focussing on areas that promote inclusivity

---

Perhaps for the Chair to ask (in discussions) if members have anything to add to previous comments (to dig deeper).

---

To begin to use the full name of acronyms rather than the shorten version

---

Have someone other than the Chair acknowledge "movers" and "seconders"

---

Open with something of a diversity equity statement and land acknowledgement consistent with the intel by Darcy Belisle. :-)

---



# Q4 Start Doing

All Council members attending the meeting should be identified in some way. For example, it was not readily evident a member was present since their video was off though the chair was able to call on this individual.

---

try to establish stable and reliable attendance / membership in panel (I know you try)

---

follow through with planned break times; limit commentary when it becomes circular or is of questionable relevance

# Q4 Stop Doing

Repeated feedback if it's already been addressed

---

Talking very fast - I am a slow processor and the pace of staff presentation is often too fast for me.

---

Too much on the agenda. Maybe less items in future?

---

Stop the use of acronyms as people may not be aware of the meaning and have to decipher the meaning of words.

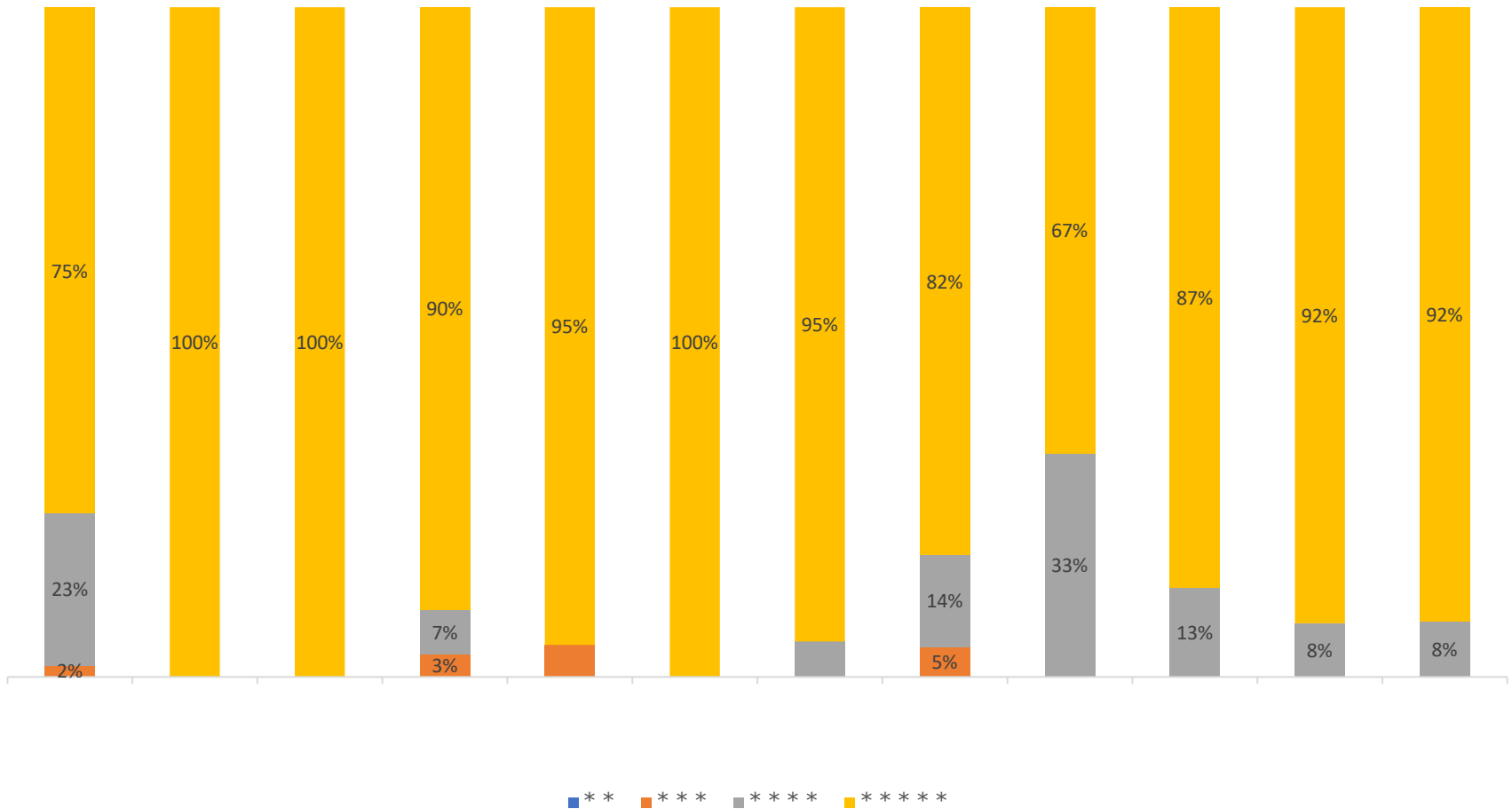
---

Calling out people to share their feedback when they have not shown their interest or willingness...

