

COUNCIL AGENDA

Date: Thursday, June 13, 2024
Time: 9:30 a.m. to 12:15 p.m.
Location: Zoom videoconference
Chair: Kenneth Lomp, President

| | Time | Item | Materials | Pg# | Action | Presenter |
|--|-------|--|--|-------|-----------------------|-----------|
| 1. WELCOME & INTRODUCTIONS | | | | | | |
| 1.a. | 9:30 | Land Acknowledgement | | | verbal | |
| 1.b. | 9:35 | Call to Order and Opening Remarks | | | Information | K. Lomp |
| 1.c. | 9:37 | Approval of Agenda <i>Council is asked to indicate – before the meeting - if they wish for any consent agenda items to be moved to regular discussion items.</i> | 1. Draft Agenda | 1-4 | Decision by motion | K. Lomp |
| 1.d. | 9:39 | Conflict of interest declarations <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. COI disclosure form | 5-10 | Information | K. Lomp |
| 2. DISCUSSION & DECISION (or DIRECTION) | | | | | | |
| 2.a. | 9:40 | Election of Officers <i>CRPO will hold Executive Committee elections in accordance with Schedule 1 of the by-laws. Process for Election of Officers.</i> | 1. Briefing Note | 11-13 | Decision by vote | D. Adams |
| 2.b. | 10:00 | By-law Updates <i>Council is being asked to approve updated draft CRPO by-laws for 60-day public consultation.</i> | 1. Briefing note 2. Table of Proposed By-law Amendments | 13-79 | Decision by consensus | M. Piore |

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|--------------------------|-------|--|---|---------|-----------------------------------|---------------------------------|
| | | | 3. DRAFT By-law Amendments | | | |
| 2.c. | 10:20 | Supervision Course Guidelines <i>Council is being asked to approve the draft supervision course guideline for public consultation.</i> | 1. Briefing Note 2. DRAFT Supervision Course Guidelines | 80-84 | Discussion, decision by consensus | M. Pioro |
| 2.d. | 10:40 | Diversity, Equity and Inclusion: Communication regarding Self-Identification Data Collection <i>Council is being asked to approve the self-identification data communications materials.</i> | 1. Briefing Note 2. DRAFT Communication plans 3. self-identification data set (approved September 2023) | 85-105 | Decision by motion | K. Lomp, D. Adams |
| BREAK 10:50-11:05 | | | | | | |
| 2.e. | 11:05 | Committee Terms of Reference review <i>Council is being asked to approve the proposed changes to committee/working group terms of reference.</i> | 1. Briefing Note 2. Revised QAC terms of reference 3. Revised Examination Committee terms of reference 4. Revised DEIWG terms of reference | 106-117 | Decision by consensus | K. Lomp, A. Fournier |
| 2.f. | 11:20 | Elections 2024 Update <i>Council is being provided with an update regarding the outcomes of the 2024 district election cycle.</i> | Verbal | | Information, decision by motion | K. Lomp, A. Fournier |
| 2.g. | 11:30 | Policy Review Cycle | 1. Briefing Note 2. DRAFT Council | 118-138 | Decision by motion | K. Lomp, P. Bialik, A. Fournier |

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|-------------------------------------|-------|--|---|---------|-------------------------|----------|
| | | <p><i>Council is being asked to review and approve proposed changes to a number of policies as per the CRPO's policy review cycle.</i></p> <p><i>2.g.i. Executive Limitations policies</i></p> <ul style="list-style-type: none"> <i>Council Registrar Relationship</i> <i>Reserve fund</i> <p><i>2.g.i.i. Privacy Policy</i></p> <p><i>2.g.i.i.i. Non-Council member appointments policy</i></p> | <p>Registrar Relationship</p> <p>3. DRAFT Reserve Fund policy</p> <p>4. Briefing Note</p> <p>5. DRAFT Privacy policy</p> <p>6. Briefing Note</p> <p>7. DRAFT Non-Council Member Appointments policy</p> | | | |
| 3. INFORMATION & UPDATES | | | | | | |
| 3.a. | 11:40 | <p>Evaluations</p> <p><i>3.a.i. Self-Reflection and Competency self-assessment</i></p> <p><i>Council is being presented with the self-reflection and competency self-assessment aggregate report in advance of individual review sessions.</i></p> <p><i>3.a.i.i. Meeting Pulse evaluation report</i></p> <p><i>Council is being presented with the Meeting Pulse Evaluation Report update from Q4 2023-2024.</i></p> | <p>1. Briefing Note</p> <p>2. Q4 meeting pulse evaluation report for Council</p> | 139-157 | Information, discussion | |
| 3.b. | 11:55 | <p>Registrar's Report</p> <p><i>Council will have the opportunity to pose questions on the Registrar's report.</i></p> | <p>1. Registrar's Report</p> <p>2. Q4 KPI Report</p> <p>3. Google Analytics</p> | 158-174 | Information, discussion | D. Adams |

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|------|-------|--|--------|--|-------------------------|----------|
| 3.c. | 12:00 | <p>PPWG Update</p> <p><i>Council will receive an update on work related to guidelines for RPs on MAiD and psychedelic assisted psychotherapy.</i></p> | Verbal | | Information, discussion | D. Adams |
|------|-------|--|--------|--|-------------------------|----------|

| 4. CONSENT AGENDA | | | | | | |
|-------------------|-------|--|---|---------|---------------|---------|
| 4.a | 12:10 | <p>Consent Agenda</p> <p><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 are encouraged to direct them to the President prior to the meeting to allow for additional information to be included in the materials as required. 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></p> | <p>Draft Minutes:</p> <p>1. DRAFT 20MAR2024 minutes</p> <p>Committee Reports:</p> <p>1. Ontario Registered Psychotherapists Discipline Tribunal (ORPDT) & FTP 2. Examination 3. Executive 4. Inquiries, Complaints and Reports 5. Quality Assurance 6. Registration</p> | 175-192 | Motion | K. Lomp |
| | 12:15 | ADJOURNMENT | | | MOTION | K. Lomp |
| | | <p>2024 Council Meetings</p> <ul style="list-style-type: none"> September 25, 2024 (education) September 26, 2023 (meeting) December 12, 2024 (meeting) | | | | |

Note that lunch will be 45 minutes and the Council education session will start promptly at 1:00 pm.

Conflict of Interest Disclosure Form

Meeting Date: June 13, 2024
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

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.



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.



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.



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.



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.



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.

APPENDIX B

Process for Considering & Declaring Conflicts of Interest

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.
-



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.
-



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.¹

¹ 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

| | |
|-----------------------|---|
| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.a. |
| Issue: | Election / Acclamation of Officers |
| Attachment(s): | Schedule 1 to the By-Laws, <i>Process for Election of Officers</i> |
| References: | CRPO By-laws |
| Action: | Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | D. Adams, A. Fournier |

Background:

On May 10, 2024, Council members were provided with the notice of election of officers and nomination forms in accordance with Schedule 1 of the CRPO by-laws (Appendix A). Council members were invited to submit their nominations to run for the positions of President, Vice-President, and three members (at-large) by May 31, 2024, with the election of officers taking place at the June 13, 202, Council meeting.

Section 13.01 of the by-laws state: “The Executive Committee shall be composed of the President, the Vice-President and three (3) members of Council. Three (3) members of the Executive Committee shall be Members and two (2) members of the Executive Committee shall be Public Members.”

The following Council member was nominated for the position of **President**:

- Kenneth Lomp, RP

As no other nominations were received for the position of President, Kenneth Lomp will assume the role by acclamation.

The following Council members were nominated for the position of **Vice-President**:

- Michael Machan, RP

As no other nominations were received for the position of Vice-President, Michael Machan will assume the role by acclamation.

The following Council members were nominated for the position of **Member (Professional)**:

- Kathleen (Kali) Hewitt-Blackie, RP

As no other nominations were received for the position of Member (Professional), Kathleen (Kali) Hewitt-Blackie will assume the role by acclamation.

The following Council members were nominated for a position as **Member (Public)** of Executive Committee:

- Jeffrey Vincent

Jeffrey Vincent will be acclaimed as Executive Committee Member (Public). Since the submitted nominations for Member (Public) do not fulfill the requirement that two members of

the Executive be public members, nominations can be made from the floor.

Proposed Motion:

[Be it moved]

1. that Council accepts the acclamation of Kenneth Lomp as President;
2. that Council accepts the acclamation of Michael Machan as Vice President;
3. that Council accepts the acclamation of Kali Hewitt-Blackie as Member (Professional)
4. that Council accepts the acclamation of Jeffrey Vincent as Member (Public)
5. that Council accepts the nomination acclamation of [TBD] Member (Public)

SCHEDULE 1 TO THE BY-LAWS

Process for Election of Officers

The elections will be supervised by the Registrar. The Registrar may be assisted by staff.

Before the first regular meeting of the newly elected Council each year or any other Council meeting designated for the purpose by Council resolution, the Registrar shall send an invitation to all Council members requesting any person wishing to stand for election to the offices of the President, Vice-President and Executive Committee member to indicate so, in writing, to the Registrar.

A Member's written intent must be supported by the signatures of two other Council Members and be returned to the Registrar no later than 5:00 p.m. fourteen days before the meeting of Council when the election of officers shall take place. A Member may not withdraw his or her nomination later than 5:00 p.m. fifteen days before the meeting of Council when the election of officers shall take place. The College shall post the names of nominees on its web-site as nominations are received.

At the meeting of Council when the election of officers shall take place, the Registrar shall present the names of eligible candidates who have indicated their interest for the position of President.

Where there is only one nominee for a position, that person shall be elected by acclamation. In the event that there is more than one candidate for the office, the voting will be conducted by ballot, with the result being tabulated and then recorded and reported by the Registrar. Where there are no nominations for a position, nominations can be made from the floor.

Before the vote, candidates shall be given the opportunity to speak briefly (order to be determined by lot). The election of a candidate shall be confirmed by a majority vote of those present and voting. Where no candidate receives a majority vote, the candidate receiving the fewest votes shall be disqualified and the Council shall, by ballot, vote on the remaining candidates until one candidate receives a majority vote.

In the event of a tie, a second ballot will take place. Candidates will have an opportunity to speak briefly before the vote. If the second ballot also results in a tie, the winning candidate will be determined by lot.

The results of each election will be tabulated and reported by the Registrar and staff, with the number of votes accorded to each candidate to remain confidential.

Once the President is elected, the Vice President shall be nominated and elected in a similar manner. Once the Vice President has been elected, the remaining Executive Committee positions shall be filled in a similar manner ensuring that there is an appropriate number of Members and Public Members.

Once the election is completed, the Registrar shall call for a motion to destroy the ballots. The elected members of the Executive Committee may then speak briefly.

The above process shall be followed for every election of officers after section 6 of the Act is proclaimed into force.

Briefing Note for Council

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|-----------------------|---|
| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.b. |
| Issue: | Draft Revised By-laws |
| Attachment(s): | CRPO By-laws, DRAFT REVISED 1.3 for Council Table of Proposed By-law Amendments |
| References: | Current CRPO By-laws (crpo.ca) |
| For: | Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | M. Piro |
| Submitted by: | Executive Committee |

Purpose & Public Interest Rationale:

By-laws provide parameters for CRPO to carry out its operations in a transparent, sustainable manner. They also have implications for governance, e.g., provisions around Council meetings and committee composition, and regulation, e.g., provisions regarding professional liability insurance and the public register.

Background:

CRPO's inaugural by-laws were approved in 2013 and have been revised piecemeal as needed. This is CRPO's first comprehensive by-law review. Staff conducted research regarding other colleges' by-laws, held internal discussions regarding CRPO's experiences and needs, and in the case of the professional liability insurance by-law, conducted sector-specific consultations.

Key Considerations:

All of the by-laws are subject to review. Explanations for proposed changes are provided in a table as well as in comment bubbles. Executive Committee has recommended that Council approve public consultation of these draft revised by-laws.

Proposed Decision:

[By consensus] That Council circulate the draft revised by-laws for 60-day public consultation.

Table of Proposed By-law Amendments

June 2024

Introduction

The following table summarizes changes to the CRPO by-laws by subject area.

Three subject areas are required to be circulated for public consultation: Fees, the public register, and professional liability insurance (PLI). Proposed changes in these areas are listed first. The remainder of the proposed changes follow. Stakeholders and system partners are welcome to comment on any of the proposed changes.

Fees

| Summary | Provision Numbers |
|--|---------------------------|
| Fee amounts are <u>not</u> proposed to change. They are the same as the June 2024 fees, previously shared with CRPO's Council on March 20, 2024. | 19.03, 22.01, Schedule 4. |
| Fee amounts have been moved to Schedule 4 for ease of reference. | 19.03, 22.01, Schedule 4. |
| The Registrar may increase fees (other than the late renewal fee and reinstatement fee) every two years by the rate of inflation or less. | 19.06 |
| Amounts owed by a registrant to CRPO, e.g., an order following a discipline hearing, are added to their renewal fee. | 19.02 |

Public Register

| Summary | Provision Numbers |
|---|-------------------|
| Other than the item listed immediately below, no substantive changes are proposed regarding information posted to the public register. The proposed changes are technical, removing provisions that duplicate the <i>Regulated Health Professions Act</i> . | 21.08 |
| The process for removing a former suspension from the public register has been adjusted. Registrants may apply to remove certain past suspensions from the public register; however, it is against the public interest to allow for removal of a past revocation from the public register. In addition, since the QA Program is remedial and supportive in nature, suspension notations related to QA may be removed after good standing is regained and maintained. | 21.12 |

Professional Liability Insurance (PLI)

| Summary | Provision Numbers |
|--|-------------------|
| Deductibles are prohibited. CRPO research indicates deductibles are not common. They also risk harming both registrants and clients by exposing them to risk of financial loss. No other changes regarding PLI are proposed. | 21.01(1)(iii) |

Governance

| Summary | Provision Numbers |
|---|-------------------|
| Clarifying decision-making regarding the CRPO head office | 2.01 |
| Clarifying term of officers | 5.02 |
| Updating procedure to fill vacancies on Executive Committee | 6.04 |
| Updating eligibility requirements to serve on Council or committees, including minimum waiting periods following certain conduct | 10.04, 13.15 |
| Clarifying existing practice not to allow voting by proxy at Council or committee meetings | 11.09, 14.05 |
| Moving away from mandating that at least one Council member always serves on a committee, though this may continue in practice as needed | 12.03, 13 |
| Removing the mandatory ratio that professional members must exceed public members, though this may continue in practice as needed | 12.04, 13 |
| Planning for the unlikely scenario that a committee is constituted of only two people. | 12.05 |
| Promoting the independence of the Ontario Registered Psychotherapist Discipline Tribunal (ORPDT) and Fitness to Practise Committee by allowing individuals to be appointed instead of all Council members serving, potentially leading to a reduction in overlap of membership between the ICRC, discipline, and fitness to practise functions. | 13.04, 13.05 |
| Creating a future opening to allow for non-RP, non-government appointed committee members. It also reflects the appointment of experienced adjudicators to the ORPDT and Fitness to Practise Committee. | 13.11 |
| Formalizing the practice by committees and panels (which was already included for Council in the by-laws) of using unanimous written resolutions instead of a meeting for certain, straightforward matters. | 14.05 |
| New emergency governance measures are set out. | 24 |
| Formalizing electronic voting in Executive Committee elections | Schedule 1 |

Finance and Operations

| Summary | Provision Numbers |
|--|------------------------------|
| Updating list of signing officers and limits | 3.01, 3.02, 4.03, 4.04, 4.08 |

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|---|-------|
| The deadline for annual renewal of registration is set to 5:00 pm eastern rather than 11:59pm, on March 31. This change allows staff to be present to address issues at the time of the deadline. | 19.02 |
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Miscellaneous

| Summary | Provision Numbers |
|--|--|
| Updating terminology and language, e.g., Registrant instead of Member; Board as an alternative to Council; gender-neutral language | 1.01, 1.03, 13.16, 16.06 |
| Strengthening and clarifying legal language; correcting errors | 1.05, 8.04, 10.04(xiii),(xiv), 10.30(xi), 15.02(iii)(c), 13.16 |
| Updating outdated provisions | 4.11, 9.04, 10.02, 12.02, 21.08(vi), Schedule 1, Schedule 2 |
| Create table to capture future by-law amendments | Schedule 5 |

By-laws

of the

College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

REVISED DRAFT 1.3

Notes for the reader:

- All the by-laws are being reviewed. Please consider this draft as all new.
- Track changes are for convenience. They draw attention to significant changes from the current by-laws. They should not be relied upon to indicate all changes from the current by-laws.
- For readability, some changes are not in tracking, for example:
 - Repeated changes in terminology (“Registrant” instead of “Member”; “Member” reserved for Council and committee members; use of “they” instead of “he or she”; Discipline Committee name replaced by Tribunal name)
 - Renumbering of by-law articles

Made by Council: DATE

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**By-laws of the
College of Registered Psychotherapists and
Registered Mental Health Therapists
of Ontario**

All previous by-laws of the College are hereby repealed and replaced with this by-law.

1. INTERPRETATION

1.01 – Definitions

In these by-laws, unless otherwise defined or required by the context,

“Act” means the *Psychotherapy Act, 2007* and includes the regulations made under it;

“Auditor” means an accountant or firm of accountants duly licensed under the *Public Accounting Act*, appointed by Council under article 4.12;

“Body that Governs a Profession” means a college, society, institute, association, government department or agency or any other entity that regulates a profession under statutory authority.

“Client Relations Committee” means the Patient Relations Committee established under section 10 of the Code;

“Code” means the *Health Professions Procedural Code*, which is Schedule 2 of the *Regulated Health Professions Act, 1991*;

“College” means the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario;

“Committee” means a committee of the College and includes statutory committees established under section 10 of the Code, standing committees, ad hoc committees, planning groups and working groups and any other committee established by Council under these by-laws;

“Council” means the Council established under subsection 6(1) of the *Psychotherapy Act, 2007*, and may be used interchangeably with “Board”;

“Member” means a person elected or appointed to the Board or a Committee;

“Peer Coach” means a peer assessor appointed under section 81 of the Code;

“Practice Advisor” means a contractor retained by the College to answer inquiries about standards that apply to Registrants;

“President” means the President referred to in section 7 of the Act, and may be used interchangeably with “Board Chair” and “Chair of the Board”;

Commented [CRPO1]: This provision enables CRPO to use the term “Board” instead of or interchangeably with “Council”, if it wishes.

Commented [CRPO2]: The term “Member” is used for Board or committee members, not for registrants in general

Commented [CRPO3]: Similar to the Council/Board terminology choice, some colleges are moving toward referring to the President as the Chair.

“Professional Association” means an organized group of Registrants who promote and advocate for the interests of the profession but does not include a school whose sole purpose is to educate;

“Public Member” means a person described in clause 6(1)(b) of the Act;

“Registrant” means a person registered with the College as a member as defined in the Code;

Commented [CRPO4]: This formalizes CRPO’s practice over the last several years of using “Registrant” instead of “member” for RPs

“Registrar” means the person appointed by Council as Registrar for the College. The “Registrar” includes any person appointed or designated as Acting Registrar; and

“RHPA” means the *Regulated Health Professions Act, 1991* and includes the regulations made under it.

1.02 – Ontario Registered Psychotherapists Discipline Tribunal

The Discipline Committee shall be known as the Ontario Registered Psychotherapists Discipline Tribunal (ORPDT) in English and Tribunal de discipline des psychothérapeutes autorisés de l’Ontario (TDPAO) in French, and each reference to the Ontario Registered Psychotherapists Discipline Tribunal or the Tribunal de discipline des psychothérapeutes autorisés de l’Ontario, whether orally or in writing, shall be deemed to be a reference to the Discipline Committee of the College as specified in the Code and the ~~Psychotherapy~~ Act, and any other legislation or policy where the context requires.

1.03 – Singular and Plural / Masculine, ~~and~~ Feminine, ~~and~~ Non-Binary

In these and all by-laws of the College, the singular shall include the plural and the plural shall include the singular. The masculine, ~~shall include the~~ feminine, ~~and non-binary shall include one another and the feminine shall include the masculine.~~

Commented [CRPO5]: Formalizing addition of gender-neutral language

1.04 – Legislative References

Any reference in these and all by-laws of the College to a statute, a regulation or a section of a statute or regulation shall be deemed to apply to any re-enactment or amendment of that statute, regulation or section, as the case may be.

1.05 – Consistency ~~with RHPA and Act~~ Severability

All provisions of these and all by-laws of the College shall be interpreted in a manner consistent with the RHPA and the Act and where any inconsistency is found to exist, the inconsistent provision shall, where practical, be severed from the by-law. The invalidity of any part of these by-laws for any reason does not affect the validity of the remainder of these by-laws, which shall continue in full force and effect as if such invalid part had never been included here.

Commented [CRPO6]: For added legal risk management

1.06 – Calculating Time

A reference in these and all by-laws of the College to the number of days between two events means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.

1.07 – Holidays

A time limit in these and all by-laws of the College that would otherwise expire on a holiday or a weekend is extended to include the next day that is not a holiday or a weekend.

1.08 – Employment

A reference in these and all by-laws of the College to employment of or by a Registrant, including employment by a Professional Association, includes other forms of business relationships, such as partnerships, as a contractor or in a practice association.