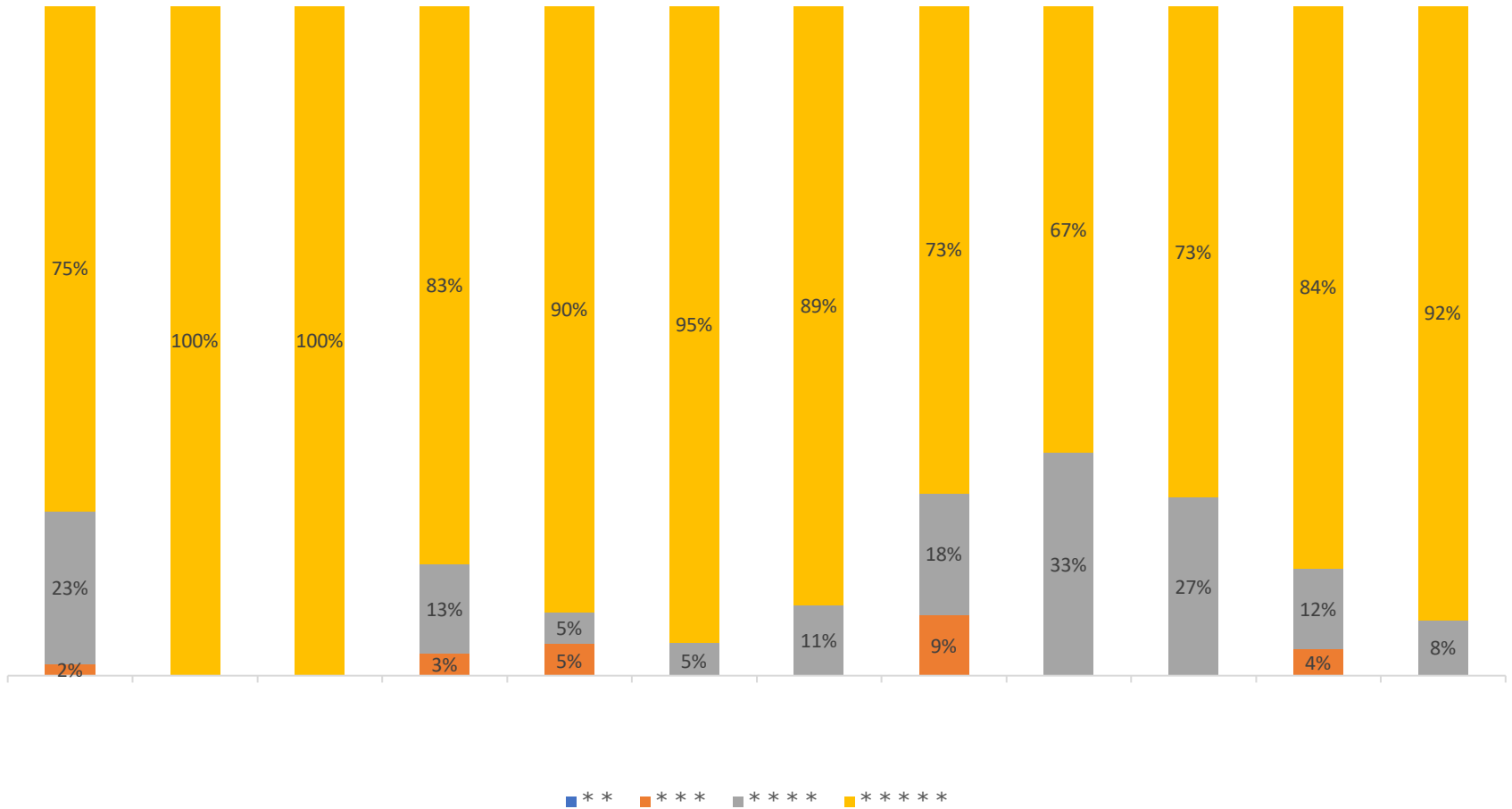
---

We occasionally get into operations in the financial discussion.. need to continue to work on this a bit

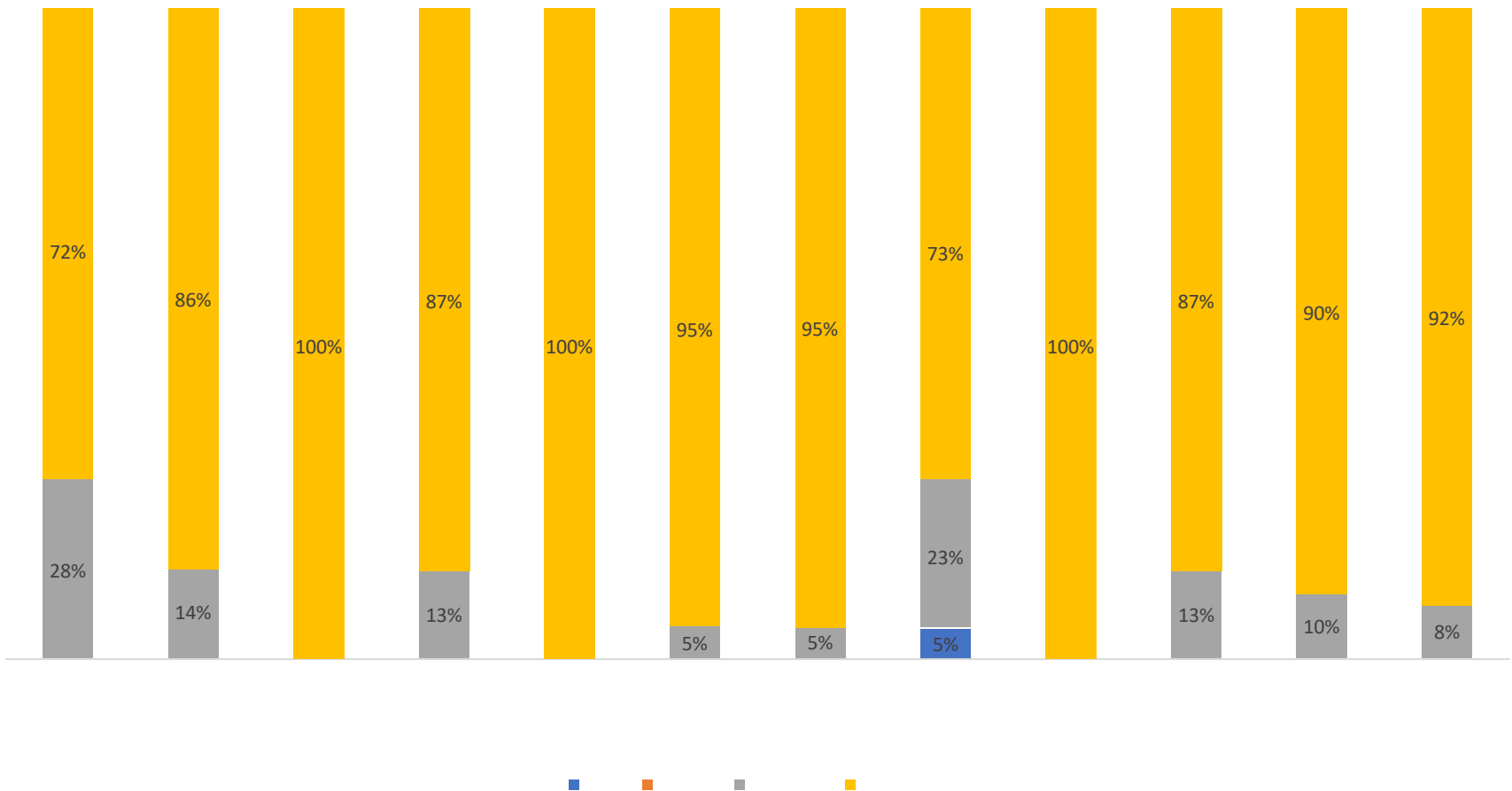
# Environment - I felt supported, valued and encouraged to discuss opinions openly; disagreements were handled well.



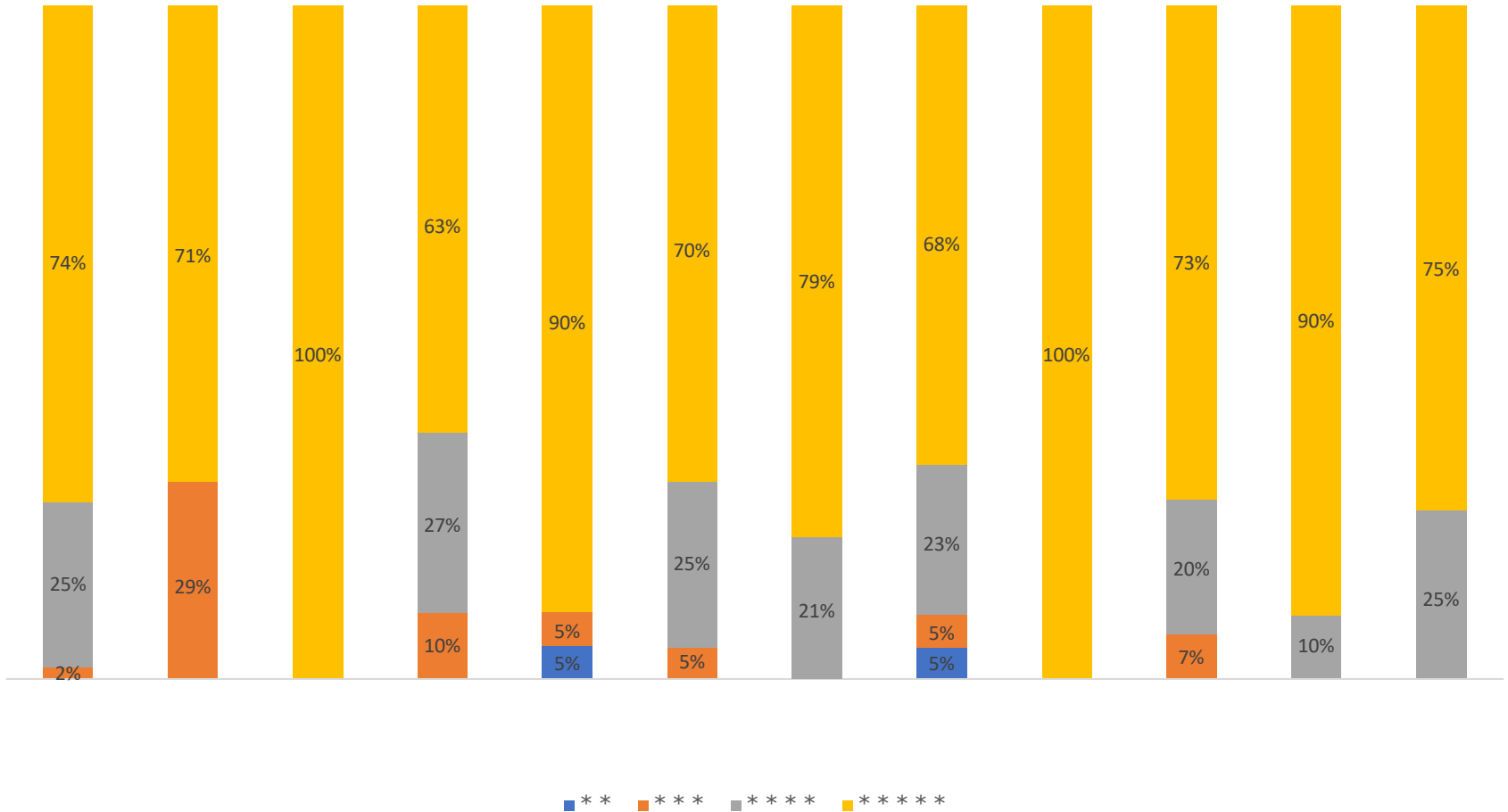
# Information - Adequate background context/material was provided, with enough time to absorb it.