2. GENERAL

2.01 – Head Office

The head office of the College shall be in the Province of Ontario, at such ~~place-city or region~~ as Council may determine from time to time.

Commented [CRPO7]: While staff and Council must collaborate regarding office location, this proposed change clarifies that Council has high level input regarding city/region, whereas the exact address involves operational concerns more aligned with staff's role to determine.

2.02 – Forms

Certificates of registration and other documentation issued by the College shall be in such form as the Registrar shall provide, from time to time.

3. EXECUTION OF CONTRACTS AND OTHER DOCUMENTS

3.01 – General Signing Authority

Documents requiring execution by the College, such as a contract, may be signed by the Registrar or Deputy Registrar, together with one of the President, Vice-President or other such person as Council may designate, and all documents so signed are binding upon the College without further authorization or formality.

Commented [CRPO8]: This addition promotes continuity in case of unexpected unavailability of one signing officer.

3.02 – Documents Valued at Less Than ~~\$420,000~~

Notwithstanding article 3.01, documents involving liability of less than ~~\$420,000~~ (and that total amount is to include any and all extensions and/or renewals contemplated in the document) can be signed by the Registrar or Deputy Registrar alone, and documents so signed are binding upon the College without further authorization or formality.

Commented [CRPO9]: This proposed change reflects inflation, the College's growing size and budget, and promotes efficiency while maintaining adequate financial controls.

3.03 – Other Signing Authority

Instead of, or in addition to, the persons specified in articles 3.01 or 3.02, Council may appoint from time to time, any one or more officers or other persons to sign contracts, documents and instruments in writing on behalf of the College, whether generally or in relation to specific contracts, documents or instruments in writing.

3.04 – Seal

The seal depicted below is the seal of the College.

3.05 – Use of Seal

The seal of the College shall be affixed to any document that requires the College seal by a person authorized to sign the document on behalf of the College.



4. BANKING AND FINANCE

4.01 – Fiscal Year

The fiscal year of the College shall commence on the first day of April and conclude on the last day of March the following year.

4.02 – Appointed Bank

Council shall appoint, from time to time, one or more Canadian banks chartered under the *Bank Act* (Canada) for the use of the College.

4.03 – Authorized Signatories for Amounts Less Than \$420,000

Subject to article 3.03, all cheques, drafts, notes, or orders for payment of money and all notes and acceptances and bills of exchange in an amount less than \$420,000 may be signed by the Registrar or Deputy Registrar alone.

4.04 – Authorized Signatories for Amounts of \$~~420~~,000 or More

Subject to article 3.03, all cheques, drafts, notes, or orders for payment of money and all notes and acceptances and bills of exchange in an amount of \$~~420~~,000 or more shall be signed by the Registrar or Deputy Registrar ~~and together with~~ one of the President, Vice-President or such other person as Council may designate.

4.05 – Borrowing

Subject to any limitation set out in these or any other by-laws of the College, Council may, by resolution,

- (i) borrow money on the credit of the College;
- (ii) limit or increase the amount or amounts that may be borrowed;
- (iii) issue, sell or pledge debt obligations of the College, including, but not limited to, bonds, debentures, notes or other liabilities, whether secured or unsecured; and
- (iv) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the College, including book debts, rights, powers, franchises and undertakings, to secure any such securities or any money borrowed, or other debt, or any other obligation or liability of the College.

4.06 – Delegation of Borrowing Authority

Council may, from time to time, authorize one or more officers, Council members or employees of the College to exercise any or all of the powers set out in article 4.05 in such a manner as Council shall determine.

4.07 – Budget

Council shall approve annually,

- (i) an operating expense and revenue budget for the College for each fiscal year; and
- (ii) a capital budget for the College for each fiscal year.

4.08 – Expenses

The President, Vice-President and the Registrar may approve purchases or leasing of goods and acquisition of services in accordance with the following:

- (i) the Registrar may authorize expenses not exceeding \$~~2535~~,000 if the expenditure has previously been approved as an item in the College budget;
- (ii) the Registrar and one of the President, or Vice-President may authorize expenses in excess of \$~~235~~,000 if the expenditure has previously been approved as an item in the College budget;

- (iii) the Registrar may authorize expenses not exceeding \$510,000 if the expenditure has not previously been approved as an item in the College budget if the Registrar believes that the expenditure is necessary for the operations of the College; and
- (iv) the Executive Committee shall review any proposed expense exceeding \$510,000 if the item is not an expenditure in the College budget and make recommendations to Council for approval. If immediate action is required, the Executive Committee may approve the expenditure.

4.09 – Grants

The Executive Committee may negotiate the obtaining of a grant on behalf of the College but such agreements shall be approved by Council before they are finalized unless immediate action is required.

4.10 – Investments

Funds not immediately required by the College may be invested. The Executive Committee shall recommend, for the approval of Council, the investment strategies of the College as well as an investment dealer to implement investment of the College's funds in one or more of the following securities:

- (i) securities and debt instruments issued or guaranteed by any one or more of the following:
 - (a) the Government of Canada, or
 - (b) the Government of any province of Canada;
- (ii) securities and bank instruments guaranteed by a bank listed in Schedule I under the *Bank Act* (Canada) or such other financial institution approved by Council generally; and
- (iii) other investments approved by Council generally.

~~4.11 – Safekeeping~~

~~Securities and other financial documents will be held for safekeeping in the name of the College at its bank.~~

Commented [CRPO10]: This provision is out of date. Virtually all official records are digital.

4.11 – Indemnification

Every Council member, Committee member and officer or employee or appointee of the College, including assessors, investigators and inspectors, and each of their heirs, executors and administrators and estate, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the College from and against:

- (i) all costs, charges, expenses, awards and damages whatsoever that he or she sustains or incurs in any action, suit or proceeding that is brought, commenced or prosecuted against them in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
- (ii) all other reasonable costs, charges, expenses, awards and damages that he or she sustains or incurs in or about or in relation to the affairs of the College;

except such costs, charges, expenses, awards or damages as are occasioned by their own wilful neglect or default. Where the person is a commercial service provider (e.g., a private investigator hired to conduct an investigation), the College has discretion as to whether or not to provide indemnity.

4.12 – Appointment of Auditor

Council shall appoint an accountant or a firm of accountants duly licensed under the *Public Accounting Act* to audit the accounts of the College and to prepare financial statements for each fiscal year.

4.13 – Term of Office

The Auditor shall remain in office until removed by Council.

4.14 – Audited Financial Statements and Report

The audited financial statements of the College, together with a signed and certified copy of the Auditor's report, shall be presented annually to Council.

4.15 – Deadline for Report

The report of the Auditor shall be prepared within one hundred and twenty (120) days of the close of the fiscal year for presentation to Council.

5. OFFICERS – GENERAL

5.01 – Officers of the College

The officers of the College shall be the President, Vice-President and such other officers as Council may determine from time-to-time.

5.02 – Term of Office

The term of office for each officer of the College shall commence at the next regular Council meeting following their election as an officer and shall continue until the next regular Council meeting after the next election for officers, approximately one year later.

Commented [CRPO11]: Clarifies the intention that officer continues until they are replaced by new, incoming officer

5.03 – Maximum Term

The maximum consecutive term in one office is three (3) consecutive, full-year terms.

6. ELECTION OF OFFICERS

6.01 – Eligibility for Nomination

Only a member of Council is eligible for nomination or election as an officer of the College.

6.02 – Election Procedure

At the first regular Council meeting after the elections for Council members, Council shall elect by secret ballot from among those members of Council eligible for election, the President, Vice-President and any other officer positions, in accordance with this by-law and the “Process for Election of Officers” set out in Schedule 1.

6.03 – Filling Vacancies (President)

In the event that the President is removed from office, resigns or dies or the position of President becomes vacant for any reason, the Vice President shall become the President for the remaining term of the office and the office of the Vice President shall become vacant.

6.04 – Filling Vacancies (~~Vice President~~Other Officers)

In the event that ~~the Vice President is~~ any member of the Executive Committee, other than the President, is removed from office, resigns or dies or ~~the that~~ position of ~~Vice President~~ becomes vacant for any reason, Council may elect a new ~~Vice President~~ member to hold office for the remainder of the term. If Council is unable to fill the position promptly the ~~remaining members of the Executive~~ Nominations and Elections Committee can appoint another Council member to ~~be Vice President~~ the Executive Committee on an interim basis ~~and, if that position is filled by a member of the Executive Committee, appoint a Council member to fill that vacancy on an interim basis.~~

Commented [CRPO12]: These amendments serve two purposes. The first is to create a vacancy-filling procedure for all Executive Committee members, not only the President and Vice President. The second is to involve the Nominations & Elections Committee, which promotes the independence of the appointment process.

7. DUTIES OF OFFICERS

7.01 – Duties of the President

The President shall:

- (i) if present, and subject to article 11.06, preside as Chair at all meetings of the Council;
- (ii) serve as Chair of the Executive Committee;

- (iii) perform those duties assigned to the President in the by-laws, including those set out in article 18; and
- (iv) perform all duties and responsibilities pertaining to their office and such other duties and responsibilities as may be decided by Council.

7.02 – Duties of the Vice President

The Vice-President shall:

- (i) perform the duties of the President in the event that the President is unable to perform those duties;
- (ii) perform those duties assigned to the Vice President in the by-laws;
- (iii) serve on the Executive Committee; and
- (iv) perform all duties and responsibilities pertaining to their office and such other duties and responsibilities as may be decided by Council.

7.03 – Duties of Other Officers

Any other officer of the College shall, unless Council determines otherwise:

- (i) serve on the Executive Committee; and
- (ii) perform all duties and responsibilities as may be decided by Council.

8. THE REGISTRAR

8.01 – Appointment of Registrar

The Registrar shall be appointed by Council and, despite subsection 12(1) of the Code, the Executive Committee shall not exercise the authority of Council under this article.

8.02 – Duties of the Registrar

The Registrar shall be the Chief Executive Officer of the College and shall have such duties and responsibilities as are conferred by the Act, the RHPA, the by-laws and the policies of the College as well as such duties and responsibilities assigned to the position by Council.

8.03 – Acting Registrar

If a vacancy occurs in the office of the Registrar, the Executive Committee or Council shall appoint an Acting Registrar until a Registrar is appointed, and during extended absences, the Registrar may appoint, in writing, a senior staff member to serve as the Acting Registrar during the Registrar's absence.

8.04 – Deputy Registrar

The Registrar may appoint or designate a Deputy Registrar and ~~delegate and/or~~ assign to them any duties or responsibilities in addition to any assigned in the by-laws.

9. COUNCIL - GENERAL

9.01 – Authority of Council

Council shall perform the functions assigned to it under the Act and the Code.

9.02 – Honoraria & Expenses

The amount payable to members of Council who are Registrants, 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.

9.03 – Composition of Council

Council shall be composed of nine (9) Registrants and as many Public Members as are appointed by Lieutenant Governor in Council in accordance with section 6 of the Act.

9.04 – Term of Office

The term of office of an elected member of Council shall commence immediately after the election and ~~except possibly for those elected in the first election after section 6 of the Act is proclaimed into force,~~ shall continue for approximately three (3) years until their successor takes office in accordance with these by-laws, or until he or she resigns their office or is removed from Council, or until such other time designated by Council, whichever occurs first.

Commented [CRPO13]: Removing outdated provision

10. ELECTION OF COUNCIL MEMBERS

10.01 – Electoral Districts

The following electoral districts are established for the purposes of the election of Council members (with necessary modifications by the Registrar to ensure that the entire province is covered and that there is no overlap of Districts 1-7):

1. Electoral District 1 (West) to be composed of the City of Brantford, the Municipality of Chatham-Kent, the Regional Municipality of Waterloo, and the counties of Bruce, Grey, Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Essex, Elgin, Norfolk and Haldimand.
2. Electoral District 2 (North) to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, Parry

Sound, and Sudbury, the counties of Simcoe, Peterborough and Haliburton, the cities of Greater Sudbury and Kawartha Lakes, and the District Municipality of Muskoka.

3. Electoral District 3 (East) to be composed of the County of Lanark, County of Renfrew, County of Prince Edward, United Counties of Leeds and Grenville, United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, Hastings County, County of Lennox and Addington, County of Frontenac, the County of Northumberland, and the City of Ottawa.
4. Electoral District 4 (Central East) to be composed of the regional municipalities of Durham and York.
5. Electoral District 5 (South West) to be composed of the City of Hamilton and the regional municipalities of Halton and Niagara.
6. Electoral District 6 (Central West) to be composed of the Regional Municipality of Peel,
7. Electoral District 7 (Central) to be composed of the City of Toronto; and
8. Electoral District 8 (Ontario) to be composed of the whole of the province of Ontario.

10.02 – Election Date

~~Except for the first election, which shall take place as soon as possible after section 6 of the Act is proclaimed into force, a~~ An election of members to Council shall be held on a date determined by the Registrar between May and June, inclusive, of each year, according to the following schedule:

- (i) there shall be an election for the North, East and Central East, electoral districts in 20~~17~~~~26~~, if possible, and every third year after 20~~17~~~~26~~;
- (ii) there shall be an election for West, South West and Central West electoral districts in 20~~18~~~~27~~, if possible, and every third year after 20~~18~~~~27~~; and
- (iii) there shall be an election for the Central and Ontario electoral districts in 20~~19~~~~25~~, if possible, and every third year after 20~~19~~~~25~~.

Commented [CRPO14]: Updating outdated provision

10.03 – Number of Members Elected

For each electoral district referred to in Column 1 of the following table, there shall be elected to Council the number of members set out opposite in column 2.

| Column 1 | Column 2 |
|--------------------|-------------------|
| Electoral District | Number of Members |
| 1 | 1 |

| | |
|---|---|
| 2 | 1 |
| 3 | 1 |
| 4 | 1 |
| 5 | 1 |
| 6 | 1 |
| 7 | 2 |
| 8 | 1 |

The number of Council members elected each year shall correspond to the sum of,

- (i) the number of Council members whose terms of office have expired or will expire on the day of the elections, and
- (ii) the number of Council members whose seats have become vacant and have not been filled.

10.04 – Eligibility for Election

A Registrant is eligible for election to Council if the Registrant has been nominated in accordance with the by-laws, has completed and returned the conflict of interest and Council competency questionnaires and if, on March 31 of the year in which an election is held and up to and including the date of the election,

- (i) the Registrant holds a certificate of registration other than a Temporary or Emergency certificate of registration;
- (ii) the Registrant is principally engaged in the practice of the profession in the electoral district for which he or she is nominated or, if the Registrant is not engaged in the practice of the profession, the Registrant principally resides in the electoral district for which he or she is nominated;
- (iii) the Registrant is not in default of payment of any fees or providing any form or information to the College;
- (iv) the Registrant is not the subject of any disciplinary or incapacity proceeding;
- (v) the Registrant has not been the subject of any professional misconduct, incompetence or incapacity finding in the preceding ~~three-six~~ (36) years;

(vi) the Registrant has not been required by the Inquiries, Complaints and Reports Committee in the preceding six (6) years:

a. to complete a specified continuing education or remediation program as authorized by paragraph 4 of subsection 26(1) and subsection 26(3) of the Code. nor

b. to attend before a panel of that committee to be cautioned as authorized by paragraph 3 of subsection 26(1) of the Code;

- (vii) the Registrant's certificate of registration has not been revoked or suspended in the preceding six (6) years for any reason other than non-payment of fees;
- (viii) the Registrant's certificate of registration is not subject to a term, condition, or limitation imposed by the Ontario Registered Psychotherapists Discipline Tribunal;
- (ix) the Registrant has resigned, no less than one year before the date of the election, any responsible position such as director, board member, officer or employee that the Registrant holds with a Professional Association relating to psychotherapy;
- (x) the Registrant has not been disqualified from Council or a Committee within the preceding ~~three-six (36)~~ years;
- (xi) the Registrant is not a member of a council of any other college regulated under the RHPA or of the Ontario College of Social Workers and Social Service Workers;
- (xii) the Registrant is not, and has not been for the twelve months immediately before the date of the election, an employee of the College;
- (xiii) the Registrant has substantially complied with the Election Guidelines of the College;
- (xiv) the Registrant has not, in the preceding six (6) years, commenced, joined, or maintained, or materially contributed to legal proceedings, including before a tribunal, against the College, any of its committees, any of its Council or committee members, or any of its staff or other representatives; and
- (xv) the Registrant is not running for election in another electoral district.

Commented [CRPO15]: While not disciplinary in nature, a caution or SCERP indicates that a significant conduct concern was identified. This suggests a registrant is not currently in the position to serve on Council or a committee.

Commented [CRPO16]: Full compliance is reasonable to expect

Commented [CRPO17]: The updated phrasing is intended to clarify and strengthen this provision.

10.05 – Eligibility to Vote

A Registrant is eligible to vote in an election for members of Council if,

- (i) on the day of the election, the Registrant,
 - a. holds a certificate of registration other than a Temporary or Emergency certificate of registration;
 - b. is not in default of any fees or other amounts owed to the College; and
 - c. is not in default of returning any required form or information to the College; and
- (ii) on March 31 of the year in which an election is held, has registered with the College, their principal place of practice or, if the Registrant does not practise the profession, their principal place of residence, in the electoral district for which an election is being held.

10.06 – Disputes Decided by the Nominations and Elections Committee

Any disputes regarding a Registrant's eligibility to vote in an election shall be decided by the Nominations and Elections Committee.

10.07 – Notice of Election and Nominations

At least sixty (60) days before the date of an election, the Registrar shall notify every Registrant of the date of the election and of the nomination procedure, including the deadline for submitting nominations to the College.

10.08 – Nomination Deadline

The nomination of a candidate for election as a member of Council shall be in writing and shall be received by the Registrar at least thirty (30) days before the date of the election.

10.09 – Signed Nominations

The nomination shall be signed by the nominee as a signal of their consent to the nomination.

10.10 – Council Role Orientation

No Registrant is eligible for election as a member of Council unless they have completed the candidate orientation course that was set or approved by Council.

10.11 – Confirmation of Eligibility

The Registrar shall request every nominee to confirm their eligibility for election to Council in writing and any nominee who fails to provide such confirmation in the manner and by the deadline set by the Registrar shall not be eligible for election.

10.12 – Conflict of Interest and Council Competency Questionnaires

The Registrar shall request every nominee to complete and return a conflict of interest questionnaire and a Council competency questionnaire, and any nominee who fails to complete and return the questionnaires in the form and by the deadline set by the Registrar shall not be eligible for election.

10.13 – Personal Statement

The Registrar shall invite every nominee to provide a biography and personal statement by the deadline established by the Registrar, and any biography and personal statement that is not submitted by the deadline set by the Registrar and in the form acceptable to the Nominations and Election Committee, shall not be included with the materials sent to Registrants under article 10.17.

10.14 – Withdrawal of Nominations

A candidate may withdraw from an election by giving notice, in writing, to the Registrar. Upon receiving written notice of a candidate's withdrawal from the election, the Registrar shall make reasonable efforts to remove the name of the candidate from the ballot (or equivalent if voting is done electronically) and, if the Registrar is unable to remove the name of the candidate from the ballot (or equivalent if voting is done electronically) in a sufficiently timely manner, the Registrar shall make reasonable efforts to notify the Registrants eligible to vote that the candidate has withdrawn from the election.

10.15 – Acclamation

If, following the deadline for the return of the conflict of interest and Council competency questionnaires and the written confirmation of eligibility, the Registrar determines that the number of eligible candidates nominated for a position or positions for an electoral district is less than or equal to the number of members of Council to be elected for a position or positions in that district, the Registrar shall declare those candidates who are eligible for election to the position or positions to be elected by acclamation and shall notify the candidates and the membership of this result in the manner the Registrar deems most expedient and practical.

10.16 – Registrar's Electoral Duties

The Registrar or, if the Registrar so requests, the Registrar with the assistance of the Nominations and Elections Committee, shall act as the chief returning officer and shall supervise and administer the election of candidates and, without limiting the generality of the above, the Registrar may, subject to the by-laws,

- (i) appoint returning officers and scrutineers;
- (ii) establish procedures and any necessary deadlines, including procedures and deadlines relating to the receipt of nominations, biographies and personal statements and ballots (or equivalent if voting is done electronically);
- (iii) establish procedures for the opening and counting of ballots (or equivalent if voting is done electronically);
- (iv) provide for the notification of the results of the election to all candidates and Registrants;
- (v) provide for the destruction of ballots (or equivalent if voting is done electronically) following an election; and
- (vi) do anything else that the Registrar deems necessary and appropriate to ensure that the election is fair and effective.

10.17 – Voting Process

No later than fifteen (15) days before the date of an election the Registrar shall send every Registrant eligible to vote in the election a list of the eligible candidates, the biography and personal statement of every eligible candidate who has submitted one by the deadline established by the Registrar and in the form acceptable to the Nominations and Elections Committee, a ballot (or equivalent if voting is done electronically) and an explanation of the voting process.

10.18 – Ballot Verification

Ballots (or equivalent if voting is done electronically) must be received in the manner specified at or before the date and time specified for the election in order to be counted in the vote.

10.19 – Number of Votes Cast

A Registrant may cast as many votes on a ballot (or equivalent if voting is done electronically) in an election of Registrants to Council as there are Registrants to be elected from that electoral district, but shall not cast more than one (1) vote for any candidate.