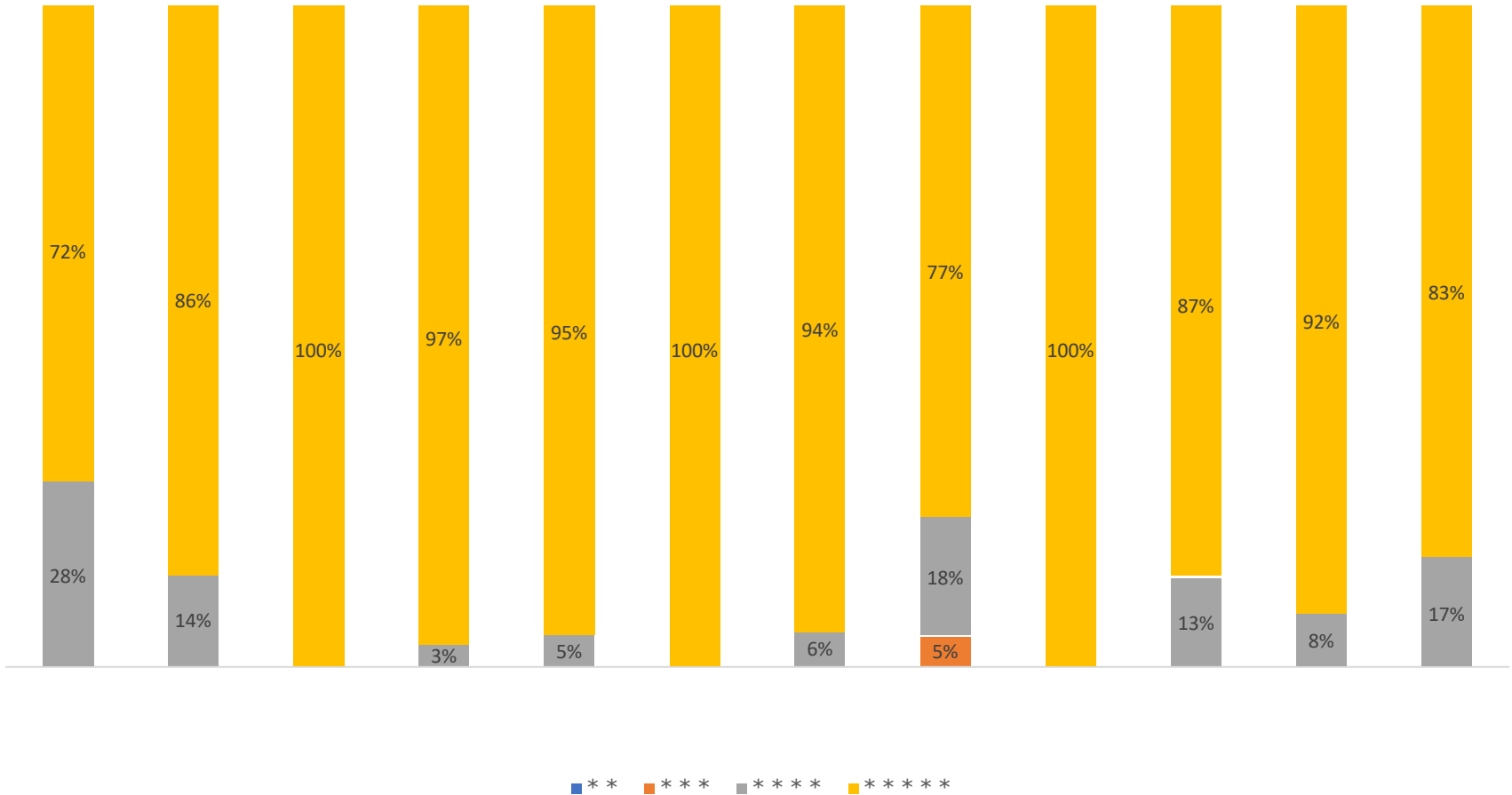
# Objective and Outcomes - I had a clear understanding of objectives for the meeting, believe we met the objectives and know next steps.



Time - Today's meeting started and ended on time, the agenda was appropriately focused, timed and followed.



# Work and Decisions - I feel confident the work and decisions of this meeting were the best possible for the public interest.



## Briefing Note for Council

<b>Meeting Date:</b>	January 27, 2022
<b>Agenda Item #</b>	9
<b>Issue:</b>	Annual Council Effectiveness Survey
<b>Attachment(s):</b>	-
<b>References:</b>	Reference A: Council Evaluation Components
<b>Action:</b>	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/>
<b>Staff Contact:</b>	D. Adams

### Purpose & Public Interest Rationale:

Council and statutory committee members must have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College. Rigorous and regular evaluation assists in identifying and addressing any areas for improvement.

### Background:

As part of the College Performance Measurement Framework, CRPO is required to demonstrate that “Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education.” The evidence required for this is that:

- Council has developed and implemented a framework to regularly evaluate the effectiveness of:
  - Council meetings
  - Council
- The framework includes a third-party assessment of Council effectiveness at a minimum every three years.

CRPO adopted an evaluation framework (see Reference A) that is intended to include four components:

1. 5-minute Meeting evaluation
2. Annual member competency assessment
3. Annual Council Effectiveness evaluation
4. Annual Committee Renewal

The Annual member competency assessment will be developed in the coming fiscal; all other components are currently in use.



Council first completed the Annual Effectiveness survey in 2021. Results of this survey were reviewed by the Executive Committee and a report was provided to Council. Education and professional development offerings that were provided to CRPO Council and committee members over the past year were informed by the results of this survey.

The 2022 Survey has been developed by Pollinate, with feedback from the Executive Committee incorporated to improve the utility of the results. Every attempt was made to maintain the question set so that a comparison against 2021 answers will be possible. This will allow Council to review itself against prior years and to determine where progress is being made in areas that represent opportunities for development or improvement.

**Next Steps:**

All Council members will receive an email with a unique link to the confidential survey, which should take approximately 20 minutes to complete. Answers will go directly to our evaluation consultants, Pollinate Networks, for collection, analysis, and reporting. Council will be provided with a presentation of the results at the March meeting.

Council is asked to complete the survey by February 9, 2022.

## Council Evaluation Components

Evaluation Component	Evaluation tool details	Who completes the evaluation?	Frequency
<b>1. Meeting evaluation</b>	<ul style="list-style-type: none"> <li>Ratings on a 5-star scale regarding meeting, Chair and materials</li> <li>Small comment box if needed</li> </ul>	<ul style="list-style-type: none"> <li>Every Council and committee member</li> </ul>	<ul style="list-style-type: none"> <li>Used for every Council, committee and panel meeting</li> <li>5 minutes at the end of each meeting</li> </ul>
<b>2a. Annual Member Competency Assessment</b>	<ul style="list-style-type: none"> <li>Assess using the competence matrices adopted by Council for both Council and committee-level work.</li> <li>Indicates entry level, intermediate or advanced competence in the noted areas.</li> <li>Fed back to each individual to allow self-monitoring of progress</li> </ul>	<ul style="list-style-type: none"> <li>Three people complete this evaluation for each member:               <ul style="list-style-type: none"> <li>Statutory committee panel chair (Registration, Quality Assurance, ICRC)</li> <li>Key support staff</li> <li>Member self-assessment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Annually in June</li> <li>About 30 minutes per committee member (max 5 per chair, ~ 2.5 hours)</li> </ul>
<b>2b. Individual education plan</b>	<ul style="list-style-type: none"> <li>Review of report generated by competence evaluation (as above) and discussion of learning goals for coming year.</li> </ul>	<ul style="list-style-type: none"> <li>Every Council member</li> <li>Vice-President</li> </ul>	<ul style="list-style-type: none"> <li>About 30 minutes per Council member to review individual education plan report</li> <li>About 6.5 hours for Vice-President</li> <li>Completed between June and August</li> </ul>
<b>3. Annual Council Effectiveness evaluation</b>	<ul style="list-style-type: none"> <li>Evaluated using the College Performance Measurement Framework (CPMF) standards:               <ul style="list-style-type: none"> <li>Council and statutory committee members have the knowledge, skills, and commitment needed to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Every Council member</li> </ul>	<ul style="list-style-type: none"> <li>About 45 minutes</li> <li>Annually in January or February for reporting in March</li> </ul>

	<p>effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College.</p> <ul style="list-style-type: none"> <li>○ Council decisions are made in the public interest.</li> <li>○ The College acts to foster public trust through transparency about decisions made and actions taken.</li> </ul>		
<b>4. Committee Renewal</b>	<ul style="list-style-type: none"> <li>● Each committee to review and affirm its terms of reference, evaluate progress on work plan items, and evaluate effectiveness over the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>● Every committee</li> </ul>	<ul style="list-style-type: none"> <li>● About 60 minutes (prep and review)</li> <li>● Annually per committee during first plenary after November after appointments are made.</li> </ul>

## Whitelisting our sites and email addresses

In order to ensure that participants do not encounter issues accessing the survey platform and that they receive all our email messages, please ask your Tech team to add the following to your trusted sites/whitelist:

- Emails from [@pollinate.net](https://pollinate.net) domain  
(including [support@pollinate.net](mailto:support@pollinate.net), [measurement@pollinate.net](mailto:measurement@pollinate.net), [platform@pollinate.net](mailto:platform@pollinate.net))
- URL access to <https://measurement.pollinate.net/> and [https://platform.pollinate.net](https://platform.pollinate.net/)

To ensure that [SoGo] emails are delivered to the intended recipients without interruption, please whitelist the following:

### SERVERS

Mail Server IP Blocks:

192.196.163.72/29

72.28.124.128/28

192.196.163.80/28

192.196.182.160/28

Please let us know if you need any additional information from Pollinate.

## Registrar's Report to Council

January 27, 2022

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*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**

Plans to allow periodic in-office work have been put on hold in light of the province's return to a modified step 2 in the Roadmap to Reopening, which requires that "Businesses and organizations must make sure that all work is conducted remotely, unless the nature of the work requires workers to be on-site at the workplace."

Staff continues to monitor and relay information being provided by government, public health and other trusted sources to registrants through the website and the Practice Advisory service. A [Bulletin](#) was posted and circulated by mass messaging to registrants on January 6.

### **Council Elections**

Staff are preparing to launch 2022 Council elections, with nominations opening on March 1, 2022.

There are three available positions in the following electoral districts:

- District 7 – (Central) – 2 positions
- District 8 – (Ontario) – 1 position

The [Council Elections](#) page of the website has been updated, including the new requirement to complete the [pre-candidacy modules](#) and a self-assessment.

More information will be provided on March 1 in the 'Notice of Elections' email blast, including details regarding how to register for an interactive webinar taking place on March 8.

The Nominations and Elections Committee will be meeting in February to provide oversight and direction of the coming election.

### **Registrant Management System**

Work on the RMS for the upcoming renewal is nearing completion, along with preparation for the submission of the Health Professions Database report for January to December 2021. Staff continue to work on improving user experience and developing reporting functions. Conduct staff have begun the development of an online complaints module.

### **Staffing Update**

The recruitment of a Policy Analyst has been ongoing. We anticipate having this position filled and a new hire onboard in mid February. We have moved a contract registration assistant position to full-time to ensure that we have adequate staff to process increased number of applications.

### **Practice Advisory Service**

		<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>Q1</b>	Apr-Jun	325	669	614
<b>Q2</b>	Jul-Sep	352	505	505
<b>Q3</b>	Oct-Dec	432	612	576
<b>Q4</b>	Jan-Mar	541	626	

We continue to receive inquiries related to COVID-19, including:

- Providing in-person therapy
- Compliance with requirements

Other common topics include:

- Cross-border practice
  - RPs working remotely with clients outside Ontario
  - Practitioners outside Ontario working remotely with clients in Ontario
- Duty to report
- Confidentiality (release of client records)
- Record-keeping (financial and clinical records)
- Consultation, clinical supervision, and referral
- Electronic practice
- Controlled Acts
- Supervision
- Consent

### **Registration**

The number of applications continues to exceed the number received for the same period last year.

#### **Applications:**

	<b>November</b>	<b>December</b>
<b>Applications started</b>	123	134
<b>Total applications submitted</b>	117	104
<b>Applications from recognized programs submitted</b>	92	90
<b>Applications from non-recognized programs submitted</b>	22	12
<b>Labour mobility applications</b>	3	2

The Registration Team completed a substantial number of registrations – totalling 407 new registrants - in the third quarter.