10.20 – Results

As soon as practicable after the ballots (or equivalent if voting is done electronically) have been counted, the Registrar shall advise the membership of the results of the election and shall advise each eligible candidate of the results of the election, the number of votes he or she received and the candidate's right to request a recount in accordance with article 10.22.

10.21 – Tie Votes

In the event that a winner cannot be declared because two (2) or more candidates have received the same number of votes, the Registrar shall break the tie, by lot.

10.22 – Request for Recount

A candidate may require a recount by delivering a written request to the Registrar no more than seven (7) days after the election date and paying the fee specified in the by-laws.

10.23 – Manner of Recount

The Registrar shall hold a recount no more than fifteen (15) days after receiving a written request and the recount shall be conducted in as transparent a manner as the voting system reasonably permits.

10.24 – Change in Results

In the event that the recount changes the election outcome, the candidate requiring the recount is entitled to reimbursement of the fee required under article 10.22.

10.25 – Proxy Voting

A Registrant cannot vote in an election by means of a proxy.

10.26 – Referral of Disputes to Nominations and Elections Committee

If a candidate is of the opinion that there are reasonable grounds to doubt or dispute the validity of the election in which the candidate ran for election, the candidate may file a written notice of dispute with the Nominations and Elections Committee.

10.27 – Report and Recommendation of Nominations and Elections Committee

Where a dispute has been filed with the Nominations and Elections Committee under article 10.26, the Nominations and Elections Committee may hold an inquiry into the validity of the election of the member of Council in question and, following any inquiry, shall make a report and recommendation to Council. Any inquiry shall be conducted as soon as is feasible.

10.28 – Options Available to Council

Council may, after reviewing the report and recommendation of the Nominations and Elections Committee and subject to article 10.23, do one of the following:

- (i) declare the election result in question to be valid; or
- (ii) declare the election result in question to be invalid; and either
 - (a) declare another candidate to have been elected; or
 - (b) direct that another election be held.

10.29 – Minor Irregularities Not Fatal

Council shall not declare an election result to be invalid solely on the basis of a minor irregularity regarding the requirements of the by-laws or a procedure established by the Registrar or the Nominations and Election Committee.

10.30 – Disqualification of Elected Members

Council shall disqualify an elected member of Council, if the member,

- (i) resigns from Council;
- (ii) ceases to hold a certificate of registration;

- (iii) is in default, for a period of more than sixty (60) days, of payment of any fee, or of providing any required form or information to the College;
- (iv) is found to have committed professional misconduct or to be incompetent by a panel of the Ontario Registered Psychotherapists Discipline Tribunal;
- (v) is found to be incapacitated by a panel of the Fitness to Practice Committee;
- (vi) retains or obtains a responsible position, such as director, board member or officer or retains employment or becomes an employee of any Professional Association relating to psychotherapy;
- (vii) becomes a member of a council of any other college regulated under the RHPA or of the Ontario College of Social Workers and Social Service Workers;
- (viii) fails, without reasonable cause, to attend two (2) consecutive meetings of Council;
- (ix) is convicted of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification;
- (x) is no longer principally engaged in the practice of the profession in the electoral district for which he or she was elected or no longer principally resides in the electoral district for which he or she was elected;
- (xi) has commenced, joined, maintained, or materially contributed to legal proceedings, including before a tribunal, against the College, any of its committees, any of its Council or committee members, or any of its staff or other representatives; or
- (xii) fails, in the opinion of Council, to discharge properly or honestly the duties of any position with the College to which he or she has been elected or appointed.

10.31 – Registrar’s Receipt of Information

If the Registrar receives information which suggests that an elected member of Council meets one or more of the criteria for disqualification set out in article 10.30, other than paragraph (i), in which case Council shall immediately disqualify the elected member, the Registrar shall follow the procedure set out in article 15.02. Where the Registrar has reasonable and probable grounds to believe that a member of Council meets the criteria for disqualification and no one has made a complaint, the Registrar shall make a complaint in writing.

10.32 – Effect of Disqualification

An elected Council member who is disqualified by Council ceases to be a member of Council and ceases to be a member of any Committee of which he or she is a member.

10.33 – Filling of Vacancies

If the seat of an elected Council member becomes vacant less than twelve (12) months before the expiry of the member's term of office, Council may,

- (i) leave the seat vacant;
- (ii) appoint as an elected Council Member a Registrant who meets the criteria for eligibility for election set out in article 10.04; or
- (iii) direct the Registrar to hold a by-election in accordance with this by-law.

10.34 – By-Election

If the seat of an elected Council member becomes vacant more than twelve (12) months before the expiry of the member's term of office, Council shall direct the Registrar to hold a by-election in accordance with this by-law.

10.35 – Manner of Holding By-Elections

A by-election ordered by Council shall be held in the same manner and shall be subject to the same criteria and processes as a regular election, subject to any necessary modifications.

10.36 – Term of Office for Members Filling Vacancies

The term of office of a person appointed or elected to fill a vacancy shall commence on the day of the appointment or election, as the case may be, and shall continue until the date that the former Council member's term would have expired.

11. COUNCIL MEETINGS

11.01 – Location and Frequency of Meetings

A Council meeting shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for Council to conduct its business but shall, in any event, occur at least three (3) times per year.

11.02 – Notice of Meetings

The Registrar shall notify Council members of the meeting, setting out the date, time and place of the meeting and the general nature of the business to be transacted at least ten (10) days before the date of the meeting.

11.03 – Waiver of Notice

A Council member may, at any time, waive the requirement for the giving of notice of a meeting.

11.04 – Business at Meetings

Council may only consider or transact at a regular meeting:

- (i) matters on the agenda;
- (ii) matters brought by the Executive Committee or the Registrar;
- (iii) recommendations and reports by Committees;
- (iv) matters for which notice was given by a member of Council at the preceding meeting or where written notice has been given at least thirty (30) days in advance of the meeting; and
- (v) such other matters, not included on the agenda, as the majority of members present and voting determine to be of an urgent nature.

11.05 – Secretary

The Registrar shall serve as Secretary of Council.

11.06 – Chair

The President acts as Chair of Council. In the event that the President is unable or unwilling to preside at the meeting, the Vice President shall preside at the meeting. In the event that the Vice President is also unable or unwilling to preside at the meeting, the President may designate another Council member as an alternate Chair for all or any portion of the meeting. In the event that the Vice President is unable or unwilling to preside at the meeting and the President has not designated an alternate Chair, Council shall elect a person to serve as Chair at that meeting, including a person not on Council who would act as a non-voting Chair.

11.07 – Manner of Meeting

Any meeting of Council, other than a hearing that must be held in person, may be conducted by means of teleconference or any other means that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously (including audio or video conferencing), and persons participating in the meeting by such means are deemed to be present at the meeting.

11.08 – Quorum

Unless specifically provided for otherwise under the Act, the RHPA or the by-laws, a simple majority of Council members shall constitute a quorum for the purpose of a meeting.

11.09 – Simple Majority

Unless specifically provided for otherwise under the Act, the RHPA or the by-laws, every motion which properly comes before Council shall be decided by a simple majority of the votes cast at the meeting by the Council members present. Voting by proxy is not permitted at meetings of Council.

Commented [CRPO18]: To clarify what has already been CRPO's practice

11.10 – Chair Votes

If the Chair is a member of Council, he or she may vote.¹

11.11 – Tie Votes

In the event of a tie vote, the motion is defeated.

11.12 – Resolution

A resolution signed by all members of Council, including a resolution where all or some of the members have signed by facsimile or email, is valid and effective as if passed at a meeting of Council held for the purpose.

11.13 – Rules

Except where inconsistent with the RHPA, the Act, or the by-laws, the rules of order for meetings of Council are set out in Schedule 2.

11.14 – Minutes

The Registrar shall ensure that accurate minutes of all Council meetings are recorded, approved and maintained at the College office.

11.15 – Adjournments

Whether or not a quorum is present, the presiding Chair, may from time to time, with the consent of the majority of Council members present and voting, adjourn any properly called meeting to a fixed time and place, and any matter brought before the original meeting may be considered and transacted at a reconvened meeting provided that a quorum is present.

11.16 – Calling Special Meetings

The President or the majority of the Executive Committee shall call and convene a special meeting of Council:

¹ Ordinarily, a Chair does not vote unless it would affect the result.

- (i) at their or its discretion;
- (ii) upon receipt of the written request of any six (6) members of Council; or
- (iii) if a request is received from the Executive Committee under article 15.02.

11.17 – Notice of Special Meetings

Subject to article 11.18, the Registrar shall notify Council members of the special meeting, setting out the date, time and place of the meeting and the general nature of the business to be transacted at least five (5) days prior to the date of the meeting. Council may only consider or transact at a special meeting those items of business contained in the notice.

11.18 – Special Meetings without Notice

A special meeting may also be held without notice at any date, time and place provided that all members of Council are present in person or in a manner that allows them to participate in discussion simultaneously and instantaneously, including audio or video conferencing, or if all the absent Council members have consented, in writing or electronically, to the holding of such a special meeting.

11.19 – In Camera Meetings

The Council may exclude the public from any meeting or part of a meeting in accordance with the Code.

11.20 – College Staff Present

The Council may hold a meeting without any College staff present only to consider the Registrar's appointment, reappointment, dismissal, performance or terms of office. For clarity, the holding of such a meeting shall comply with the remainder of the by-laws.

12. COMMITTEES – GENERAL

12.01 – Duties and Responsibilities

The duties and responsibilities of each Committee shall be those set out in the RHPA, the Act, the by-laws and the Terms of Reference for that Committee, as approved by Council, where applicable.

12.02 – Creation of Additional Non-Statutory Committees

In addition to the statutory Committees required by the Code, Council may establish and maintain any additional Committees deemed necessary for the effective and efficient function of the College. ~~For example, prior to the first election of Council, the Council shall establish a Nominations and Elections Committee.~~

Commented [CRPO19]: Already happened

12.03 – Composition of Committees

Unless stated otherwise in the Code or the by-laws, every Committee of the College shall be composed of at least three (3) persons and shall include at least one (1) ~~member of Council who is also a Member Registrant~~ and at least one (1) Public Member.

Commented [CRPO20]: Moving away from mandating that at least one Council member always serves on a committee, though this may continue in practice as needed

~~12.04 – Ratios~~

~~Unless stated otherwise in the Code or the by-laws, the number of Committee members who are also Members shall, wherever possible, exceed the number of Committee members appointed by the Lieutenant Governor in Council.~~

Commented [CRPO21]: Removing the mandatory ratio that professional members must exceed public members, though this may continue in practice as needed

12.04 – Vacancies

Despite anything in these by-laws, a Committee is properly constituted despite any vacancy so long as there are sufficient Members to form a quorum of the Committee or a panel of the Committee.

12.05 – Quorum

The quorum of any Committee is three (3) members unless otherwise provided in the Act or other law or unless the Committee is composed of only ~~two (2) or~~ three (3) Members, in which case, the quorum for such a Committee shall be two (2) Members.

Commented [CRPO22]: Planning for the unlikely scenario that a committee is constituted of only two people.

12.06 – Panels

A committee may meet in panels selected by the Chair of the Committee.

12.07 – Honoraria & Expenses

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

13. SPECIFIC COMPOSITION AND SELECTION OF COMMITTEES

Commented [CRPO23]: The changes to this article follow the trend in regulatory governance modernization already mentioned above, namely, no longer requiring that Council members serve on each committee (though this may still occur to satisfy legislation and practical need), and no longer requiring that professional members exceed public members.

13.01 – Executive Committee

The Executive Committee shall be composed of the President, the Vice-President and three (3) members of Council. Three (3) members of the Executive Committee shall be Registrants and two (2) members of the Executive Committee shall be Public Members.

13.02 – Registration Committee

The Registration Committee shall be composed of:

- (i) at least ~~three two (32)~~ Member Registrants who are members of Council; and
- (ii) at least ~~two onetwo (212)~~ Public Members who are members of Council; and ~~(iii) one (1) or more Members who are not members of Council if Council so wishes.~~

13.03 – Inquiries, Complaints and Reports Committee

The Inquiries, Complaints and Reports Committee shall be composed of:

- (i) ~~(i)~~ at least two (2) Members Registrants who are members of Council; and
- (ii) ~~(ii)~~ at least ~~one two (12)~~ Public Members; and ~~(iii) one (1) or more Members who are not members of Council if Council so wishes.~~

13.04 – ~~Discipline Committee~~ Ontario Registered Psychotherapists Discipline Tribunal

~~The Discipline Committee~~ Ontario Registered Psychotherapists Discipline Tribunal shall be composed of:

- (i) ~~(i)~~ at least three (3) Registrants, at least one (1) of whom is a member of Council; and
- (ii) ~~(ii)~~ at least two (2) Public Members.

~~The Discipline Committee shall be composed of every member of Council and one (1) or more individuals who are not members of Council if Council so wishes.~~

13.05 – Fitness to Practise Committee

The Fitness to Practise Committee shall be composed of:

- (i) ~~(i)~~ at least two (2) Registrants; and
- (ii) ~~(ii)~~ at least one (1) Public Member.

~~The Fitness to Practise Committee shall be composed of every member of Council and one (1) or more individuals who are not members of Council if Council so wishes.~~

Commented [CRPO24]: Currently, all Council members serve on these committees, plus any additional non-Council appointees. This has promoted capacity: Having as many individuals as possible ready to serve on a hearing if needed. Conflicts checks are conducted to ensure a member has not previously reviewed the file on ICRC. However, it is preferred for there to be greater independence and role clarity between ICRC (which serves a prosecutorial function) and these two committees (which are adjudicative). The proposed wording reflects the minimum composition required by the RHPA. Council may appoint more members as needed. The proposed wording allows flexibility so that overlap between ICRC and these two committees can be reduced over time as long as CRPO has enough committee members to serve all functions separately.

13.06 – Quality Assurance Committee

The Quality Assurance Committee shall be composed of:

- (i) at least two (2) ~~MemberRegistrants who are members of Council; and~~
- (ii) at least ~~two one two (212)~~ Public Memberss; ~~and~~.
- ~~(iii) one (1) or more Members who are not members of Council if Council so wishes.~~

13.07 – Client (Patient) Relations Committee

The Client Relations Committee shall be composed of:

- (i) at least one (1) ~~MemberRegistrant who is a member of Council; and~~
- (ii) at least two (2) Public Members; ~~and~~.
- ~~(iii) one (1) or more Members who are not members of Council if Council so wishes.~~

13.08 – Examination Committee

The Examination Committee shall be composed of:

- (i) at least two (2) ~~MemberRegistrants who are members of Council; and~~
- (ii) at least one (1) Public Member; ~~and~~.
- ~~(iii) one (1) or more Members who are not members of Council if Council so wishes.~~

13.09 – Nominations and Elections Committee

The Nominations and Elections Committee shall be comprised of:

- (i) at least two (2) ~~MemberRegistrants who are members of Council; and~~
- (ii) at least one (1) Public ~~m~~Member; ~~and~~.
- ~~(iii) one (1) or more Members who are not members of Council if Council so wishes.~~

13.10 – Appointment of Committee Members

Unless otherwise stated in the by-laws, every Committee member shall be appointed by Council with the exception of the Executive Committee, whose members shall be elected to office.

13.11 – Appointment of ~~Non-Council~~Additional Members

With the exception of the Executive Committee, in addition Subject to any specific composition requirements in these by-laws, Council may, at its discretion, appoint other Members individuals who are not members of Council to any Committee.

Commented [CRPO25]: This creates an opening for the future to allow for non-RP, non-government appointed committee members. It also reflects the appointment of expert adjudicators to the Discipline and Fitness to Practise Committees.

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.

13.13 – Chairs

Unless stated otherwise in these by-laws, the Chair or Chairs of each Committee shall be appointed by Council.

13.14 – Decisions Regarding Appointments

In making an appointment under article 13.10 or 13.11, Council shall take into consideration the location of practice, if applicable, as well as the experience, expertise, availability and other qualifications and characteristics of the Registrant or other person, in order to complement the attributes of the other Committee members.

13.15 – Eligibility for Appointment

A Registrant is eligible for appointment to a Committee if, on the date of the appointment,

- (i) the Registrant holds a certificate of registration other than a Temporary or Emergency certificate of registration;
- (ii) the Registrant is not in default of payment of any fees or of providing any required form or information to the College;
- (iii) the Registrant is not the subject of any disciplinary or incapacity proceeding;
- (iv) the Registrant has not been the subject of any professional misconduct, incompetence or incapacity finding in the preceding ~~three-six~~ (36) years;
- (v) the Registrant's certificate of registration has not been revoked or suspended in the preceding six (6) years for any reason other than non-payment of fees;

~~(v.5)~~(v.1) the Registrant has not been required by the Inquiries, Complaints and Reports Committee in the preceding six (6) years:

a. to complete a specified continuing education or remediation program as authorized by paragraph 4 of subsection 26(1) and subsection 26(3) of the Code, nor

b. to attend before a panel of that committee to be cautioned as authorized by paragraph 3 of subsection 26(1) of the Code;

- (vi) the Registrant's certificate of registration is not subject to a term, condition, or limitation imposed by the Ontario Registered Psychotherapists Discipline Tribunal;
- (vii) the Registrant has agreed to and does resign, before taking office, any position such as director, board member, officer or employee that the Registrant holds with a Professional Association relating to psychotherapy;
- (viii) the Registrant has not been disqualified from Council or a Committee within the preceding ~~three-six (36)~~ years;
- (ix) the Registrant is not a member of a council of any other college regulated under the RHPA or of the Ontario College of Social Workers and Social Service Workers;
- (x) the Registrant is not, and has not been for the twelve months immediately before the date of the appointment, an employee of the College; and
- (xi) the Registrant has not, in the preceding six (6) years, commenced, ~~joined, or~~ maintained, or materially contributed to legal proceedings, including before a tribunal, against the College, any of its committees, any of its Council or committee members, or any of its staff or other representatives.

13.16 – Removal of Committee Members

Despite the other provisions of this by-law that permit the removal of a Committee member in specific circumstances, Council may also remove a member of a Committee at its ~~pleasure~~discretion without needing to provide a specific reason.

Commented [CRPO26]: Updating terminology and for clarity

14. COMMITTEE MEETINGS

14.01 – Location and Frequency of Meetings

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

14.02 – Manner of Meeting

Any meeting of a Committee may be conducted by means of teleconference or any other means that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously (including audio or video conferencing),

and persons participating in the meeting by such means are deemed to be present at the meeting.

14.03 – Chair

In the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Vice Chair, if Council has appointed a Vice Chair and if the Vice Chair is able and willing, shall preside at the meeting. Otherwise, in the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Chair shall designate an acting Chair from among the Committee members to preside at the meeting and if the Chair is unable to delegate their chairing duties, the Committee shall then select an acting Chair to preside at the meeting from among its members.

14.04 – Minutes

The Chair of each Committee shall ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.

14.05 – Simple Majority

Unless specifically provided for otherwise under the Code or the by-laws, every motion which properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present. Voting by proxy is not permitted at Committee meetings.

14.06 – Resolution

A resolution signed by all members of a Committee or Committee panel, including a resolution where all or some of the members have signed by facsimile or email, is valid and effective as if passed at a meeting of that Committee or Committee panel held for the purpose.

Commented [CRPO27]: This proposed provision duplicates the existing ability for Council to use written resolutions, and reflects CRPO's existing practice of addressing certain straightforward matters through unanimous email approval.

14.07 – Chair Vote

If the Chair is a member of the Committee, he or she may vote.²

14.08 – Tie Votes

In the event of a tie vote, the motion is defeated.

14.09 – College Staff

A committee may meet only if the Registrar or designated College staff has received notice of the meeting, and is present at the meeting.

² Ordinarily, a Chair does not vote unless it would affect the result.

14.10 – Exception, Executive Committee

Notwithstanding article 14.09, the Executive Committee may hold a meeting without any College staff present to consider the Registrar's appointment, reappointment, dismissal, performance or terms of office. For clarity, the holding of such a meeting shall comply with the remainder of the by-laws.

15. DUTIES OF COUNCIL AND COMMITTEE MEMBERS

15.01 – Expectations and Duties

Every member of Council and every Committee member shall, in the performance of their duties:

- (i) familiarize themselves with the Act, the RHPA, the Code, the by-laws and any policies of the College;
- (ii) familiarize themselves with any other records, documents and guidelines that may be necessary for the performance of their duties;
- (iii) comply with the provisions of the Act, the RHPA, the Code, the by-laws, any policies of the College and rules that are adopted by Council, from time to time;
- (iv) regularly attend meetings on time and participate constructively in discussions;
- (v) ensure that confidential matters coming to their attention as a member of Council or as a member of a Committee are not disclosed by them, except as required for the performance of their duties or as permitted by the RHPA;
- (vi) conduct themselves in an appropriate manner with College staff, other members of Council or members of the Committees, Registrants and members of the public;
- (vii) comply with the College's Code of Conduct, which is attached as Schedule 3 to the by-laws and forms part of these by-laws;
- (viii) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the by-law;
- (ix) step down from their positions on Council and Committees in the event that allegations regarding their conduct, competence or capacity are referred to the Ontario Registered Psychotherapists Discipline Tribunal or Fitness to Practice Committee until such time as the matter has been finally disposed of; and
- (x) perform the duties associated with their position conscientiously and with due care and diligence in a manner that serves and protects the public interest.

15.02 – Procedure for Removing a Council or Committee Member

The following procedure shall be followed in the event that a Council or Committee member is alleged to have contravened the duties of a Council or Committee member or meets the criteria for disqualification set out in article 10.30.

- (i) A written complaint shall be filed with the Registrar. A complaint can be made by a member of the public, a Council or Committee member or the Registrar. If a member of Council or a Committee receives such a complaint, he or she shall immediately file it with the Registrar.
- (ii) The Registrar shall report the complaint to the President or the Vice-President who shall bring the complaint to the Executive Committee if he or she believes that the complaint may warrant formal action. If the Executive Committee is unable to address the complaint it may appoint another Committee to fulfill its duties under this article.
- (iii) If the Executive Committee or other committee appointed by it, after any investigation it deems appropriate, believes that the complaint warrants formal action, it shall call a meeting of the Council. Council shall determine whether there has been a breach of duties or whether the criteria for disqualification have been met and, if so, impose the appropriate sanction. The appropriate sanction can include one or more of the following:
 - (a) censure of the member verbally or in writing,
 - (b) removal of the member from any Committee on which he or she serves,
 - (c) disqualification of an elected member of Council from the Council, or a report requesting removal of the ~~Public Member~~ member concerned from the Council to the Public Appointments Secretariat.
- (iv) A decision finding that there has been a breach of duties or that a Council or Committee member meets the criteria for disqualification set out in article 10.30, and a decision to impose a particular sanction must be approved by a two-thirds affirmative vote of the Council members present and voting.
- (v) The Council or Committee member whose conduct is the subject of concern shall not take part in the deliberation or vote, however, he or she will be given a reasonable opportunity to respond to the allegation.

16. CONFLICTS OF INTEREST

16.01 – Duty to Avoid Conflicts of Interest

All Council and Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have

a direct or indirect personal or financial interest. All Council and Committee members have a duty to uphold and further the intent of the Act to regulate the practice and profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.

16.02 – Recognition of Conflict

Council and Committee members recognize that a conflict of interest or an appearance of a conflict of interest by a member of Council or its Committees:

- (i) could bring discredit to the College,
- (ii) could amount to a breach of the fiduciary obligation of the person to the College, and
- (iii) could create liability for either the College or the person involved or both.

16.03 – Conflicts Relating to Involvement with a Professional Association

A member of Council or a Committee member shall be perceived to have conflict of interest in a matter and should not serve on Council or its Committees at all if he or she holds a responsible position such as director, board member or officer in or is an employee of any Professional Association relating to psychotherapy.

16.04 – Conflicts Relating to Position in Other Organizations

A member of Council or a Committee member would be perceived to have conflict of interest in a matter and should refrain from participating in any discussion or voting if he or she holds a responsible position such as director, board member or officer in or is an employee of another organization where their duties may be seen by a reasonable person as influencing their judgment in the matter under consideration of the Council or its Committees. For example, an educator in a school should not participate in any decisions relating to the status of that school, its program(s) or the acceptability for registration of graduates from that school.

16.05 – Declaration Forms

Upon appointment or election, and annually thereafter if requested, every Council and Committee member shall fully complete and deliver to the Registrar a form, available from the Registrar, declaring their current and recent affiliations with Professional Associations and other organizations to facilitate compliance with the above provisions.

16.06 – Interests of Related Persons

For the purposes of this by-law, the direct or indirect professional or financial interests of a parent, spouse, partner³ child or sibling of a Council or Committee member are interpreted to be the interests of the Council or Committee member. Here, the term “spouse” includes a common-law spouse ~~and a same-sex partner~~ of the person.

Commented [CRPO28]: This change broadens the list of deemed conflicts of interest and promotes consistency by using the definition from other legislation

Commented [CRPO29]: Same-sex marriage is no longer new and does not need to be mentioned apart from the term “spouse” itself. It is obvious that it is included within the term “spouse.”

16.07 – Where a Conflict May Exist

Where a Council or Committee member believes that he or she may have a conflict of interest in any matter which is the subject of deliberation or action by the Council or its Committees, he or she shall

- (i) consult, as needed, with the President, the Registrar and legal counsel and, if there is any doubt about whether he or she may have or be perceived to have a conflict, prior to any consideration of the matter, declare the potential conflict to the Council or the Committee and accept Council’s or the Committee’s direction as to whether there is an appearance of a conflict;
- (ii) where there appears to be a conflict of interest, not take part in the discussion of, or vote on, any question in respect of the matter;
- (iii) where there appears to be a conflict of interest, absent themselves from the portion of any meeting relating to the matter; and
- (iv) where there appears to be a conflict of interest, not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.

16.08 – Conflicts Recorded in Minutes

Every declaration of a conflict of interest shall be recorded in the minutes of the meeting together with a description of the nature of the conflict, provided such description would not constitute a breach of confidentiality.

16.09 – Use of College Information or Property

A member of Council or a Committee member shall not use College property or information of any kind to advance their own interests, direct or indirect.

16.10 – Staff Positions – Council Members

A member of Council may not hold any other position, contract or appointment with the College while serving as a member of Council. There is a one-year waiting period

³ As defined in the *Health Care Consent Act, 1996*; that is: either of two persons who have lived together for at least one year and have a close personal relationship that is of primary importance in both persons’ lives.

before the individual may apply for a staff or consultant position with the College. This includes, but is not limited to, positions as Peer Coach, investigator, inspector, examiner or staff.

16.11 – Staff Positions – Committee Members

A Committee member may not hold any other position, contract or appointment with the College while serving as a member of a Committee. There is a one-year waiting period before the individual may apply for a staff or consultant position with the College. Notwithstanding this article, a Committee member who is not a member of the Quality Assurance Committee may be appointed as a Peer Coach. Notwithstanding this article, a Committee member who is not a member of the Inquiries, Complaints and Reports Committee and not a member of the Ontario Registered Psychotherapists Discipline Tribunal may be retained as a Practice Advisor

17. CONFIDENTIALITY

17.01 – Duty of Confidentiality

Members of the Council and Committees, staff and persons retained or appointed by the College are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by the Council or is otherwise permitted under section 36(1) of the RHPA.⁴

17.02 – Subsection 36 (1) of the RHPA

Subsection 36 (1) of the RHPA states, in part, as follows:

36. (1) Every person employed, retained or appointed for the purposes of the administration of this Act, a health profession Act or the *Drug and Pharmacies Regulation Act* and every Member of a Council or committee of a College shall keep confidential all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person

17.03 – Disclosure Under the RHPA

Subsection 36 (1) of the RHPA permits disclosure in a number of specific circumstances. Members of the Council and Committees, staff and persons retained or appointed by the College need to understand when those exceptions apply and to seek advice if they are in doubt.

⁴ *Regulated Health Professions Act, 1991*, SO 1991, c 18, s 36 <<http://canlii.ca/t/2sj#sec36>>.

17.04 – Confidentiality Agreement

Council and Committee members, staff and persons retained or appointed by the College are required to sign, annually, the confidentiality or fiduciary agreement approved by Council. Council and Committee members are also required to sign an agreement, annually, indicating their commitment to abide by the Code of Conduct in these by-laws.

18. COMMUNICATIONS

18.01 – Media Contacts

All media contact shall be channelled and coordinated through the Registrar's office. Any Council or Committee member asked by media representatives to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar's office.

18.02 – College Communications

The Registrar, the President or, in the absence of the President, the Vice President,

- (i) are the authorized spokespersons of the College, but either of them may request a member of Council or staff to perform this function, as appropriate, under the circumstances; and
- (ii) may communicate with the media to provide interviews, respond to inquiries or comment on issues concerning regulation of the profession or the operation of the College. A member of Council or a Committee member shall not perform such communications unless authorized by the Registrar, the President or, in the absence of the President, the Vice-President.

18.03 – Consistent Messaging

All messages to the media and to the public must be consistent with the approved policies and positions of the College. Any member of Council or a Committee shall resign all positions with the Council and its Committees prior to expressing public disagreement with a decision, policy or position of the College or its Committees and even then, shall only do so in a manner consistent with their ongoing fiduciary duties towards the College.

18.04 – Invitations for Speaking Engagements

All requests inviting the President, the Registrar or a member of Council or a Committee to speak in their capacity as a representative of the College must be submitted, in writing, to the Registrar's office with details of the date, time and place of the speaking engagement as well as the topic and anticipated length of the presentation.

18.05 – Acceptance of Invitations for Speaking Engagements

The Registrar, in consultation with the President, where possible, will review all requests inviting Council or Committee members to speak and shall determine whether to accept the invitation and the appropriate representative to address the topic. Other than as described above, no member of Council or a Committee shall accept any request to make representations or speak on behalf of the College or in their capacity as a representative of the College.

18.06 – Presentation Content

The content of every presentation must be consistent with the approved policies and positions of the College and shall be submitted at least five (5) days before the date of the presentation to the Registrar or a person designated by the Registrar for approval.

18.07 – No Compensation

No person speaking in their capacity as a representative of the College shall receive any payment or benefit related to the presentation or, if the payment or gift cannot in the circumstances be gracefully declined, it shall immediately be turned over to the Registrar. However, mementoes of nominal value (\$50.00 or less) may be accepted and retained.

19. FEES

19.01 – Registration Year

The registration year for Registrants shall be from April 1st to March 31st of the following year.

19.02 – Renewal Process

The annual registration is due at 5:00 p.m. eastern time on or before March 31st of each year. At least 45 days before the annual fees are due, the Registrar shall send to each Registrant a notice stating that the annual fees are due, setting out the amount of the annual fee for each category of registration and a request for information required under the regulations and the by-laws of the College. The obligation to pay the annual fee

Commented [CRPO30]: This change better allows staff to provide support to registrants until the closing of renewal.

continues even if the Registrar fails to provide the notice or the Registrant fails to receive such notice.

In addition to the annual renewal fee amount set out in Schedule 4, any outstanding balance owing to the College in respect of any decision made by a committee, and any fees payable under these by-laws will be added to and included in the annual fees.

Commented [CRPO31]: This wording makes other amounts owed by a Registrant to CRPO, e.g., discipline cost award, part of the renewal fee.

19.03 – Fee Amounts

The Fees are set out in Schedule 4 and are as follows and such amounts do not include the applicable taxes, which must also be paid in addition to as part of the stated fee amount.

Commented [CRPO32]: The fee amounts are NOT proposed to change from their current, June 2024 amount. The fees have been moved into a separate schedule for readability.

19.04 – Proration of Registration Fee

A Registrant issued a certificate of registration shall pay, in respect of the registration year in which the certificate was issued: one twelfth of the registration fee for that category of registration multiplied by the number of calendar months remaining before the next registration year, including the month in which the certificate of registration was issued.

19.05 – Payment of Fees set by Registrar

A person shall pay the fees set by the Registrar for anything the Registrar is required or authorized to do.

19.06 – Fee Increases

Every two years effective the third Tuesday in June, the Registrar may increase the Non-Penalty Fees described in these by-laws by no more than the Inflation Amount for the Calculation Period. In this article:

Commented [CRPO33]: The Registrar may increase fees (other than the late renewal fee and reinstatement fee) every two years by the rate of inflation or less.

- Non-Penalty Fees means all fee amounts mentioned in the by-laws except the fees for:
 - Penalty for the late renewal of a certificate of registration; and
 - Reinstatement for a person applying to the Registrar to lift a suspension or issue a new certificate.
- Inflation Amount means percentage increase for that two-year period the increase in the Consumer Price Index for goods and services in Canada as published by Statistics Canada or any successor organization and then rounded down to the nearest multiple of \$1.
- Calculation Period means the period, the first of which starts on the day these by-laws are approved and ends on the second December 31 thereafter, and each

subsequent period is the two calendar years following the ending of the preceding period.⁵

20. PROFESSIONAL LIABILITY INSURANCE

20.01 – Requirement to Carry Insurance

(1) A Registrant, other than an Inactive Registrant who has purchased any run-off coverage⁶ ~~(sometimes called enduring or tail coverage)~~ contemplated by these by-laws, must carry professional liability insurance with the following characteristics:

Commented [CRPO34]: Moved to footnote and removed duplication for readability.

- (i) a minimum of no less than \$1,000,000 per occurrence;
- (ii) annual aggregate coverage of no less than \$5,000,000;
- (iii) ~~a no deductible of no more than \$4,000 per occurrence;~~
- (iv) run-off coverage ~~(sometimes called enduring or tail coverage)~~, for a minimum of two (2) years;
- (v) provided by an insurer licensed with the Financial Services Commission of Ontario or the office of the Superintendent of Financial Institutions Canada; and
- (vi) a sexual abuse therapy and counselling fund endorsement that,
 - a. provides coverage for therapy and counselling for every person eligible for funding under subsection 85.7(4) of the Code; and
 - b. provides coverage, in respect of each such eligible person, for the maximum amount of funding that may be provided for the person under the *RHPA*, for therapy and counselling as a result of sexual abuse by the Registrant.

Commented [CRPO35]: Staff research indicates no deductible is common in the marketplace. It also protects both registrants and clients. No other changes are recommended.

(2) An Inactive Registrant who has practised in Ontario within the previous two years must carry professional liability run off coverage ~~(sometimes called enduring or tail coverage)~~ consistent with this article for a minimum of two (2) years since the Registrant last practised in Ontario.

20.02 – Proof of Insurance

A Registrant must, upon request, provide to the College proof of professional liability insurance which must include the following information:

- (i) policy number;

⁵In addition, sections 94(1)(s)(t)(t.2) & (u) of the RHPA allow the Council to change fees at any time by amending the by-laws.

⁶ Sometimes called enduring or tail coverage.

- (ii) name of the insured that matches the name of the Registrant;
- (iii) address of the insured;
- (iv) policy period; and
- (v) coverage details.

20.03 – Declaration of Eligibility for Insurance

An applicant for registration must provide proof of professional liability insurance coverage in the amount and in the form as required under the by-laws, or undertake to provide proof within 30 days of the issuance of their certificate of registration of having such professional liability insurance that is effective as of the day on which he or she is issued the certificate of registration.

21. THE PUBLIC REGISTER

21.01 – Name in Register

Subject to article 21.02, a Registrant's name in the register shall be the full name indicated on the documents used to support the Registrant's initial registration with the College.

21.02 – Exception for Name Change

The Registrar may enter a name, other than the name referred to in article 21.01, in the register if the Registrar:

- (i) has received a written request from the member;
- (ii) is satisfied that the Registrant has legally changed their name; and
- (iii) is satisfied that the name change is not for any improper purpose.

21.03 – Exception for Alternate Name

In addition to the name entered under article 21.01 and 21.02, the Registrar may enter in the register as an alternative name used by Registrant any nicknames or abbreviations that the Registrant uses in any place of practice.

21.04 – Business Address

A Registrant's business address in the register shall be the address for receiving business communications designated by the Registrant, which address may be different than the Registrant's address for communications with the College. If the Registrant does not designate a business address the Registrar may assign any address for the Registrant known to the College as the business address.

21.05 – Name of Employer

A Registrant's business address shall include the name of the business or entity that employs the Registrant or, if the Registrant is self-employed or is not practising, the Registrant's business address shall include a notation to that effect.

21.06 – Business Telephone Number

A Registrant's business telephone number shall be the telephone number for receiving business communications designated by the Registrant, which telephone number may be different than the Registrant's telephone number for communications with the College. If the Registrant does not designate a business telephone number the Registrar may assign any telephone number known to the College as the business telephone number.

21.07 – Register Information Required by the Code

The Registrar shall maintain a register in accordance with section 23 of the Code.

21.08 – Additional Register Information

In addition to the information set out in subsection 23(2) of the Code, the register shall contain the following information with respect to each Registrant:

- (i) former names since the Registrant became 18 years of age, except where the Registrar believes on reasonable grounds that exceptional circumstances warrant withholding one or more of the Registrant's former names from the public;
- (ii) the name, address and telephone number of every business or entity that employs the Registrant as a practitioner of psychotherapy and, if the Registrant is self-employed as a practitioner of psychotherapy, the address and telephone number of the locations where the Registrant practises other than addresses of individual clients;
- (iii) the Registrant's email address unless the Registrant requests that it not be placed on the register;
- (iv) the Registrant's registration number;
- (v) the date of the Registrant's initial registration with the College;
- (vi) if the Registrant ceased to be a Registrant, a notation specifying the reason for the termination of registration and the date upon which the Registrant ceased to be a Registrant ~~except that such a notation shall be removed upon reinstatement~~

Commented [CRPO36]: Redundancies between the by-laws and the RHPA, and outdated references have been removed. There are no substantive changes to what is posted on the public register

~~of the Member Registrant's membership if the suspension was only for non-payment of fees and reinstatement occurred on or before January 24, 2020;~~

Commented [CRP037]: Outdated provision

- (vii) for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Ontario Registered Psychotherapists Discipline Tribunal under section 26 of the Code and has not been finally resolved, until the matter has been resolved,
- ~~a. a notation of that fact, including the date of the referral;~~
 - ~~b.a. a summary of each specified allegation, and~~
 - ~~e.b. the notice of hearing;~~
 - ~~d. if the hearing date(s) have been set, the date(s) of the hearing, or if the hearing has commenced, the next scheduled date(s) for continuation of the hearing;~~
 - ~~e. if the hearing is awaiting scheduling, a statement of that fact, and~~
 - ~~f. if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the Discipline Committee, a statement of that fact;~~
- (viii) any information jointly agreed to be placed on the register by the College and the Registrant;
- (ix) where the Registrant's certificate of registration is subject to any terms, conditions and limitations, the reason for them and the date they took effect;
- (x) where the Registrant's certificate of registration is subject to an interim order, a notation of that fact, the nature of the order and the date that the order took effect;
- (xi) where the College is aware that a finding of professional misconduct or incompetence or similar finding has been made against the Registrant by a Body that Governs a Profession, inside or outside of Ontario, and that finding has not been reversed on appeal,
- ~~a. a notation of the finding;~~
 - ~~b.a. the name of the Body that Governs a Profession that made the finding,~~
 - ~~e.b. a brief summary of the facts on which the finding was based,~~
 - ~~d.c. the penalty and any other orders made relative to the finding,~~
 - ~~e. the date the finding was made, and~~
 - ~~f. information regarding any appeals of the finding;~~

(xii) where the College is aware that a finding of incapacity or similar finding has been made against the Registrant by a Body that Governs a Profession, inside or outside of Ontario, and that finding has not been reversed on appeal, a notation of the finding,

- a. the name of the Body that Governs a Profession that made the finding,
- b. the date the finding was made,
- c. a summary of any order made, and
- d. information regarding any appeals of the finding, unless the Body that Governs a Profession making the finding has not made the finding public;

~~(xiii) where a decision of the Discipline Committee has been published by the College with the Member Registrant's name or former name including,~~

- ~~a. a notation of that fact, and~~
- ~~b. identification of the specific publication of the College which contains the information;~~

~~(xiv)~~(xiii) where, during or as a result of a proceeding under section 25 of the Code a Registrant has resigned, a notation of that fact;

~~(xv)~~(xiv) in addition to the name of every health profession corporation of which the Registrant is a shareholder, the business address, business telephone number, business e-mail address, if there is one, and any operating names of the health profession corporation except that the business e-mail address shall not be entered on the register if the professional corporation requests that it not be;

~~(xvi)~~(xv) any of the information in respect of a former Registrant that was on the register just before the registration terminated, for a period of at least five years after the termination of registration, except for any information related to discipline proceedings in Ontario, in which case it shall be entered on the register for a period of twenty-five years after the termination of registration;

~~(xvii)~~(xvi) a summary of any currently existing conditions, terms, orders, directions or agreements relating to the custody or release of the Registrant in provincial or federal offence processes, of which the College is aware and the Registrar believes are relevant to the Registrant's suitability to practise;

~~(xviii)~~(xvii) a summary of any existing restriction on the Registrant's right to practise that has resulted from an undertaking given by the Registrant to the College or an agreement entered into between the Registrant and the College on or after April 1, 2017;

~~(xix)~~(xviii) where a decision of a panel of the Inquiries, Complaints and Reports Committee ~~made on or after April 1, 2017~~ includes a requirement that the

Registrant attend before a panel of that committee to be cautioned as authorized by paragraph 3 of subsection 26(1) of the Code,

- a. ~~a notation of that fact, including a~~ summary of the caution,
- b. the date of the panel's decision, and
- c. if applicable, a notation that the panel's decision is subject to a review or appeal and therefore not yet final;

~~(xx)~~(xix) Where a decision of a panel of the Inquiries, Complaints and Reports Committee ~~made on or after April 1, 2017~~ includes a requirement that the Registrant complete a specified continuing education or remediation program as authorized by paragraph 4 of subsection 26(1) and subsection 26(3) of the Code,

- a. ~~a notation of that fact, including a~~ summary of the continuing education or remediation program,
- b. the date of the panel's decision, and
- c. if applicable, a notation that the panel's decision is subject to a review or appeal and therefore not yet final;

~~(xxi)~~ [repealed];

~~(xxii)~~(xx) -Any past classes of registration held by the Registrant and the date on which each certificate was issued.

21.09 – Information to be Withheld from Public

All of the information referred to in section 23 of the Code or as information recorded in the register in these by-laws is information designated to be withheld from the public pursuant to subsection 23(6) of the Code such that the Registrar may refuse to disclose to an individual or post on the College's website any or all of that information if the Registrar has reasonable grounds to believe that disclosure of that information may jeopardize the safety of an individual.