As of December 31, 2021 the total of number of registrants was 9,220. The category breakdown was as follows:

- RP 7,063
- RP (Qualifying) 1,994

- RP (Inactive) 163

### **Compliance Monitoring**

Files currently being monitored are as follows:

<b>Registration Committee:</b>	
Clinical supervision/monitoring	27
Personal/Group Therapy/Drug Screening	1
Restrictions on practice / Degree Monitoring	5
Currency upgrading	13
Education	6
Practice Assessment	3
Not Completed: result of resignation/revocation	1
On Hold: other reasons (e.g., Inactive, on leave or Interim Order suspension)	4
Terms, Conditions and Limitations	35
Undertaking	2
Learning Plan (Educational Upgrade)	2
<b>ICRC:</b>	
Clinical supervision/monitoring:	15
Personal/Group Therapy/Drug Screening	3
Ethics or education courses	14
Practice Restrictions	5
Reflective Paper	4
Review Standards	1
Practice Assessment	1
In-Person Caution	6
Internet Search for evidence of practicing psychotherapy/restrictions on practice while Interim Order is in place	5
On Hold: currently under appeal at HPARB	9
Not Completed: result of resignation/revocation	15
On Hold: other reasons (e.g., on leave or Interim Order)	3
Undertaking	3
In-Person Caution (only)	1
Remedial agreement	0
SCERP	17
Terms, Conditions and Limitations	1
Interim Order	5
Interim Suspension	2
<b>QA:</b>	
Clinical supervision/monitoring	0

Reflective Paper/Report	0
Review Standards	0
Submit revised advertising material	0
<b>Discipline:</b>	
Education	5
Clinical Supervision	2
Costs	6
Suspension	0
<b>Fitness to Practise:</b>	
Monitoring (not practising)	2



## **STAKEHOLDER ENGAGEMENT**

### ***Stakeholder Meetings***

- *December 8, 2021:* Regular check-in with Ontario Society of Registered Psychotherapists (OSRP)

### ***Staff Training & Education***

- *Ongoing:* [Indigenous Canada](#) 8 staff are participating in this Massive Open Online Course to complete 12 modules that explore key issues facing Indigenous peoples today from a historical and critical perspective, highlighting national and local Indigenous-settler relations. Team members are completing the course independently and also meet for a study group session every other week.
- *January 11, 2022:* *Managing Difficult Phone Calls and Trauma-Informed Care* full day training with Crisis and Trauma Resource Institute
- *December 1, 2021:* Staff presented to Saint Paul University students on the registration process

# COUNCIL MINUTES

Thursday, December 2, 2021

9:30 a.m. to 12:00 p.m.

ZOOM videoconference

## Council Members:

Heidi Ahonen, RP

Andrew Benedetto, RP

Steven Boychyn, Public Member

Shelley Briscoe-Dimock, RP (President)

Sherine Fahmy, Public Member

Kali Hewitt-Blackie, RP

David Keast, Public Member

Kenneth Lomp, RP (Vice-President)

Michael Machan, RP

Judy Mord, RP

Grishanth Ram, Public Member

Keri Selkirk, Public Member

Radhika Sundar, RP

## Regrets:

Miranda Monastero, RP

## Staff Members:

Deborah Adams, Registrar

Jo Anne Falkenburger, Director of Operations  
& Human Resources

Amy Fournier, Executive Coordinator  
(Recorder)

Mark Pioro, Deputy Registrar & General  
Counsel

## 1. Welcome and Opening Remarks

S. Briscoe-Dimock, President & Chair, called the meeting to order at 9:30 a.m. and welcomed all present.

## 2. Approval of Draft Agenda

The Chair introduced the draft agenda.

### MOTION C-02DEC2021 – M01

That the agenda of the December 2, 2021, meeting of Council be approved as presented.

Moved: S. Boychyn

Seconded: M. Machan

CARRIED

## 3. Conflict of Interest Declarations

None declared.

## 4. Committee Appointments Slate 2021-22

S. Briscoe-Dimock introduced the proposed committee appointments slate, noting that the council and committee slate remains the same as the previous year. Historically the standard has been to reassign members to their regular committees unless specific circumstances warrant otherwise. This process allows the College to benefit from the time commitment that individual members and the College have invested in orientation and professional development. S. Briscoe-Dimock highlighted the College's focus on succession planning, leadership roles, competency development, and diversity and inclusion, and asked Council to consider these elements as we move forward with the governance reform initiative.

**MOTION C-02DEC2021 – M02**

That Council approve the Council and committee composition 2021-22 as presented.

Moved: S. Boychyn

Seconded: K. Selkirk

CARRIED

**5. Diversity and Inclusion Working Group**

S. Briscoe-Dimock introduced the topic noting that the establishment of a Diversity and Inclusion Working Group (DIWG) is an important step in the work of the College. The College Performance Measurement Framework (CPMF) requires that Colleges have a diversity and inclusion plan and that the College have a plan in place to achieve these objectives. The DIWG will establish the foundations for a diversity and inclusion plan that will align with public expectations and will allow the College to achieve its regulatory objectives. Working Group terms of reference will be presented to Council in 2022.

**MOTION C-02DEC2021 – M03**

That Council approve the creation of a Diversity and Inclusion Working Group.

Moved: S. Boychyn

Seconded: K. Selkirk

CARRIED

**6. Risk Register**

M. Pioro, Deputy Registrar and General Counsel, introduced the item noting that the CPMF requires that regulators take a risk-based approach to regulation. The risk register itself is a practical tool and a useful part of the College's pursuit of right-touch regulation. The register will allow the College to report on its performance across regulatory functions and to review risk findings to identify where changes are needed.

**7. Budget Preparation 2022-23**

J. Falkenburger, Director of Operations and Human Resources, provided Council with an update on budget development. Highlights included:

- Registrant numbers continue to grow
- Savings in the next fiscal period due to subleasing CRPO office space

- Additional revenues and savings from the sublease will be used to build capacity and extend functionality of CRPO database, further development of the Quality Assurance (QA) enhancement project, developing an online complaints platform.
- Continued increase in registrant numbers means that the staff team will also need to grow to ensure CRPO has the capacity to meet the demand of increased applications and complaints processing.
- QA enhancement project will require specific staff supports, including policy expertise and communications.
- Sector salary review will take place to ensure that CRPO remains competitive and can retain the team the College has worked to build.

## 8. Standards Review

S. Briscoe-Dimock introduced the item noting that the current standards review is being done to ensure that CRPO standards are up to date and relevant to the current practice environment. Standards must be reflective of changing population health needs, public expectations, models of care, clinical evidence, and advances in technology. M. Piore noted that the Quality Assurance Committee has begun work on the standards review and will provide updates to Council as required in committee reports and Council agenda items as needed.

## 9. Succession Planning Role Descriptions

S. Briscoe-Dimock introduced the role descriptions and informed Council that they reviewed these drafts in May 2021. The drafts have been revised to include time commitment estimates by the Executive Committee and are being presented today for adoption.

### **MOTION C-02DEC2021 – M04**

That Council approve the Executive Member at Large, President, Vice-President, Committee Chair and Panel Chair role descriptions as presented.

Moved: G. Ram

Seconded: A. Benedetto

CARRIED

## 10. Board Evaluation Update

S. Briscoe-Dimock introduced the Q3 evaluation report from Pollinate. The Chair also noted that the Executive Committee, in their capacity as the Governance Reform Initiative, will review the evaluation tools in detail to prepare for the 2022 evaluation cycle. Responses to the 2021 evaluations will be considered to ensure that the tool is providing appropriate information to ensure quality improvement related to ongoing training of Council and committee members. The Executive Committee will report back to Council at its January 2022 meeting.

## 11. Registrar's Report

D. Adams, Registrar, presented her report and invited Council to pose questions.

## 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 September 16, 2021
- Committee Reports

**MOTION C-02DEC2021 – M05**

That Council approve the consent agenda as presented.

Moved: G. Ram

Seconded: K. Hewitt-Blackie

CARRIED

**13. Council Question Period**

Discussion and questions raised included:

- Ministry of Health modernization project

**14. ADJOURNMENT**

Meeting and prep time: half day attendance and prep.

**MOTION C-02DEC2021 – M06**

That the meeting be adjourned at 11:27 p.m.

Moved: M. Machan

Seconded: S. Fahmy

CARRIED

## Discipline Committee Report to Council

January 27, 2022

Committee Members
<ul style="list-style-type: none"><li>• Heidi Ahonen, RP</li><li>• Andrew Benedetto, RP</li><li>• Steven Boychyn</li><li>• Shelley Briscoe-Dimock, RP</li><li>• Carol Cowan-Levine, RP, Chair (Non-Council Committee Member)</li><li>• Sherine Fahmy, Public Member</li><li>• Kathleen (Kali) Hewitt-Blackie, RP</li><li>• David Keast</li><li>• Kenneth Lomp, RP</li><li>• Michael Machan, RP</li><li>• Miranda Monastero, RP</li><li>• Judy Mord, RP</li><li>• Keri Selkirk</li><li>• Radhika Sundar, RP</li></ul>

**Committee meetings:** n/a

**Panel meetings:** n/a

### Referrals, Hearings Pre-hearing Conferences & Motions

**Referrals:**

Since the last Council meeting, we have received no new referrals to Discipline

**Hearings:**

No hearings occurred since the last Council meeting.

A written hearing is scheduled for January 24, 2022 (CRPO v FINLEY).

The following matters are awaiting scheduling:

CRPO v HARAMIC | CRPO v HYNES | CRPO v FIELD

**Pre-hearing Conference & Motions:**

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

### Training

A Plenary meeting is scheduled for February 14, 2022.

### The Committee Recommends:

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

Respectfully submitted,

Carol Cowan-Levine  
Chair, Discipline Committee

**Examination Committee Report to Council**  
January 27, 2022

<b>Committee Members</b>
<ul style="list-style-type: none"> <li>• Heidi Ahonen, RP (Chair)</li> <li>• Andrew Benedetto, RP</li> <li>• Steven Boychyn</li> <li>• Felipe Cepeda, RP (Non-Council Committee Appointment)</li> <li>• Kali Hewitt-Blackie, RP</li> <li>• Michael Machan, RP</li> <li>• Miranda Monastero, RP</li> <li>• Keri Selkirk</li> </ul>

**Committee meetings:**

- n/a

**Panel meetings:**

- December 13, 2021

**Panel Meetings**

A two-hour meeting took place on December 13, 2021, via videoconference. Below are the outcomes of that meeting:

<b>Total learning plans reviewed</b>	<b>4</b>
<b>Learning plans approved</b>	<b>4</b>

**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, RP  
Chair, Examination Committee

## Executive Committee Report to Council

January 27, 2022

### Committee Members

- Andrew Benedetto, RP
- Steven Boychyn
- Shelley Briscoe-Dimock, RP (Chair)
- Kenneth Lomp, RP
- Keri Selkirk

### Committee meetings:

- December 9, 2021
- January 6, 2022

The Executive Committee considered the following matters at the December 9, 2021, and January 6, 2022, meetings:

### Council Education Planning

The Executive Committee discussed the December 2, 2021, Canadian Centre for Diversity and Inclusion session and provided feedback that staff was directed to convey about the sessions. It was noted that there is a scheduled discipline training for all Council members taking place in February with Richard Steinecke, Lisa Hamilton (defense counsel) and Jennifer Hunter (independent legal counsel). A full-day education session in March on trauma and trauma-informed approaches to regulatory work. There will also be a brief training on a model of consensus-based decision making at the January 27 Council meeting. The Executive also discussed additional chair training.

### Council Evaluation: Efficacy Evaluation Review

The Executive Committee reviewed the annual Council efficacy survey in detail, reviewing and discussing each question on the evaluation. Feedback was provided to Pollinate to incorporate into the final version. The evaluation will be sent via email on January 24, 2022. The last day to respond to the evaluation is February 9, 2022. Further information on the evaluation framework will be provided to Council in the January 27 meeting materials. See agenda item 9.

### Clinical Supervision Review Update

The Executive Committee received a general update on the status of the ongoing clinical supervision review being led by the Quality Assurance Committee.

### Diversity and Inclusion Update

The Executive Committee received an update regarding CRPO's recruitment of indigenous RPs to participate in the review of registration applications made using the indigenous pathway. It was also noted that the College continues to work with Darcy Belisle on diversity and inclusion initiatives, and he will continue to consult the CRPO on the Diversity and Inclusion Working Group recruitment and composition.



## **Research Participation**

To meet the CPMF domain regarding system partnerships domain, the Executive Committee discussed CRPO's potential involvement in research. Some examples of requests received include posting information about study recruitment, sharing information directly with registrants or having staff or Council members participate in interviews or surveys. The Committee agreed that research is key to advancing access to services and directed staff to define research participation criteria and seek input from legal counsel.