21.10 – Providing Information to the College

If requested, the Registrant shall immediately provide the College with the following information, in the form requested by the College:

- (i) information required to be maintained in the register in accordance with subsection 23(2) of the Code and these by-laws;
- (ii) the address and telephone number of the Registrant's primary residence in Ontario and, if the Registrant does not reside in Ontario, the address and telephone number of the Registrant's primary residence;

- (iii) the Registrant's e-mail addresses;
- (iv) proof of professional liability insurance coverage;
- (v) the Registrant's professional activities including the Registrant's areas of practice and categories of clients seen;
- (vi) information about the Registrant's registration with any other Body that Governs a Profession, whether inside or outside of Ontario, including the name of the Body that Governs a Profession, the Registrant's registration or licence number and the date the Registrant first became registered;
- (vii) information about any finding of incapacity or similar finding that has been made against the Registrant by a Body that Governs a Profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - a. the finding,
 - b. the name of the Body that Governs a Profession that made the finding,
 - c. the date the finding was made,
 - d. a summary of any order made, and
 - e. information regarding any appeals of the finding;
- (viii) information about the Registrant's participation in the quality assurance program; and
- (ix) information for the purpose of compiling statistical data.

21.11 – Notification of College

The Registrant shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:

- (i) the Registrant's name,
- (ii) the address and telephone number of the Registrant's primary residence in Ontario and, if the member does not reside in Ontario, the address and telephone number of the Registrant's primary residence,
- (iii) the Registrant's business address or business telephone number,
- (iv) the name, address or telephone number of any business or entity that employs the Registrant as a practitioner of psychotherapy, and, if the Registrant is self-employed as a practitioner of psychotherapy, any changes to the address or telephone number of the location where the member practises other than addresses of individual clients, and the Registrant's email address.

21.12 – Removal of Suspension Notation

Notwithstanding article 21.08(vi), the Registrar shall remove from the register notation of ~~termination-suspension~~ of registration if all of the following conditions are met:

- a. the suspension ~~or revocation~~ was only for non-payment of fees or only for non-provision of information required for annual registration renewal or participation in the Quality Assurance Program~~for non-payment of fees.~~
- b. the Registrant submits a request in the form provided by the Registrar, and
- c. as of the date of the request, the Registrant has held continuous College registration for the immediate past 12 months.

Commented [CRPO38]: The process for removing a former suspension from the public register has been adjusted. Registrants may apply to remove certain past suspensions from the public register; however, it is against the public interest to allow for removal of a past *revocation* from the public register.

In addition, since the QA Program is remedial and supportive in nature, suspension notations may be removed after good standing is regained and maintained.

22. PROFESSIONAL CORPORATIONS

22.01 - Fees

Fees do not include applicable taxes and are set out in Schedule 4.

Commented [CRPO39]: For readability, fees have been moved to a separate schedule

22.02 - Duty to Provide Information

Every Registrant of the College shall, for every professional corporation of which the Registrant is a shareholder, provide in writing the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:

- (a) the name of the professional corporation as registered with the Ministry of Government Services;
- (b) any business names used by the professional corporation;
- (c) the name, as set out in the register, and registration number of each shareholder of the professional corporation;
- (d) the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;
- (e) the principal practice address, telephone number, facsimile number and email address of the professional corporation;
- (f) the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and

- (g) a brief description of the professional activities of the professional corporation including areas of practice and categories of clients seen.

23. FUNDING FOR THERAPY AND COUNSELLING FOR SEXUAL ABUSE

23.01 - Funding

The Client Relations Committee may require therapists and counsellors who are providing therapy or counselling funded through the program and persons who are receiving such therapy or counselling to provide a written statement, signed in each case by the therapist or counsellor and by the person, which statement shall contain:

- (i) details of the therapist or counsellor's training and experience;
- (ii) confirmation that the therapy or counselling is being provided to the client; and
- (iii) confirmation that the funds received will be devoted only to therapy or counselling that is related in whole or in part to the sexual abuse by the Registrant.

24. EMERGENCIES

24.01 Declaring an Emergency

A declared emergency shall occur in any of the following circumstances:

- (a) the Executive Committee has, by a motion decided by a simple majority vote of the votes cast at the meeting by the members of the Executive Committee in attendance, declared there to be an emergency; or
- (b) the Registrar has declared there to be an emergency provided that the Registrar may only do so if there has been a declared emergency under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 anywhere in the Province of Ontario and the Executive Committee is unable to meet within 24 hours of such declaration.

24.02 Emergency Measures and Limitations

The following provisions shall apply only in the event of a declared emergency:

- (a) the Registrar or the Executive Committee shall give immediate notice to every Council member that a declared emergency exists;
- (b) in the event that an election of Council members is not able to be held, the term of office of the elected Members shall continue, despite article 9.04, until after the next election;
- (c) despite articles 11.02, 11.04, 11.16, and 11.17, a Council meeting may be called by the President or Registrar at any time on such notice as is sufficient for a quorum to be

Commented [CRPO40]: As part of CRPO risk management, the following provisions are proposed. They are intended to contain the appropriate checks and balances to promote the smooth operation of CRPO during an emergency without eroding normal and appropriate governance.

present, and such meeting may consider and deal with any matter that the Council agrees to consider by a simple majority of votes cast by Council members in attendance at the meeting; and

- (d) the Executive Committee may vary the application of any provision(s) of the by-laws as it determines is necessary to facilitate the proper functioning or operation of the College, the Executive Committee or Council, or their ability to fulfill their mandate, without the need to amend the by-laws, provided that such variation is not contrary to law and the affected by-laws shall be applied as enacted once the declared emergency is over.

The Executive Committee and the Registrar shall exercise the powers granted to them under this article 24 only when, and to the extent, necessary in the circumstances. In the event of a conflict between this article 24 and any other provisions of the by-laws, the provisions of this Article shall prevail.

24.03 Ceasing Emergency

The declared emergency is not intended to continue indefinitely and should be declared over, as provided in this article 24 when there is no longer a reasonable basis or rationale for keeping the declared emergency in place. Without limiting the generality of the foregoing, the Executive Committee or Council should consider ceasing the declared emergency if one or more of the following applies:

- (a) if the emergency declared under the by-laws is related to, or affected by, an emergency declared under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 anywhere in the Province of Ontario, the emergency declared under such Act is terminated; or
- (b) the circumstances leading to the declaration of emergency under the by-laws no longer exist or apply, or are not significantly impeding or negatively affecting, and are not expected to significantly impede or negatively affect, the proper functioning or operation of the College, the Executive Committee or Council, or their ability to fulfill their mandates.

A declared emergency shall cease when the Executive Committee or Council declares, by a motion decided by a simple majority vote of the votes cast at the meeting by the Members of the Executive Committee or Council, as the case may be, in attendance, that the emergency is over or the powers set out in this article 24 are no longer needed.

25. BY-LAWS AND AMENDMENTS

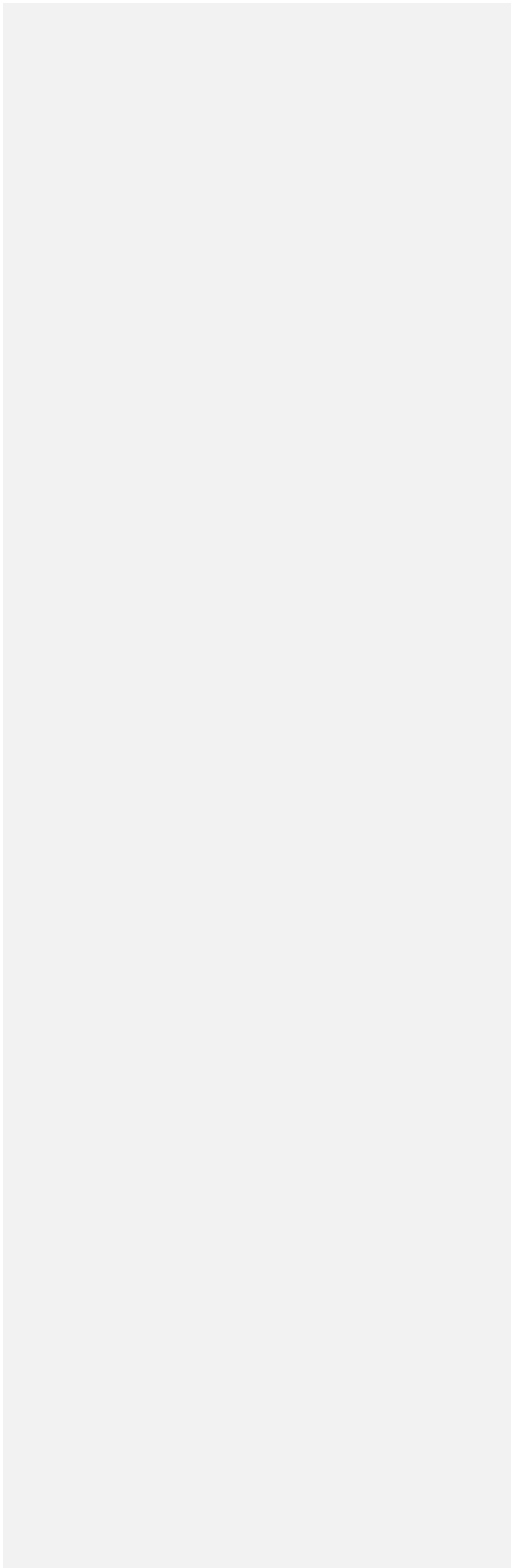
25.01 – Effective Date

These by-laws shall become effective as soon as they have been approved by the Council.

25.02 – Amendments

The by-laws of the College or any section thereof may be enacted, amended, or revoked by a simple majority of the Council members present and voting at a meeting of Council called for that purpose.

|



SCHEDULE 1 TO THE BY-LAWS

Process for Election of Officers

The elections will be supervised by the Registrar. The Registrar may be assisted by staff.

Before the first regular meeting of the newly elected Council each year or any other Council meeting designated for the purpose by Council resolution, the Registrar shall send an invitation to all Council members requesting any person wishing to stand for election to the offices of the President, Vice-President and Executive Committee member to indicate so, in writing, to the Registrar.

A Member's written intent must be supported by the signatures of two other Council Members and be returned to the Registrar no later than 5:00 p.m. fourteen days before the meeting of Council when the election of officers shall take place. A Member may not withdraw their nomination later than 5:00 p.m. fifteen days before the meeting of Council when the election of officers shall take place. The College shall post the names of nominees on its web-site as nominations are received.

At the meeting of Council when the election of officers shall take place, the Registrar shall present the names of eligible candidates who have indicated their interest for the position of President.

Where there is only one nominee for a position, that person shall be elected by acclamation. In the event that there is more than one candidate for the office, the voting will be conducted by ballot (or equivalent if voting is done electronically), with the result being tabulated and then recorded and reported by the Registrar. Where there are no nominations for a position, nominations can be made from the floor.

Before the vote, candidates shall be given the opportunity to speak briefly (order to be determined by lot). The election of a candidate shall be confirmed by a majority vote of those present and voting. Where no candidate receives a majority vote, the candidate receiving the fewest votes shall be disqualified and the Council shall, by ballot (or equivalent if voting is done electronically), vote on the remaining candidates until one candidate receives a majority vote.

In the event of a tie, a second ballot will take place. Candidates will have an opportunity to speak briefly before the vote. If the second ballot also results in a tie, the winning candidate will be determined by lot.

The results of each election will be tabulated and reported by the Registrar and staff, with the number of votes accorded to each candidate to remain confidential.

Once the President is elected, the Vice President shall be nominated and elected in a similar manner. Once the Vice President has been elected, the remaining Executive Committee positions shall be filled in a similar manner ensuring that there is an appropriate number of Registrants and Public Members.

Once the election is completed, the Registrar shall call for a motion to destroy the ballots (or equivalent if voting is done electronically).

The elected members of the Executive Committee may then speak briefly.

The above process shall be followed for every election of officers ~~after section 6 of the Act is proclaimed into force.~~

SCHEDULE 2 TO THE BY-LAWS

Rules of Order of the Council

1. In this Schedule, "Member" means a Member of the Council.
2. Each agenda topic will be introduced briefly by the person or Committee representative raising it. Members may ask questions of clarification, then the person introducing the matter shall make a motion and another Member must second the motion before it can be debated.
3. When any Member wishes to speak, he or she shall so indicate by raising their hand and shall address the presiding officer and confine themselves to the matter under discussion.
4. Staff persons and consultants with expertise in a matter may be permitted by the presiding officer to answer specific questions about the matter.
5. Observers at a Council meeting are not allowed to speak to a matter that is under debate.
6. A Member may not speak again on the debate of a matter until every other Member who wishes to speak to it has been given an opportunity to do so. The only exception is that the person introducing the matter or a staff person may answer questions about the matter. Members will not speak to a matter more than twice without the permission of the presiding officer.
7. No Member may speak longer than five (5) minutes upon any motion except with the permission of Council.
8. When a motion is under debate, no other motion can be made except to amend it, to postpone it, to put the motion to a vote, to adjourn the debate or the Council meeting or to refer the motion to a Committee.
9. A motion to amend the motion then under debate shall be disposed of first. Only one motion to amend the motion under debate can be made at a time.
10. When it appears to the presiding officer that the debate on a matter has concluded, when Council has passed a motion to vote on the motion or when the time allocated to the debate on the matter has concluded, the presiding officer shall put the motion to a vote.
11. When a matter is being voted on, no Member shall enter or leave the Council room, and no further debate is permitted.
12. No Member is entitled to vote upon any motion in which he or she has a conflict of interest, and the vote of any Member so interested will be disallowed.

13. Any motion decided by the Council shall not be re-introduced during the same meeting except by a two-thirds vote of Members then present.
14. Whenever the presiding officer is of the opinion that a motion offered to the Council is contrary to these rules or the by-laws, he or she shall rule the motion out of order and give their reasons for doing so.
15. The presiding officer shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council without debate.
16. The above rules may be relaxed by the presiding officer if it appears that greater informality is beneficial in the particular circumstances, unless the Council requires strict adherence.
17. Members are not permitted to discuss a matter with observers while it is being debated including during any recess of the debate.
18. Members shall turn off cell phones during Council meetings and, except during a break in the meeting, shall not use a cell phone, ~~blackberry~~ or other electronic device. Laptops shall only be used during Council meetings to review materials related to the matter under debate (e.g., electronic copies of background documents) and to make personal notes of the debate.
19. Members are to be silent while others are speaking.
20. In all cases not provided for in these rules or by other rules of Council, the current edition of "Robert's Rules of Order" shall be followed so far as they may be applicable.
21. These Rules shall apply, with necessary modifications, to meetings conducted by teleconference or any other electronic means permitted by the by-laws, including audio or video conferencing.

SCHEDULE 3 TO THE BY-LAWS

Code of Conduct

This Schedule applies to members of Council and members of all Committees of the College.

Council and Committee members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:

- (a) be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991* and its regulations, the *Health Professions Procedural Code*, the *Psychotherapy Act* and its regulations, and the by-laws and policies of the College;
- (b) be prepared to participate in Council meetings and Committee work including reading background materials and briefing documents;
- (c) diligently take part in Committee work and actively serve on Committees as appointed by the Council;
- (d) regularly attend meetings on time (including not missing two (2) or more consecutive meetings without reasonable cause) and participate constructively in discussions;
- (e) offer opinions and express views on matters before the College, Council and Committee, when appropriate;
- (f) participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of Council and Committee members;
- (g) uphold the decisions made by a majority of Council and Committees, regardless of the level of prior individual disagreement;
- (h) place the interests of the College, Council and Committee above other interests;
- (i) avoid and, where that is not possible, declare any appearance of or actual conflicts of interest;
- (j) refrain from including or referencing Council or Committee titles or positions held at the College in any personal or business promotional materials, advertisements and business cards (although referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner);

- (k) preserve confidentiality of all information before Council or Committee unless disclosure has been authorized by Council or is otherwise exempted under s. 36(1) of the *RHPA*;
- (l) refrain from attempting to influence a statutory decision unless one is a member of a panel of the Committee or, where there is no panel, of the Committee dealing with the matter;
- (m) respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members including not contacting staff members directly, except on matters where the staff member has been assigned to provide administrative support to that Committee or the Council or where otherwise appropriate;
- (n) be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

SCHEDULE 4 TO THE BY-LAWS

Fee Amounts

| <u>Fee Description</u> | <u>Amount Approved by Council</u> | <u>CPI-Adjusted Fee June 2026</u> | <u>CPI-Adjusted Fee June 2028</u> | <u>CPI-Adjusted Fee June 2030</u> |
|---|--|--|--|--|
| <u>Create an online account and undertake the jurisprudence learning module</u> | <u>\$152</u> | | | |
| <u>Submit an application</u> | <u>\$168</u> | | | |
| <u>Registration and annual renewal for a Registered Psychotherapist certificate of registration</u> | <u>\$620</u> | | | |
| <u>Registration and annual renewal for a Temporary certificate of registration</u> | <u>\$620</u> | | | |
| <u>Registration and annual renewal for an Inactive certificate of registration</u> | <u>\$310</u> | | | |
| <u>Registration and annual renewal for a Qualifying certificate of registration</u> | <u>\$338</u> | | | |
| <u>Registration and annual renewal for an Emergency certificate of registration</u> | <u>\$338</u> | | | |
| <u>Penalty for the late renewal of a certificate of registration</u> | <u>\$150</u> | | | |
| <u>Each letter after the first one reminding the Registrant of an obligation that has not been performed</u> | <u>\$57</u> | | | |
| <u>Reinstatement for a person applying to the Registrar to lift a suspension or issue a new certificate</u> | <u>\$350</u> | | | |
| <u>Transfer from the Qualifying or Inactive classes of registration to the Registered Psychotherapist class of registration</u> | <u>\$84</u> | | | |

| | | | | |
|---|--------------|--|--|--|
| <u>Requiring a recount in an election</u> | <u>\$225</u> | | | |
| <u>Reviewing an applicant's education and training under subsection 6(1), paragraph 1, subparagraphs iii or iv of Ontario Regulation 67/15: Registration</u> | <u>\$105</u> | | | |
| <u>Application for a certificate of authorization, including on any reinstatement of a certificate of authorization, for a professional corporation</u> | <u>\$100</u> | | | |
| <u>Issuance of a certificate of authorization for a professional corporation</u> | <u>\$557</u> | | | |
| <u>Annual renewal of a certificate of authorization for a professional corporation</u> | <u>\$457</u> | | | |
| <u>Administrative fee for each notice sent by the Registrar to a professional corporation or Registrant for failure of the corporation to renew its certificate of authorization on time</u> | <u>\$57</u> | | | |
| <u>Issuing of a document or certificate respecting a professional corporation, other than the original certificate of authorization and the original annual renewal of the certificate of authorization</u> | <u>\$50</u> | | | |

SCHEDULE 5 TO THE BY-LAWS

Table of Revisions to These By-laws

| <u>Date</u> | <u>Description of Change</u> |
|-------------------------|------------------------------|
| <u>[Enactment date]</u> | <u>By-laws enacted</u> |

Briefing Note for Council

| | |
|-----------------------|--|
| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.c. |
| Issue: | Supervision Course Guidelines |
| Attachment(s): | DRAFT Supervision Course Guidelines 0.8 Clinical Supervision Course – Resources Consulted |
| References: | Clinical Supervision Review (September 2022) |
| For: | Information <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | M. Piore, P. Bialik |
| Submitted by: | Registration Committee |

Purpose & Public Interest Rationale:

Clinical supervision is a key aspect of professional training in psychotherapy. Ensuring supervisors are qualified is necessary for public protection. In psychotherapy, simply being an experienced practitioner does not make one a qualified supervisor. The proposed supervision course guidelines can benefit current and prospective supervisors and course providers in achieving consistent quality training.

Background:

CRPO’s supervision review, presented to Council in September 2022 (referenced above), recommended the creation of guidelines on what to look for in a course on providing clinical supervision. The review provides extensive background on why CRPO is proposing supervision course guidelines.

The attached draft policy sets out additional background. It is the result of detailed work by staff. The draft resulted from an environmental scan (covering CRPO data and past survey results, professional associations, other regulators, and supervision course providers), academic literature review, meetings with professional associations, academics, and employers. CRPO staff consulted with four subject matter experts about earlier versions of the draft. In identifying these experts, consideration was given to diversity, including profession (three RPs and one psychologist) and theoretical orientation (e.g., systems, strengths-based, social constructionist, post-structuralist, psychodynamic, faith informed).

On May 3, 2024, by consensus, the Registration Committee recommended that Council approve the draft for possible public consultation.

Key Considerations:

- Is the draft clear, concise, and flexible, promoting rigour while respecting diversity of practice and supervision?
- Is the draft ready for public consultation?

Next Steps:

If agreed to by Council, staff will commence a public consultation. Following that, an updated draft will be brought to the Registration Committee for potential recommendation for final approval by Council.

Proposed Decision:

[By consensus] that Council approve the attached Draft Supervision Course Guidelines, as presented (or as amended) for public consultation.