## **ACTION TAKEN IN BETWEEN COUNCIL MEETINGS**

### **2022-2023 Budget**

The Executive Committee had the opportunity to review and ask questions regarding the proposed 2022-2023 expense and revenue budget. The budget was recommended for approval by Council as presented. Council will be asked to approve the budget at the January 27 meeting. See agenda item 7.

### **Non-Council & Public Member Appointments to Inquiries, Complaints and Reports Committee**

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."

The Executive Committee appointed the following non-Council members to the ICRC for one-year terms, effective immediately to begin the orientation process.

1. Nicolas El-Kada, RP
2. Abi Ajibolade, RP

The Executive Committee appointed the following public Council members to the ICRC effective immediately:

1. David Keast
2. Jeffrey Vincent

Council is being asked to ratify this decision. See agenda item 5.

### **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

January 27, 2022

### Committee Members

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

**Committee meetings:**

- n/a

**Panel meetings:**

n/a

### Referrals, Hearings Pre-hearing Conferences & Motions

**Referrals:**

Since the last Council meeting, we have received no new referrals to the Fitness to Practise Committee.

**Hearings:**

Since the last Council meeting, we have had 1 contested hearing that occurred on December 15 & 16, 2021.

**Pre-hearing Conference:**

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

**Motions:**

No Motions were received since the last Council meeting.

### Training

A Plenary meeting will be scheduled in the next quarter.

### The Committee Recommends:

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

Respectfully submitted,

Carol Cowan-Levine  
Chair, Fitness to Practise Committee

## Inquiries, Complaints and Reports Committee Report to Council January 27, 2022

<b>Committee Members</b>
<ul style="list-style-type: none"> <li>• Abimbola (Abi) Ajibolade, RP (Non-Council Committee Member)</li> <li>• Steven Boychyn</li> <li>• Shelley Briscoe-Dimock, RP (Chair)</li> <li>• David Bruce, RP (Non-Council Committee Member)</li> <li>• Nicolas El-Kada, RP (Non-Council Committee Member)</li> <li>• Sherine Fahmy</li> <li>• Kathleen (Kali) Hewitt-Blackie, RP</li> <li>• David Keast</li> <li>• Kenneth G. E. Lomp, RP</li> <li>• Miranda Goode Monastero, RP</li> <li>• Judy Mord, RP</li> <li>• Carla Ribeiro, RP (Non-Council Committee Member)</li> <li>• Kafui Sawyer, RP (Non-Council Committee Member)</li> <li>• Keri Selkirk</li> <li>• Jeffrey Vincent</li> </ul>

**Plenary meetings:**

- N/A

**Panel meetings:**

- December 8, 2021
- January 7, 2022
- January 25, 2022

**General Summary**

<b>Current fiscal (to date) April 1, 2021-Present</b>		
	Received	Decisions Released
<b>Formal Complaints</b>	50	42
<b>Registrar's Investigations</b>	22	20
<b>Incapacity Investigations</b>	0	3

<b>Referrals for a hearing (to date) April 1, 2021-Present</b>	
<b>Discipline Referrals</b>	4
<b>Fitness Referrals</b>	0

ICRC meeting dates for 2022 have been finalized. In light of consistent workflow, the Committee will continue meeting for one full-day and one half-day meeting per month. Like last year, this workload will be split between three separate panels. To support these panels, ICRC welcomes four new Committee members:

- Abimbola Ajibolade, RP (Non-Council Committee Member)

- Nicolas El-Kada, RP (Non-Council Committee Member)
- Jeffrey Vincent (Public Member)
- David Keast (Public Member)

These new Committee members will bring an eclectic set of skills, perspective, and experience to the decision-making process. Training will take place over the next month.

Respectfully submitted,

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

## Quality Assurance Committee Report to Council

January 27, 2022

### Committee Members

- Andrew Benedetto, RP
- Brenda Sedgwick, RP (Non-Council committee member)
- David Keast
- Heidi Ahonen, RP
- Kali Hewitt-Blackie, RP
- Kayleen Edwards, RP (Non-Council committee member)
- Kenneth Lomp, RP (Chair)
- Miranda Monastero, RP
- Sherine Fahmy

#### Committee meetings:

- n/a

#### Panel meetings:

- n/a

The QAC has not met since the last Council meeting on December 2, 2021; however, staff reports that a QAP Phase 2.2 Workshop took place on January 12, 2022, as part of the QA Program Enhancement Project. The next workshop is scheduled on February 15, 2022.

The next QA Plenary meeting has been scheduled for February 22, 2022.

#### The Committee Recommends:

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

Respectfully submitted,

Kenneth Lomp RP

Chair, Quality Assurance Committee

## Registration Committee Report to Council

January 27, 2022

<b>Committee Members</b>
<ul style="list-style-type: none"> <li>• Andrew Benedetto, RP (Chair)</li> <li>• Heidi Ahonen, RP</li> <li>• Elda Almario, RP (Non-Council Committee Member)</li> <li>• David Keast</li> <li>• Michael Machan, RP</li> <li>• Muriel McMahon, RP (Non-Council Committee Member; IRTG Appointment)</li> <li>• Ahil Nageswaran, RP (Non-Council Committee Member)</li> <li>• Grishanth Ram</li> <li>• Radhika Sundar, RP</li> </ul>

**Committee meetings:**

- None

**Panel meetings:**

- November 26, 2021
- December 14, 2021

### Panel Meetings

The November 26 meeting was a half day in length. The December 14 meeting was a full day in length. Both meetings took place via video conference. Below are the statistics for the meetings from November through December.

<b>Total applications reviewed</b>	23
<b>Approved</b>	4
<b>Terms, Conditions &amp; Limitations (TCL)</b>	2
<b>Requests for more information</b>	3
<b>Refused</b>	14

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 December 2, 2021, Council meeting update, the Health Professions Appeal and Review Board (HPARB) has returned one decision, in which HPARB confirmed the Committee's refusal.

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

- [A.T. 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