Supervision Course Guideline

CRPO DRAFT 0.8

Background

- RP(Qualifying) registrants are required to practise with clinical supervision until they transfer to the full RP registration category and then complete enough clinical experience hours to permit independent practice (1000 direct client contact hours and 150 clinical supervision hours).
- Clinical supervision involves a collaborative professional relationship with a Clinical Supervisor. A Clinical Supervisor is [defined](#) (among other requirements), as someone who has completed 30 hours of directed learning in providing clinical supervision.
- An updated definition, to come into effect on April 1, 2026, clarifies that: “For individuals who begin providing clinical supervision on or after April 1, 2026, that learning includes a **mandatory 30 hours of coursework on providing clinical supervision.**”
- Supervisors who began providing clinical supervision before April 1, 2026, are encouraged to complete a supervision course if they have not already done so.
- CRPO does not pre-approve or accredit supervision courses, though it may do so in the future. Rather, CRPO is providing this general guideline on content that supervision courses should cover. Individuals choosing a supervision course need to ensure that the course best meets their learning needs.
- The intent of this guideline is to communicate CRPO’s expectations regarding supervisor training, while respecting the diversity of psychotherapy practice.

Course Content

The clinical supervision course must be facilitated by individuals experienced in training clinical supervisors, and must show signs of rigour, such as:

- Admission requirements
- A course outline
- A reading list
- Assignments and an evaluative component

Without limiting possible topics, supervision courses should include the following content:

- Definitions and purposes of supervision

- The regulatory context of supervision, particularly in Ontario¹
- Theories and models of supervision
- Structure and process of supervision
- Supervisory relationship, roles, and responsibilities
- Practice contexts of supervision (e.g., private practice, agency, institution)
- Ethical and legal issues, ethical decision-making models, duty-to-report
- Ethical supervisor business practices, insurance
- Diversity and cultural humility
- Evaluation of the supervisee, as informed by practice context, developmental stage of the supervisee, and the reason for supervision
- Safe and effective use of self by the supervisor in the supervisory context, e.g., parallel process, isomorphisms, or transference/countertransference between supervisor and supervisee, as well as between supervisee and client
- The supervision agreement
- Issues in Supervision
 - The importance of reviewing 'raw material', e.g., clinical records, recordings, live supervision
 - Identifying when it is necessary to intervene in the supervisee's therapy process with their clients
 - Clarifying limits to the supervisor's scope, e.g., the supervisor is not the supervisee's personal therapist
 - Providing or receiving feedback between the supervisor and the supervisee
 - Managing conflicts or differences between supervisor and supervisee
 - Knowing when the supervisor should seek consultation

Additional Considerations

- Whereas all clinical supervisors who begin providing clinical supervision as of April 1, 2026 must have completed a course in supervision as described here, there is no timeframe for doing so. The course could be taken well before that date and well before the date a psychotherapist intends to start offering clinical supervision.

¹ Supervisors trained outside Ontario are not expected to have covered this topic; however, they should become familiar with it if supervising psychotherapists based in Ontario.

- In addition to course-based learning, new clinical supervisors are strongly encouraged to meet with a more experienced clinical supervisor (e.g., supervision-of-supervision) to integrate theoretical learning into their practice as a clinical supervisor.
- Clinical supervisors should engage in continuing professional development, e.g. refresher courses, self-study, supervision-of-supervision, group learning, to remain up to date in the provision of clinical supervision.

Briefing Note for Council

| | |
|-----------------------|---|
| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.d. |
| Issue: | Diversity, Equity and Inclusion: Communication regarding Self-identification Data Collection |
| Attachment(s): | Information Management Communications with: <ul style="list-style-type: none"> • Registrants • Applicants • Complainants |
| Reference(s): | - |
| Action: | Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | D. Adams |
| Submitted by: | DEIWG, Executive |

Purpose & Public Interest Rationale:

The ability to conduct equity impact assessments supports decision-making that is fair and ensures that policies, programs, or processes are not discriminatory. Having access to data that identifies people based on race, disability, sexual orientation and other Ontario Human Rights Code grounds will support the College in being able to conduct equity impact assessments.

Background:

In September 2023, Council approved the self-identification data set proposed by the Diversity Equity and Inclusion Working Group (DEI WG). Since then, the DEI WG has approved a communications plan developed by staff to be used to support the roll out of the self-identification data collection initiative. The Executive Committee reviewed the related documents in May, made suggestions for changes and are recommending them for Council's approval today.

Key Considerations:

CRPO is required, as part of the expectations set by the College Performance Measurement Framework, to implement the use of an equity impact assessment tool across core regulatory and governance functions. To be able to use any tool fully and effectively, the College will need self-identification information from applicants, registrants and complainants.

The DEI WG focused on a communications plan intended to support buy in and trust from applicants, registrants and complainants who may be reluctant to share information about themselves.

Proposed Decision:

[By consensus] That Council approve the communications documents as presented.

Next Steps:

Staff will continue to work on developing the collection platforms (through the registrant management system) and the governing policies, which will be presented to the DEI WG and the Executive Committee before coming to Council.

Communication to Registrants

Introduction

The choice to provide self-identification data to CRPO (the College) is entirely optional. The College appreciates that individuals from communities that have historically faced discrimination and barriers may be reluctant to share some or all of their self-identity information. Collecting self-identification data is a central piece of CRPO's commitment to addressing discrimination in our policies, processes and practices. Understanding who is registered is a necessary and important step to creating a robust and inclusive approach to regulating.

Self-identification data provides information on the diversity of the people applying for and being registered, as well as for people who are affected by regulatory requirements including responding to complaints from clients. This information increases the College's capacity to evaluate progress on increasing DEI in core regulatory work, to recognize and remove barriers, to take steps to improve the regulation of the profession and improve the protection of the public.

In developing the self-identification data set and the principles that guide the collection, management and use of the data, CRPO relied on the expertise of the members of the [Diversity, Equity and Inclusion Working Group](#). The College is working to develop a framework that will be easy to use, will allow individuals to change the data they submit, and we stored safely and securely. This framework will be reviewed and evaluated, and changes will be made when improvement opportunities are found.

The College recognizes that, for certain identities, terminology is not universally agreed upon and continues to evolve. The terminology and approach to the self-identification questions seek to balance inclusion, respect for privacy and reportability. Feedback is welcomed. Please email info@crpo.ca to share any suggestions or concerns.

For anyone who is unfamiliar with or who is interested in understanding more about the collection of self-identification data and terminology, there are many resources that may be useful. Here are a few:

Toronto Metropolitan University, [Why Self-Identify?](#)

Imani Dunbar - Head of Equity at LinkedIn, [It's OK Not To Self-ID on LinkedIn, but Here Is Why You Should](#)

University of Toronto, [Glossary of Terms: Equity, Diversity, Inclusion](#)

Government of Canada, [Guide on Equity, Diversity and Inclusion Terminology](#)

Government of Ontario, [Glossary of terms and definitions](#)

Why is the College collecting self-identification information from registrants?

CRPO is aware that individual and systemic discrimination are rooted in our society. Health care and health regulation are no exceptions. We know that we must take steps within regulation broadly and at our College specifically to remove current barriers and anticipate future inequities. We are committed to addressing all forms of discrimination.

To address discrimination, we need to gather more information about which groups might be impacted. The collection of self-identification data provides information on the diversity of the people applying and being registered. This information increases the College's ability to evaluate progress on enhancing diversity in our programs, to recognize and remove barriers in the interest of equity, and to design new measures to improve inclusion in the regulation of psychotherapy in Ontario, all of which are steps toward addressing structural racism in our systems.

Why are you asking me about my sexual orientation, gender identity, citizenship, disability and race?

It is known that applicants from equity-deserving communities who pursue and obtain professional designations disproportionately experience discrimination. We want to correct where this is happening in CRPO's regulatory processes and approaches.

By sharing which communities you identify with, you will help the College better understand how to address discriminatory barriers in CRPO's systems and operations.

Self-identification data that you provide will inform equity impact assessments. Equity impact assessments help the College more reliably determine if any regulatory process—registration, renewal, quality assurance requirements, or complaints and discipline—are biased against members of racialized communities, Indigenous practitioners, members of the LGBTQIA2S+ community and people with disabilities.

Isn't it illegal to ask me these questions?

No. In fact, the [Ontario Human Rights Commission](#) encourages the collection of this kind of data when the purpose is to evaluate discrimination and promote equity.

Do I have to provide this information?

No. Providing this information is entirely voluntary. You can choose to answer some, none or all the questions.

If you wish to complete the questions but do not want to self-identify, you have the option to choose "Prefer not to answer." The College will be evaluating responses because this information tells us if registrants trust our data collection system. Evaluating participation involves tracking self-identification rates, such as the number of non-responses, those indicating a preference not to self-identify, and any unusually low representation rates in specific identity groups. Choosing "Prefer not to answer" is a valuable way for you to contribute to our efforts to improve the process.

What are you going to do with any information I choose to provide?

The College will use the answers to get a picture of who is registered. We need to have this so that we can conduct equity impact assessments and address inequities that our processes create. An equity impact assessment is a tool that uses anonymous data to determine if any equity deserving groups are, for example, over-represented in discipline processes or if any group is more or less represented in satisfying the quality assurance program requirements. In summary, this tool will help us to determine if any regulatory requirements or the processes that the College uses to support them are biased against any group.

Who will be able to see my information?

Nobody will be able to see your individual data. CRPOs staff, Council, or committees will not be able to associate you with any of the answers you provide through the self-identification questions. Self-identification information does not attach to you as a registrant in any way, is not part of your profile, will be encrypted, and will never be shared.

For the purposes of conducting equity impact assessments, **the data will only be available in aggregate form.** Aggregation means that answers will be grouped with other answers and there will be no way to identify you (i.e., no name, address, application number, etc.).

How will my information be stored?

All self-identification information is collected, used, disclosed, retained and disposed of in accordance with section 36 of the *Regulated Health Professions Act, 1991* ().

Self-identification statistics will always be reported in aggregate form to ensure confidentiality.

Can I identify in more than one group?

Registrants can and should self-identify in relation to all dimensions covered by the questions. Some questions allow registrants to select more than one response option whereas others, for data integrity and reportability reasons, limit you to one response option.

Can I change my answers after they have been completed and submitted?

Yes. Self-identification information can be changed at any time.

Why are these specific questions being asked?

The questions cover seven dimensions: gender identity, sexual orientation, Indigenous identity, racial identity, citizenship, language, and disability. While the questions do not include every important diversity dimension, these dimensions capture broader aspects of identity that are not currently collected by the College and that are commonly recognized as a source of bias and discrimination in regulatory and health care systems.

The College acknowledges that the language used in this communication may not fully reflect the evolving landscape of diversity, equity, and inclusion, and we welcome your feedback to support continual improvement. Please email info@crpo.ca to share any suggestions or concerns.

Communication to Applicants

Introduction

The choice to provide self-identification data to CRPO (the College) is entirely optional. The College appreciates that individuals from communities that have historically faced discrimination and barriers may be reluctant to share some or all of their self-identity information. Collecting self-identification data is a central piece of CRPO's commitment to addressing discrimination in our policies, processes and practices. Understanding who is applying for registration is a necessary and important step to creating a robust and inclusive approach to regulating.

Self-identification data provides information on the diversity of the people applying for and being registered, as well as for people who are affected by regulatory requirements including responding to complaints from clients. This information increases the College's capacity to evaluate progress on increasing DEI in core regulatory work, to recognize and remove barriers, to take steps to improve the regulation of the profession and improve the protection of the public.

In developing the self-identification data set and the principles that guide the collection, management and use of the data, CRPO relied on the expertise of the members of the [Diversity, Equity and Inclusion Working Group](#). The College is working to develop a framework that will be easy to use, will allow individuals to change the data they submit, and we stored safely and securely. This framework will be reviewed and evaluated, and changes will be made when improvement opportunities are found.

The College recognizes that, for certain identities, terminology is not universally agreed upon and continues to evolve. The terminology and approach to the self-identification questions seek to balance inclusion, respect for privacy and reportability. Feedback is welcomed. Please email info@crpo.ca to share any suggestions or concerns.

For anyone who is unfamiliar with or who is interested in understanding more about the collection of self-identification data and terminology, there are many resources that may be useful. Here are a few:

Toronto Metropolitan University, [Why Self-Identify?](#)

Imani Dunbar - Head of Equity at LinkedIn, [It's OK Not To Self-ID on LinkedIn, but Here Is Why You Should](#)

University of Toronto, [Glossary of Terms: Equity, Diversity, Inclusion](#)

Government of Canada, [Guide on Equity, Diversity and Inclusion Terminology](#)

Government of Ontario, [Glossary of terms and definitions](#)

Why is the College collecting self-identification information from applicants?

CRPO is aware that individual and systemic discrimination are rooted in our society. Health care and health regulation are no exceptions. We know that we must take steps within regulation broadly and at our College specifically to remove current barriers and anticipate future inequities. We are committed to addressing all forms of discrimination.

To address discrimination, we need to gather more information about which groups might be impacted. The collection of self-identification data provides information on the diversity of the people applying and being registered. This information increases the College's ability to evaluate progress on enhancing diversity in our programs, to recognize and remove barriers in the interest of equity, and to design new measures to improve inclusion in the regulation of psychotherapy in Ontario, all of which are steps toward addressing structural racism in our systems.

Why are you asking me about my sexual orientation, gender identity, citizenship, disability and race?

It is known that applicants from equity-deserving communities who pursue and obtain professional designations disproportionately experience discrimination. We want to correct where this is happening in CRPO's regulatory processes and approaches.

By sharing which communities you identify with, you will help the College better understand how to address discriminatory barriers in CRPO's systems and operations.

Self-identification data that you provide will inform equity impact assessments. Equity impact assessments help the College more reliably determine if any regulatory process—registration, renewal, quality assurance requirements, or complaints and discipline—are biased against members of racialized communities, Indigenous practitioners, members of the LGBTQIA2S+ community and people with disabilities.

Isn't it illegal to ask me these questions?

No. In fact, the [Ontario Human Rights Commission](#) encourages the collection of this kind of data when the purpose is to evaluate discrimination and promote equity.

Do I have to provide this information?

No. Providing this information is entirely voluntary. You can choose to answer some, none or all the questions.

If you wish to complete the questions but do not want to self-identify, you have the option to choose "Prefer not to answer." The College will be evaluating responses because this information tells us if applicants trust our data collection system. Evaluating participation involves tracking self-identification rates, such as the number of non-responses, those indicating a preference not to self-identify, and any unusually low representation rates in specific identity groups. Choosing "Prefer not to answer" is a valuable way for you to contribute to our efforts to improve the process.

What are you going to do with any information I choose to provide?

CRPO is mandated to ensure that every application is reviewed in a way that is transparent, objective, impartial, and fair. This mandate is consistent with our commitment to promoting equity, diversity, and inclusion in the provision of psychotherapy services.

The College will review voluntary applicant survey information to get a better picture of who is applying for registration to better gauge the diversity of applicants. Self-identification information will help the College to conduct equity impact assessments and address any barriers that our registration process poses for people from equity-deserving communities more accurately. An equity impact assessment is a tool that uses anonymous data to determine if any equity deserving groups are, for example, under-represented in registration applications. It also helps the College inform and support its partners across the province's health care and education systems to improve diversity, equity, and inclusion efforts.

Who will be able to see my information?

Nobody will be able to see your individual data. CRPOs staff, Council, or committees will not be able to associate you with any of the answers you provide through the self-identification questions. Self-identification information does not attach to you as an applicant in any way, is not part of your application profile, will be encrypted, and will never be shared.

For the purposes of conducting equity impact assessments, **the data will only be available in aggregate form.** Aggregation means that answers will be grouped with other answers and there will be no way to identify you (i.e., no name, address, application number, etc.).

How will my information be stored?

All self-identification information is collected, used, disclosed, retained, and disposed of in accordance with the *Privacy Act* (<https://laws-lois.justice.gc.ca/eng/acts/P-21/>).

Self-identification statistics will always be reported in aggregate form to ensure confidentiality.

Can I identify in more than one group?

Applicants can and are encouraged to select any and all identities that apply to you. Some questions allow applicants to select more than one response option whereas others, for data integrity and reportability reasons, limit you to one response option.

Why are these specific questions being asked?

The questions cover seven dimensions: gender identity, sexual orientation, Indigenous identity, racial identity, citizenship, language, and disability. While the questions do not include every important diversity dimension, the dimensions capture broader aspects of identity that are not currently collected by the College and that are commonly recognized as a source of bias and discrimination in regulatory and health care systems.

The College acknowledges that the language used in this communication may not fully reflect the evolving landscape of diversity, equity, and inclusion, and we welcome your feedback to support continual improvement. Please email info@crpo.ca to share any suggestions or concerns.

Communication to Complainants

Introduction

The choice to provide self-identification data to CRPO (the College) is entirely optional. The College appreciates that individuals from communities that have historically faced discrimination and barriers may be reluctant to share some or all of their self-identity information. Collecting self-identification data is a central piece of CRPO's commitment to addressing discrimination in our policies, processes and practices. Understanding who is involved in the complaints process is a necessary and important step to creating a robust and inclusive approach to regulating.

Self-identification data provides information on the diversity of the people applying for and being registered, as well as for people who are affected by regulatory requirements including responding to complaints from clients. This information increases the College's capacity to evaluate progress on increasing DEI in core regulatory work, to recognize and remove barriers, to take steps to improve the regulation of the profession and improve the protection of the public.

In developing the self-identification data set and the principles that guide the collection, management and use of the data, CRPO relied on the expertise of the members of the [Diversity, Equity and Inclusion Working Group](#). The College is working to develop a framework that will be easy to use, will allow individuals to change the data they submit, and we stored safely and securely. This framework will be reviewed and evaluated, and changes will be made when improvement opportunities are found.

The College recognizes that, for certain identities, terminology is not universally agreed upon and continues to evolve. The terminology and approach to the self-identification questions seek to balance inclusion, respect for privacy and reportability. Feedback is welcomed. Please email info@crpo.ca to share any suggestions or concerns.

For anyone who is unfamiliar with or who is interested in understanding more about the collection of self-identification data and terminology, there are many resources that may be useful. Here are a few:

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University of Toronto, [Glossary of Terms: Equity, Diversity, Inclusion](#)

Government of Canada, [Guide on Equity, Diversity and Inclusion Terminology](#)

Government of Ontario, [Glossary of terms and definitions](#)

Why is the College collecting self-identification information from people who make complaints about Registered Psychotherapists?

CRPO knows that discrimination exists in our society, including in healthcare and health regulation. We understand the importance of taking specific steps to eliminate current barriers and prevent future inequalities, both in general regulations and within our College. We're committed to addressing all forms of discrimination.

To confront discrimination effectively, we need to gather more information about the groups that may be affected. Collecting self-identification data helps us understand the diversity of individuals seeking protection from the College through our complaint processes. This information strengthens the College's ability to evaluate progress in promoting diversity in our programs, identify and remove barriers for equity, and create new measures to improve inclusion in the regulation of psychotherapy in Ontario. These steps are crucial in addressing structural racism within our systems.

Why are you asking me about my sexual orientation, gender identity, citizenship, disability and race?

We're aware that individuals from equity-deserving communities often face discrimination when accessing health and related services, like psychotherapy. By sharing which communities you identify with, you will help us to better understand how to address discriminatory barriers in CRPO's systems and operations.

The self-identification data you provide will guide equity impact assessments. These assessments assist the College in accurately identifying if any complaints processes display bias against members of racialized communities, Indigenous individuals, LGBTQIA2S+ community members, and people with disabilities.

Isn't it illegal to ask me these questions?

No. In fact, the [Ontario Human Rights Commission](#) encourages the collection of this kind of data when the purpose is to evaluate discrimination and promote equity.

Do I have to provide this information?

No, providing this information is entirely up to you. You have the choice to answer some, none, or all the questions. If you decide to respond to the questions but prefer not to self-identify for any of the questions, you can select "Prefer not to answer." The College will be evaluating responses because this information tells us if complainants like you trust our data collection system. Evaluating participation involves tracking self-identification rates, such as the number of non-responses, those indicating a preference not to self-identify, and any unusually low representation rates in specific identity groups. Choosing "Prefer not to answer" is a valuable way for you to contribute to our efforts to improve the process.

What are you going to do with any information I choose to provide?

The College plans to review survey responses voluntarily provided by complainants to better understand how equity-deserving groups are being served by Registered Psychotherapists. Self-identification information will help the College conduct more accurate equity impact assessments and address any inequities arising from our processes. For example, we will scrutinize the data to determine if specific racialized groups are over-represented in the complaints process. This data will help us identify whether any part of the complaint process is biased against or poses obstacles for some groups.

Who will be able to see my information?

At CRPO, no one, including staff, the Council, or committees, will have access to the answers you provide for the self-identification questions. This information is separate from your complaint, will be anonymized, and will never be disclosed or accessible to anyone at CRPO.

For equity impact assessments, the data will only be used in an aggregated form. Aggregation involves grouping answers with others, ensuring there is no way to identify you (no name, address, application number, etc.).

How will my information be stored?

All self-identification information is collected, used, disclosed, retained and disposed of in accordance with section 36 of the *Regulated Health Professions Act, 1991* (<https://www.ontario.ca/laws/statute/91r18#BK25>).

Self-identification statistics will always be reported in aggregate form to ensure confidentiality.

Can I identify in more than one group?

Complainants are encouraged to self-identify in connection with all aspects covered by the questions that apply to you. While some questions permit the selection of multiple response options, others, for the sake of data integrity and reportability, restrict you to choosing just one response option.

Why are these specific questions being asked?

The questions address seven dimensions: gender identity, sexual orientation, Indigenous identity, racialized group identity, citizenship, language, and disability. Although the questions may not cover every essential diversity dimension, these aspects encompass broader facets of identity not presently collected by the College. The seven dimensions being surveyed are commonly acknowledged as potential sources of bias and discrimination in regulatory and health care systems.

The College acknowledges that the language used in this communication may not fully reflect the evolving landscape of diversity, equity, and inclusion, and we welcome your feedback to support continual improvement. Please email info@crpo.ca to share any suggestions or concerns.

**CRPO Self-Identification
FINAL Data Set**

| Question | Response options | Explanatory notes |
|---|--|--|
| <p>For all questions, choose as many options as are relevant to you. **This notation will appear with all questions.</p> | | |
| <p>Please indicate the gender identity/ies that best describe/s you now.</p> | <ul style="list-style-type: none"> • Prefer not to answer • Cisgender • Gender fluid • Intersex • Man • Nonbinary • Questioning • Transgender • Trans man • Trans woman • Two-Spirit • Woman • Other (please specify) | <p>The gender identity question asks you to indicate the identity (or term) that best describes you now. The question does not ask about sex assigned at birth or sexual orientation.</p> <p>"Gender identity" refers to a person's internal sense of being a woman, man, both, neither or somewhere along the gender spectrum. The question recognizes that gender identity can change over time.</p> <p>"Cis gender" refers to a person whose gender identity corresponds with the sex registered for them at their birth.</p> |
| <p>Please indicate the orientation/s that best describe/s how you currently identify.</p> | <ul style="list-style-type: none"> • Prefer not to answer • Asexual • Bisexual • Gay • Heterosexual • Lesbian • Pansexual | <p>The sexual orientation question asks you to select how you currently identify.</p> |

| | | |
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| | <ul style="list-style-type: none"> • Queer • Questioning • Two-Spirit • Other (please specify) | |
| Please indicate your first language(s) from the list below. | <ul style="list-style-type: none"> • Prefer not to answer • See language list below* • Other (please specify) <p><i>*Note that it will be a drop-down alphabetically ordered list based on the list appended below.</i></p> | <p>The language question asks you to identify which language you first learned and which language you use most often at home. You may select all categories that apply.</p> <p>The question does not ask which language you prefer to use to communicate with the College or in which language(s) you can provide care. This information is collected elsewhere in the application/registration renewal process.</p> |
| Do you have First Nations, Inuit or Métis ancestry? | <ul style="list-style-type: none"> • Prefer not to answer • Yes • No • I don't know | <p>The Indigenous ancestry question asks you if your ethnic or cultural origins are First Nations, Inuit or Métis.</p> <p>Ancestry refers to the ethnic or cultural origins of a person's ancestors, either on the maternal or paternal side.</p> |
| Do you identify as First Nations, Inuit or Métis? | <ul style="list-style-type: none"> • Prefer not to answer • No • First Nations • Inuit • Métis • Other (please specify) | <p>The Indigenous identity question asks you if you identify as a member of a First Nations, Inuit or Métis cultural community.</p> <p>An individual with Indigenous ancestry may self-identify as being an Indigenous person, regardless of legal status. No proof of ancestry or belonging to a band is necessary.</p> <p>For Indigenous identity, a write in option will allow respondents to self-identify as they prefer. For example:</p> <ul style="list-style-type: none"> • specific communities or Nations • status or membership |
| Do you identify as a racialized person? | <ul style="list-style-type: none"> • Prefer not to answer • Yes • No | <p>The racialized identity question asks you to indicate if you identify as a member of a racialized community.</p> <p>In our society, people are often described by their race or racial background. These are not based on science, but our race may influence the way we are treated by individuals and institutions. You are asked to select all categories that best describe you.</p> |

| | | |
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| <p>Do you have Indigenous ancestry from outside the land now known as Canada?</p> | <ul style="list-style-type: none"> • Prefer not to answer • Yes • No | <p>The Indigenous ancestry question asks you if your ethnic or cultural origins are from a social or cultural group that share collective ancestral ties to the lands and natural resources where they are from or from which they have been displaced.</p> <p>Ancestry refers to the ethnic or cultural origins of a person's ancestors, either on the maternal or paternal side.</p> |
| <p>Which population group(s) best describe you?</p> | <ul style="list-style-type: none"> • Prefer not to answer • Black <ul style="list-style-type: none"> ○ For example: African, African Canadian, Afro-Caribbean descent • East Asian <ul style="list-style-type: none"> ○ For example: Chinese, Japanese, Korean, Taiwanese descent • Indigenous <ul style="list-style-type: none"> ○ For example: First Nations, Hausa, Māori, Nahua • Latin American <ul style="list-style-type: none"> ○ For example: Hispanic or Latin American descent • Middle Eastern <ul style="list-style-type: none"> ○ For example: Arab, Persian, West Asian descent (e.g., Afghan, Egyptian, Iranian, Kurdish, Lebanese, Turkish) • South Asian <ul style="list-style-type: none"> ○ For example: South Asian descent (e.g., Bangladeshi, Indian, Indo-Caribbean, Pakistani, Sri Lankan) • Southeast Asian | <p>Population group refers to the distinct group(s) of individuals with shared identity or characteristics.</p> <p>Population group should not be confused with citizenship or nationality.</p> |

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| | <ul style="list-style-type: none"> ○ For example: Cambodian, Filipino, Indonesian, Thai, Vietnamese, or other Southeast Asian descent ● White <ul style="list-style-type: none"> ○ For example: European descent such as Germanic, Celtic, Slavic, Finno-Ugric ● Another race category <ul style="list-style-type: none"> ○ Please specify ● Do not know | |
| <p>What is your immigration or citizenship status?</p> | <ul style="list-style-type: none"> ● Prefer not to answer ● Recent immigrant ● Established immigrant ● Canadian-born | <p>This question asks you to indicate your immigration status because immigration status is increasingly recognized as a social determinant of health and a reason that people experience discrimination.</p> <p>“Recent immigrant” refers to a person who obtained a landed immigrant or permanent resident status up to five years prior to a given year.</p> <p>“Established immigrant” refers to an immigrant who obtained landed immigrant or permanent resident status at least five years prior.</p> |
| <p>Do you identify as having a disability?</p> | <ul style="list-style-type: none"> ● Prefer not to answer ● Yes ● No | <p>The disability questions ask you to indicate whether you personally identify as having a disability, according to the definition provided by the Accessible Canada Act. According to the Act, disability means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that in interaction with a barrier, hinders a person’s full and equal participation in society. You may select all categories that apply.</p> <p>The question does not ask whether you have ever qualified for a disability benefit under the Canada Pension Plan or other program. It also does not take into consideration whether you have received accommodation.</p> |

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| <p>What type/s of disability/ies do you have?</p> | <ul style="list-style-type: none"> • Prefer not to answer • physical impairment • mental impairment • intellectual impairment • cognitive impairment • learning impairment • communication impairment • sensory impairment • functional limitation • Other (please specify) | <p>See above (questions should be presented so the same explanation).</p> |
| <p>Does your disability result in any barriers to meeting application or registration obligations?</p> <p>Does your disability result in any barriers to accessing the complaints process?</p> | <ul style="list-style-type: none"> • Prefer not to answer • Yes • No • Don't know | <p>This question asks you to indicate if you have had difficulties with any of the requirements or interactions with the College. This includes steps, processes or methods of communication.</p> |
| <p>If yes, please describe the barriers.</p> | <ul style="list-style-type: none"> • Text box | |

Language Options (will be presented

in alphabetical order to allow respondents to type first 3 letters and be offered relevant choices)

| | | |
|--------------------------------------|--------------------------------------|-------------------------|
| English | Northern Athabaskan languages | Iroquoian languages |
| French | Dakelh (Carrier) | Cayuga |
| Indigenous languages | Dane-zaa (Beaver) | Mohawk |
| Algonquian languages | Dene | Oneida |
| Blackfoot | Gwich'in | Iroquoian languages |
| Cree-Innu languages | Slavey-Hare languages | Ktunaxa (Kutenai) |
| Atikamekw | Deh Gah Ghotie Zhatie (South Slavey) | Michif |
| Cree languages | Satuotine Yati (North Slavey) | Salish languages |
| Ililimowin (Moose Cree) | Slavey | Halkomelem |
| Inu Ayimun (Southern East Cree) | Tahltan languages | Lillooet |
| Iyiyiw-Ayimiwin (Northern East Cree) | Kaska (Nahani) | Ntlakapamux (Thompson) |
| Nehinawewin (Swampy Cree) | Tahltan | Secwepemctsin (Shuswap) |
| Nehiyawewin (Plains Cree) | Tlicho (Dogrib) | Squamish |
| Nihithawiwin (Woods Cree) | Tse'khene (Sekani) | Straits |
| Cree | Tsilhqot'in (Chilcotin) | Syilx (Okanagan) |
| Innu (Montagnais) | Tsuu T'ina (Sarsi) | Salish languages |
| Naskapi | Tutchone languages | Siouan languages |
| Eastern Algonquian languages | Northern Tutchone | Assiniboine |
| Mi'kmaq | Southern Tutchone | Dakota |
| Wolastoqewi (Malecite) | Tutchone | Stoney |
| Ojibway-Potawatomi languages | Wetsuwet'en-Babine | Siouan languages |
| Anicinabemowin (Algonquin) | Tlingit | Tsimshian languages |
| Oji-Cree | Athabaskan languages | Gitxsan (Gitksan) |
| Ojibway languages | Haida | Nisga'a |
| Anishinaabemowin (Chippewa) | Inuktut (Inuit) languages | Tsimshian |
| Daawaamwin (Odawa) | Inuinnaqtun (Inuvialuktun) | Wakashan languages |
| Saulteau (Western Ojibway) | Inuinnaqtun | Haisla |
| Ojibway | Inuvialuktun | Heiltsuk |
| Algonquian languages | Inuktitut | Kwak'wala (Kwakiutl) |
| Athabaskan languages | Inuktut (Inuit) languages | Nuu-chah-nulth (Nootka) |

Wakashan languages
Indigenous languages
Non-Indigenous languages
Afro-Asiatic languages
Berber languages
Kabyle
Tamazight
Berber languages
Chadic languages
Hausa
Mina
Coptic
Cushitic languages
Bilen
Oromo
Somali
Cushitic languages
Semitic languages
Amharic
Arabic
Aramaic languages
Assyrian Neo-Aramaic
Chaldean Neo-Aramaic
Aramaic
Harari
Hebrew
Maltese
Tigrigna
Semitic languages
Austro-Asiatic languages
Khmer (Cambodian)
Vietnamese
Austro-Asiatic languages n.i.e
Austronesian languages

Bikol
Bisaya
Cebuano
Fijian
Hiligaynon
Ilocano
Indonesian
Kankanaey
Kinaray-a
Malagasy languages
Merina
Malagasy
Malay
Pampangan (Kapampangan Pampango)
Pangasinan
Tagalog (Pilipino Filipino)
Waray-Waray
Austronesian languages
Creole languages
Haitian Creole
Jamaican English Creole
Krio
Morisyen
Sango
Creole
Creole languages
Dravidian languages
Kannada
Malayalam
Tamil
Telugu
Tulu
Dravidian languages
Georgian

Hmong-Mien languages
Indo-European languages
Albanian
Armenian
Balto-Slavic languages
Baltic languages
Latvian
Lithuanian
Slavic languages
Belarusian
Bulgarian
Czech
Macedonian
Polish
Russian
Rusyn
Serbo-Croatian
Bosnian
Croatian
Serbian
Serbo-Croatian
Slovak
Slovene (Slovenian)
Ukrainian
Slavic languages
Celtic languages
Irish
Scottish Gaelic
Welsh
Celtic languages
Germanic languages
Frisian
High German languages
German

Pennsylvania German
Swiss German
Yiddish
Low Saxon-Low Franconian languages
Afrikaans
Dutch
Low German
Low Saxon
Plautdietsch
Vlaams (Flemish)
Scandinavian languages
Danish
Icelandic
Norwegian
Swedish
Germanic languages
Greek
Indo-Iranian languages
Indo-Aryan languages
Assamese
Bengali
Gujarati
Hindi
Kacchi
Kashmiri
Konkani
Marathi
Nepali
Odia languages
Odia
Punjabi (Panjabi)
Rohingya
Sindhi
Sinhala (Sinhalese)

Urdu
Indo-Aryan languages
Iranian languages
Baluchi
Kurdish
Parsi
Pashto
Persian languages
Dari
Iranian Persian
Persian (Farsi)
Iranian languages
Indo-Iranian languages
Italic (Romance) languages
Basque
Catalan
Italian
Portuguese
Romanian
Spanish
Italic (Romance) languages
Indo-European languages
Japanese
Korean
Mongolian
Niger-Congo languages
Akan (Twi)
Bamanankan
Edo
Éwé
Fulah (Pular Pulaar Fulfulde)
Ga
Ganda
Gikuyu

Igbo
Kinyarwanda (Rwanda)
Lingala
Luba-Kasai
Mòoré
Mwani
Ndebele
Rundi (Kirundi)
Shona
Soninke
Sotho-Tswana languages
Swahili
Wojenaka
Wolof
Yoruba
Niger-Congo languages
Nilo-Saharan languages
Dinka
Nuer
Nilo-Saharan languages
African
Sign languages
American Sign Language
Quebec Sign Language
Sign languages
Sino-Tibetan languages
Chinese languages
Hakka
Mandarin
Min Dong
Min Nan (Chaochow Teochow Fukien
Taiwanese)
Wu (Shanghainese)
Yue (Cantonese)

Chinese
Chinese languages
Tibeto-Burman languages
Burmese
Kuki-Chin languages
Karenic languages
S'gaw Karen
Karenic languages
Tibetan

Tibeto-Burman languages
Sino-Tibetan languages
Tai-Kadai languages
Lao
Thai
Tai-Kadai languages
Turkic languages
Azerbaijani
Kazakh

Turkish
Uyghur
Uzbek
Turkic languages
Uralic languages
Estonian
Finnish
Hungarian

Briefing Note for Council

| | |
|-----------------------|--|
| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.e. |
| Issue: | Terms of Reference |
| Attachment(s): | Revised Quality Assurance Committee Terms of Reference Revised DEIWG terms of reference Revised Examination Committee terms of reference |
| References: | Committee Competency Matrix Committee Composition Matrix O. Reg 34/13: Quality Assurance Program |
| Action: | Information <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/> x |
| Staff Contact: | A. Fournier |
| Submitted by: | Executive Committee |

Purpose & Public Interest Rationale:

Effective governance is a pre-requisite for effective regulatory outcomes. It creates robust accountability and oversight of CRPO's strategic direction for the committees and working groups in fulfilling the mandate of public protection. Comprehensive terms of reference documents outline and guide how a committee or group will work together to accomplish established goals. The terms of reference create a shared set of expectations, build accountabilities for members and the group and tie the work to be done to the organization's larger mandate.

Background:

As part of good governance practices, CRPO's standing committees and working groups undertake an annual review of the terms of reference to ensure that the terms remain relevant.

Committee competencies and composition matrices are used in this review to ensure that the committee is appropriately skilled and diverse and / or pursuing professional development to obtain the needed skill mix.

Key Considerations:

- Committees and working groups review their terms of reference annually.
- Any proposed changes to the terms of reference are brought forward to the Executive Committee for review. The Executive Committee then makes recommendations to Council.
- If there are no changes by the committee or working group at the annual review, they affirm the terms of reference for another year.

- The Quality Assurance Committee proposed changes to specific areas of responsibility, panel composition and quorum to align the terms of reference with QA regulation and for consistency with CRPO by-laws.
- The Examination Committee proposed changes to the terms of reference including adding the responsibility of upgrading for individuals who fail after two exam attempts.
- The Diversity, Equity and Inclusion Working Group (DEIWG) proposed additional wording to the identity and lived experience section.

The Executive Committee approved all revised terms of reference as presented and recommended that the item be brought forward to Council for approval.

Proposed Decision:

[By Consensus] That Council approve the Quality Assurance Committee, Examination Committee and Diversity, Equity and Inclusion Working Group terms of reference as presented.

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|--|--|
| Type of document: Terms of reference | Approved by: DEIWG Proto Group, Executive Committee, Council |
| Date approved: September 21, 2022 | Next Review date: February 2025 |
| Amendment Dates: February 20, 2024 | |

Diversity, Equity and Inclusion Working Group Terms of Reference

| | |
|---|--|
| Name and Type | - Diversity Equity and Inclusion - Working Group |
| Purpose | To provide perspective, advice and recommendations to Council and Committees on matters that relate to diversity, equity and inclusion affecting client members of the public, Registered Psychotherapists, and related practices, protocols and procedures. |
| Goal | To enhance protection of the public through improved experiences of inclusion of diverse client members of the public, Registered Psychotherapists, and the staff and leadership of the CRPO. |
| Specific Areas of Responsibility | <ol style="list-style-type: none"> 1. Acting as an advisory body to the Registrar on issues related to diversity, equity, and inclusion. 2. Applying knowledge about diversity, equity, inclusion and its impacts to policy, resource and institutional practice development, particularly regarding inter-committee initiatives where connections may be necessary or appropriate. 3. Acting as a resource to CRPO committees by: <ol style="list-style-type: none"> a. advising on the development of specific professional diversity, equity and inclusion policies and institutional practices of the CRPO. b. reviewing and making recommendations on equity, diversity and inclusion policies and institutional practices, as well as polices and institutional practices that impact equity, diversity and inclusion. |
| Principles | <p>The DEI Working Group will be guided by key principles that inform this Terms of Reference, the advice it provides to Council, and all of its members' actions. These principles are:</p> <ul style="list-style-type: none"> • Recognize the need to work through colonized structures, including the <i>Regulated Health Professions Act</i>, in order to advance decolonizing the regulation of psychotherapy • Support and strive to enhance trust in the profession and in the CRPO as the regulator • Include and advocate for diverse and intersectional identities, psychotherapy practices, and lived experiences in support of the public, within the CRPO, and within the profession of psychotherapy |

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| | <ul style="list-style-type: none"> • Enhance access to services in support of client members of public and Registered Psychotherapists • Operate as a DEI Working Group with effective, mutually respectful, compassionate, and inclusive practices, including communication, advice, and meetings |
| <p>Working Group Composition</p> | <p>Membership will be a minimum of twelve (12) and maximum of fifteen (15) members from the community representing a broad range of systemically and historically marginalized community groups as well as peoples who hold intersectional identities, which include but are not limited to:</p> <p>Identity and Lived Experience</p> <ul style="list-style-type: none"> • First Nation, Inuit and Métis peoples¹ • Black community members (for example, African, African Canadian, Afro-Caribbean decent) • Racialized community members • Newcomers to Canada (immigrants, refugees) • Persons with disabilities, including neurodivergent persons • 2SLGBTQIA+ community members • Seniors • Gender-diverse peoples (including but not limited to women, trans, and non-binary people) • RPs with experience living in the near and far North and/or rural regions of Ontario <p>Diverse Psychotherapeutic Practice and Experience</p> <p>Membership must also represent a range of psychotherapeutic practice modalities. The rationale of creating diverse membership relating to practice area is to enhance the opportunity for a greater understanding of the diverse experiences that flow with these practice areas. This diversity also includes training and education experience outside of Ontario and Canada.</p> <p>Experience with Governance and Organizational Change</p> <p>In accordance with government standards, members should have experience or a willingness to gain skills in governance (ideally DEI-focused councils, committees, working groups, advisory boards, etc.) and organizational change work, (including but not limited to working with councils within a legislated regulatory body, providing</p> |

¹ Indigenous peoples from other parts of North America and the world are also welcome and encouraged to participate, but priority will be given to First Nation, Inuit and Métis peoples given the need to recognize and honour Indigenous experiences with the profession of psychotherapy in Ontario and Canada.

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| | recommendations and advice in a structured and organized manner, attending regular meetings, etc.). |
| Term | <p>By-laws require members to hold a one-year term. Prior to the term's lapse and to avoid delaying a new term, the Co-Chairs and Working Group members will, with the support of CRPO Registrar and staff, recruit new members to be in place at and for the beginning of the new term.</p> <p>As per governance requirements, members will review the Terms of Reference once annually.</p> |
| Recruitment | With the support of CRPO Registrar and staff, the DEI Working Group will distribute a call for expressions of interest/intent to the RP community. Consideration should be given to reaching broad communities. Members of the DEI Working Group will review the expressions of interest/intent, and, being guided by the principles, goals as well as other elements of this Terms of Reference, determine who will be recommended to Council for appointment to the DEI Working Group. |
| Competencies | DEI Working Group members are required to meet or be working toward meeting the minimum Council Competencies and Committee Competencies . |
| Decision-Making Process | <p>Wherever possible, decisions will be made by consensus.</p> <p>Where necessary, decisions will be passed by a two-thirds majority vote, specifically, a vote passed by a majority of at least two thirds of the total membership.</p> |
| Delegated Authority | As an ad hoc, non-statutory working group, the DEI Working Group provides advice and recommendations, and does not have formal authority. |
| Reporting | The DEI Working Group advises the Registrar. The Working Group will report to Council and committees at some, though not necessarily all scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues. |
| Appointment of Co-Chairs | The DEI Working Group will select Co-Chairs from among its members and in their selection will consider the principles of inclusion and balance along elements of identity including but not limited gender, race, ability, sexuality, age. |
| Quorum | The quorum is 50% of the total membership. Where there is an odd number of members, quorum will be met by rounding up. For example, where there are 13 members, quorum is met at 7 attendees. |

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| | Despite anything in the by-laws, a Working Group is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Working Group. |
| Meetings | Working group meetings will, wherever possible, be held at a place and on a date set in advance and shall occur on regular basis and at such frequency as necessary for the Working Group to conduct its business. Care will be taken to ensure that inclusive, accessible meeting practices are employed to support member participation. |
| Staff Support | The Registrar acts in an ex-officio role as a Working Group resource and in a non-voting capacity. Other staff members provide support to the Working Group. |
| Communication with Council | The Working Group Co-Chairs will report to Council as needed, depending on the nature of the work undertaken by the Working Group. |
| Records | The Working Group Co-Chairs will ensure that notes of all Working Group meetings and proceedings are recorded and maintained at the College office. |
| Conflict of Interest | All Working Group members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Working Group members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of professional advocacy or professional special interest groups. ² |
| Inquiries | Inquiries relating to the work of the Working Group should be forwarded to the Registrar or staff member providing support to the Working Group. |
| Public Communications | Media inquiries regarding activities of the Working Group, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College. |
| Parliamentary Authority | Schedule 2 of the by-laws outlines the Rules of Order of Council. |

² This section refers only to conflicts of interest that occur as a result of a member of a CRPO Working Group who also participates as a Council member or a member of the governance body (e.g. a working group, caucus, advisory group, etc.) of a professional psychotherapy association in Ontario.

For further clarity, By-law 16 of the [By-laws of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario](#) prohibits the conflict of interest described in this footnote and in the Conflict of Interest section of these Terms of Reference.

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| Type of document: Terms of reference | Approved by: Quality Assurance Committee |
| Date approved: March 11, 2021 | Next review date: Fall 2024 |
| Amendment date: March 8, 2024 | |

Quality Assurance Committee Terms of Reference

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| Name and type | Quality Assurance Committee Statutory |
| Purpose | The Quality Assurance Committee is a statutory committee as set out in the <i>Health Professions Procedural Code (Code)</i> , which is Schedule 2 of the <i>Regulated Health Professions Act, 1991 (RHPA)</i> . |
| Specific Areas of Responsibility | The Quality Assurance Committee is responsible for: <ol style="list-style-type: none"> 1. Developing, reviewing and revising the Quality Assurance Program. 2. Monitoring registrant participation in the Quality Assurance Program by: <ol style="list-style-type: none"> a. overseeing systems that facilitate registrants' ongoing participation in the Quality Assurance Program; and b. reviewing cases of registrants whose participation is found to be unsatisfactory. 3. Developing, reviewing and revising standards of practice, which may also include the development of guidelines and policy statements, for consideration by Council. |
| Committee Composition | Members of the Quality Assurance Committee are appointed by Council. The Committee must be composed of at least four (4) persons and must include: <ul style="list-style-type: none"> • at least two (2) members who are members of Council; • at least two (2) public members; and • one (1) or more members who are not members of Council if Council so wishes. <p>The number of Committee members who are also registrants must, wherever possible, exceed the number of public members.</p> |
| Panel Composition | Panels are selected by the Chair to perform statutory functions. Panels of the Committee must be composed of: <ul style="list-style-type: none"> • at least three (3) Committee members |

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| | <ul style="list-style-type: none"> at least one (1) of whom must be a member of the Council appointed by the Lieutenant Governor in Council. <p>Two (2) members of a panel of the Committee constitute a quorum if at least one of the members is a member of the Council appointed by the Lieutenant Governor in Council.</p> |
| Committee Competencies | <p>Elected and public members of Council are required to meet the minimum Council Competencies and Committee Competencies.</p> <p>Appointed committee members (i.e., non-council appointments) may be required to meet the minimum Council Competencies and Attributes.</p> |
| Confidentiality of Committee Information | <p>In accordance with the Code, the Quality Assurance Committee must not disclose, to any other committee, information relating to a registrant, except in the following circumstances:</p> <ol style="list-style-type: none"> the Quality Assurance Committee may disclose the name of the registrant and allegations against the registrant to the Inquiries, Complaints and Reports Committee if the Quality Assurance Committee is of the opinion that the Registrant may have committed an act of professional misconduct, or may be incompetent or incapacitated; and the Quality Assurance Committee may also disclose information about a registrant to another committee for the purpose of showing that the registrant knowingly gave false information to the Quality Assurance Committee or an assessor. |
| Decision-Making Process | <p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p> |
| Delegated Authority | <p>The Quality Assurance Committee will advise Council with respect to the Quality Assurance Program.</p> |
| Reporting | <p>The Committee will report to Council at some, though not necessarily all, scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p> |
| Appointment of Chair | <p>The Chair, or Chairs, of the Committee will be appointed by Council.</p> |
| Quorum | <p>The quorum is three (3) Committee members unless otherwise provided in the Code or the by-laws..</p> <p>Despite anything in the by-laws, a committee is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Committee.</p> |

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| Meetings | Committee meetings will, wherever possible, be held at a place and on a date set in advance and will occur at regular intervals and at such frequency as necessary for the Committee to conduct its business. The Committee will meet at least once per year to ensure proper functioning of the Committee. |
| Staff Support | The Registrar acts in an ex-officio role as a Committee resource and in a non-voting capacity. Other staff members provide support to the Committee. |
| Communication with Council | The Committee Chair will report to Council as needed, depending on the nature of the work undertaken by the Committee. |
| Committee Records | The Committee Chair will ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office. |
| Conflict of Interest | All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups. |
| Inquiries | Inquiries relating to the work of the Committee should be forwarded to the Registrar or staff member providing support to the Committee. |
| Public Communications | Media inquiries regarding activities of the Committee, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College. |
| Parliamentary Authority | Schedule 2 of the by-laws outlines the Rules of Order of Council. |

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| Type of document: terms of reference | Approved by: Examination Committee |
| Dates approved: March 12, 2021 July 5, 2022 | Next Review date: November 2024 |
| Amendment dates: November 24, 2023 | |

Examination Committee Terms of Reference

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| Name and type | Examination Committee Non-statutory |
| Purpose | The Examination Committee is a non-statutory committee required for the College to fulfill its regulatory mandate. |
| Specific Areas of Responsibility | <p>The Examination Committee will fulfill the following functions:</p> <ol style="list-style-type: none"> 1. Consider appeals regarding failure of the registration examination, where there are alleged grounds of unfairness or other extenuating circumstances. 2. Determine the outcome of appeals and outline the course of action to be taken after an appeal has been granted or denied. 3. Consider time extensions to individuals who, due to extenuating circumstances, are unable to write the examination within the time period set in the Registration Regulation. 4. Determine the outcome of time extension requests and outline the course of action to be taken after a request has been granted or denied. 5. Consider educational upgrading for individuals who fail two exam attempts and outline the course of action to be taken, if any, prior to the third exam attempt. 6. Consider and make recommendations for changes to the registration examination, and related policies and processes. 7. Submit to Council an annual report on the number of and types of matters dealt with, the dispositions of those matters generally, and activities relating to changes to applicable examination related matters. |
| Committee Composition | <p>Members of the Examination Committee are appointed by Council.</p> <p>The Examination Committee must include:</p> <ul style="list-style-type: none"> • at least three (3) registrants who are members of Council, • at least one (1) public member, and • one or more registrants who are not members of Council if Council so wishes. |
| Panel Composition | Panels are selected by the Chair to perform statute-specific functions. |

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| | <p>In accordance with the Code, panels must be composed of at least:</p> <ul style="list-style-type: none"> • three (3) Committee members, • at least one (1) of whom must be appointed to the Council by the Lieutenant Governor in Council. <p>Three (3) members of a panel constitute a quorum.</p> |
| Committee Competencies | <p>Elected and public members of Council are required to meet the minimum Council Competencies and Committee Competencies.</p> <p>Appointed committee members (i.e., non-council appointments) may be required to meet the minimum Council Competencies and Attributes.</p> |
| Decision-Making Process | <p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p> |
| Delegated Authority | <p>The Examination Committee will advise Council with respect to the Committee's specific areas of responsibility.</p> |
| Reporting | <p>The Committee will report to Council at some, though not necessarily all, scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p> |
| Appointment of Chair | <p>The Chair, or Chairs, of the Committee will be appointed by Council.</p> |
| Quorum | <p>The quorum is three (3) members unless otherwise provided in the Code or the by-laws or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee must be two (2) members.</p> <p>Despite anything in the by-laws, a Committee is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Committee or a panel of the Committee.</p> |
| Meetings | <p>Committee meetings will, wherever possible, be held at a place and on a date set in advance and will occur at regular intervals and at such frequency as necessary for the Committee to conduct its business. The Committee will meet at least once per year to ensure proper functioning of the Committee.</p> |
| Staff Support | <p>The Registrar acts in an ex-officio role as a Committee resource and in a non-voting capacity. Other staff members provide support to the Committee.</p> |
| Communication with Council | <p>The Committee Chair will report to Council as needed, depending on the nature of the work undertaken by the Committee.</p> |

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| Committee Records | The Committee Chair will ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office. |
| Conflict of Interest | All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups. |
| Inquiries | Inquiries relating to the work of the Committee should be forwarded to the Registrar or staff member providing support to the Committee. |
| Public Communications | Media inquiries regarding activities of the Committee, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College. |
| Parliamentary Authority | Schedule 2 of the by-laws outlines the Rules of Order of Council. |

Briefing Note for Council

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| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.g.i. |
| Issue: | Policy Review: Executive Limitations policies |
| Attachment(s): | DRAFT Reserve Fund DRAFT Council Registrar Relationship |
| References: | - |
| Action: | Information <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | P. Bialik, M. Pioro |
| Submitted by: | Executive Committee |

Purpose & Public Interest Rationale:

Effective governance is a pre-requisite for effective regulatory outcomes. It creates robust accountability and oversight of an organization's strategic direction and regulatory mandate. Creating policies that establish clear lines of accountability, authority and communication assists the College in meeting its public protection mandate

Background:

- Both policies were codified in response to the 2019 governance review, which noted the need to adopt a comprehensive internal risk management framework
- The *Reserve Fund* policy helps ensure the long-term ability of the College of Registered Psychotherapists of Ontario to fulfill its mandate of public protection.
- The *Council Registrar Relationship* policy is to provide a transparent, consistent policy on the balance of responsibility and authority between CRPO's Council and Registrar.

Key Considerations:

- Staff presented a revised *Reserve Fund* and *Council Registrar relationship* policy at the April and May Executive Committee meetings, as the policies have come due for review under the College's policy review cycle.
- The content of both policies underwent minimal copy-editing and formatting changes but no significant changes.

Proposed Decision:

[By Consensus] That Council approve the Reserve Fund and Council Registrar Relationship executive limitations policies as presented.

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| Type of policy: Governance | Approved by: Council |
| Date approved: May 13, 2021 | Next review date: June 2027 |
| Amendment Dates: June 2024 | |

Executive Limitations Policy: Council Registrar Relationship

Purpose

The purpose of the policy is to establish clear lines of authority, accountability and communication between Council and the Registrar.

Scope

This policy is applicable to CRPO Council, Committees, and staff.

Policy

The Council will establish clear lines of authority, accountability and communication between Council and the Registrar. Council and the Registrar work together to achieve CRPO's mandate of public protection.

Each has distinct levels of responsibility and levels of authority.

- The Council, with the support of its committees, governs the College, and is ultimately responsible for the entire organization.
- The Registrar has all the rights of participation at meetings of the Council that a Council member has other than the right to vote.
- The Registrar is responsible for the implementation of statutory functions and policies.
- The Registrar is responsible for administration and implementation of specific programs and services.

Legal Authority

The Registrar has authority as defined in the [Regulated Health Professions Act, 1991](#).

[Schedule 2 Health Professions Procedural Code](#)

Registrar

(2) The Council shall appoint one of its employees as the Registrar. 1991, c. 18, Sched. 2, s. 9.

[8.01– Appointment of Registrar](#)

The Registrar shall be appointed by Council and, despite subsection 12(1) of the Code, the Executive Committee shall not exercise the authority of Council under this article.

[8.02 – Duties of the Registrar](#)

The Registrar shall be the Chief Executive Officer of the College and shall have such duties and responsibilities as are conferred by the Act, the RHPA, the by-laws and the policies of the College as well as such duties and responsibilities assigned to the position by Council.

Procedure

Council has the ultimate authority for the College. Council recognizes the authority delegated to the Registrar by Council and the authority given to the Registrar by legislation and works toward creating a partnership that serves the College and its primary duty of public protection.

The President is authorized to direct the Registrar to carry out the decisions of Council. Receiving direction from all Council members would inevitably make the role of the Registrar untenable. Similarly, Council members do not direct staff members. The performance of the staff is the responsibility of the Registrar.

Implicit in this line of authority is a basic rule: Council directs the Registrar, and the Registrar directs staff. The Registrar reports to Council and staff report to the Registrar.

If a Council member has a concern about a particular staff member's performance, the Council member should communicate that concern to the President, who is authorized to discuss the matter with the Registrar.

Similarly, if a staff member has a concern, for example, with a policy or a Council member, they should take it to the Registrar who in turn would take it to the President.

If a staff member has a concern about the conduct of the Registrar, that person may raise their concern with the President.

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| Type of policy: Operations | Approved by: Council |
| Date approved: March 25, 2021 | Next review date: June 2025 |
| Amendment Dates: June 2024 | |

Executive Limitations Policy: Reserve Fund

Purpose

The purpose of the Reserve Fund policy is to help ensure the long-term ability of the College of Registered Psychotherapists of Ontario to fulfill its mandate of public protection.

Scope

This policy applies to the CRPO Reserve Fund.

Policy

CRPO will maintain the reserve to achieve the following objectives:

- To manage cash flow and maintain financial flexibility;
- To enable the organization to sustain operations through delays in payments of committed funding;
- To ensure adequate funds are available to carry out the College's mandate through the full disposition of all complaints and reports and requests for funding from the sexual abuse therapy fund; and
- To pay for one-time, non-recurring expenses that will build capacity.

Procedure

The Reserve Fund is defined as funds set aside by action of the Council. Its ongoing oversight is delegated to the Executive Committee.

The reserve fund shall be established as follows:

1. The minimum amount to be designated for the Reserve will be established as an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months.
2. The Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.
3. The Reserve will include restricted and unrestricted funds.
4. The target minimum unrestricted Reserve Fund is equal to a minimum of six months of the approved operating expenses on average for the prior fiscal year.
5. The calculation of average monthly operating expenses includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation.

6. The target minimum restricted reserve fund will include funds:
 - i. In accordance with O. Reg. 59/94: Funding for Therapy or Counselling for Patients Sexually Abused by Members funding to reimburse potential applicants who have been sexually abused by a Registered Psychotherapist with the necessary funds for therapy and counselling, for all cases involving allegations of sexual abuse brought before the college in the previous year.
 - ii. Equal to the minimum estimated as being required to dispense with all prior year's complaints and reports
7. The amount of the Reserve Fund target minimum will be calculated each year as part of the annual budgeting process. This amount will be reported to the Executive Committee.
8. The Reserve Fund will be funded annually with surplus unrestricted operating funds.
9. The Council may from time to time direct that a specific source of revenue be set aside for its reserves.
10. The Reserve Fund will be funded and available in cash or cash equivalent funds, in accordance with the risk preferences, liquidity needs and investment objectives of CRPO.
11. If the Reserve is and has been less than 100% of the target reserve minimum for two consecutive years, the Council will adopt an operational budget with a projected surplus sufficient to rebuild the Reserve Fund to its targeted reserve level over a prescribed number of years.
12. The Registrar and staff will identify reasons for accessing the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. As a part of this process, the Registrar will:
 - Analyze the reason for the needed funds
 - Create a plan for shortfalls
 - Assess the availability of and need for any other sources of funds before using
 - Evaluate the time period that the funds will be required, and then replenished.
13. The Registrar is responsible for ensuring that the Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Reserve, the Executive Director and finance staff will maintain records of the use of funds and plan for replenishment. The Registrar will provide regular reports to the Executive Committee of progress to restore the fund to the target minimum amount.
14. This policy will be reviewed every year/every other year at minimum, by the Executive Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Executive Committee to the Council.

Briefing Note for Council

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| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.g.i. |
| Issue: | Policy Review: Privacy Policy |
| Attachment(s): | Draft Revised Privacy Policy |
| References: | College Performance Measurement Framework |
| Action: | Information <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | P. Bialik, M. Pioro |
| Submitted by: | Executive Committee |

Purpose & Public Interest Rationale:

Privacy policies state how an organization collects data, including personal, and describes what information is kept confidential and how the information is processed. To fulfill its mandate, the College may collect, use and disclose personal information regarding applicants for registration, registrants, registrants' clients and persons employed, retained, elected or appointed for the purpose of administration of the legislation. To provide a transparent, consistent policy on the balance of responsibility and authority between CRPO's Council and Registrar. The personal information collected is critical to the College's ability to effectively regulate the profession in the public interest.

Background:

- The College Performance Measurement Framework (CPMF), Domain 4, Information Management, Standard 8, states that "information collected by the College is protected from unauthorized disclosure."
- The policy is based on a template developed by Health Profession Regulators of Ontario (HPRO) and is widely used by regulators in Ontario.
- The policy was reviewed in February 2021 by the Executive Committee and approved by Council in March 2021.

Key Considerations:

- At the March Executive Committee meeting, staff proposed an updated policy, as the policy has come due for review under the College's policy review cycle.
- The content of the policy underwent minor edits and updates regarding College practices but no significant policy changes were proposed.
- The Executive Committee recommended that the policy be presented to Council for approval.

Proposed Decision:

[By Consensus] That Council approves the revised Privacy Policy as presented (or amended).

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| Type of policy: Operations | Approved by: Council |
| Date approved: June 17, 2010 | Next Review date: March 2027 |
| Amendment dates: February 11, 2021. March X, 2024 | |

Privacy Policy

Purpose

To establish appropriate privacy protections for information collected, received, used, created or disclosed by the College.

Relevant Legislation

[Regulated Health Professions Act, 1991 \(RHPA\), section 36](#)

[Health Professions Procedural Code](#) (RHPA Procedural Code)

[Psychotherapy Act, 2007](#) (the Act)

Context

In carrying out its objects,¹ the College has a duty to serve and protect the public interest.

The legal powers and duties of the College are set out in the *Regulated Health Professions Act, 1991* (RHPA), the RHPA Procedural Code, and the *Psychotherapy Act, 2007*. The activities of the College are subject to a number of oversight mechanisms including accountability to the Ontario Minister of Health and Long-Term Care and the Office of the Fairness Commissioner, as well as legal appeal processes before the Health Professions Appeal and Review Board (HPARB) and the Courts.

In fulfilling its mandate, the College may collect, use and disclose personal information regarding applicants for registration, registrants, registrants' clients and persons employed, retained, elected or appointed for the purpose of the administration of the Legislation. The personal information being collected is critical to the College's ability to effectively regulate the profession in the public interest.

Individuals who are employed, retained or appointed by the College as well as every member of College Council or a College committee are required by section 36 of the RHPA to maintain confidentiality with respect to all information that comes to their knowledge. Individuals who breach this provision face fines of up to \$25,000.00 for a first-time offence and up to \$50,000 for a second or subsequent offence. Personal information handled by the College is subject to the provisions of this Privacy Policy.

¹ See section 3, RHPA Procedural Code.

The College's collection, use and disclosure of personal information in the course of carrying out its regulatory activities are done for the purpose of regulating the profession in the public interest. These regulatory activities are not of a commercial character. Accordingly, the performance by the College of its statutory duties is not covered by PIPEDA² or CASL.³ The College has adopted this Privacy Policy voluntarily to provide a mechanism through which the College can provide appropriate privacy rights to individuals involved in the College's activities while still enabling the College to meet its statutory mandate under the RHPA, the RHPA Procedural Code and the *Psychotherapy Act, 2007*.

Scope

This policy applies to all information CRPO collects, receives, creates, uses or discloses while performing its regulatory functions.

This may include information about registrants, applicants, members of the public, as well as about CRPO employees, and Council and Committee members.

Policy

Accountability

The Deputy Registrar, or an alternate College staff-person designated by the Registrar, is accountable for compliance with these policies and procedures. Complaints or questions regarding the manner in which personal information is being handled by the College should be directed to the Deputy Registrar who can be reached via info@crpo.ca.

The College will provide orientation and training to all new employees, appointees and all members of Council, committees or working groups regarding their obligations pursuant to section 36 of the RHPA and this Privacy Policy.

The College's policies regarding privacy and information management are available on the College's website and on request by phone at 416-479-4330 or 1-844-712-1364.

Identifying Purposes

The purpose for which the College collects, uses and discloses personal information is to administer and enforce the Legislation.

Information About Registrants

The College collects and uses personal information regarding its registrants for the following purposes:

- to investigate complaints and reports regarding the conduct or actions of a registrant of the College;
- to inquire whether a registrant is incapacitated;
- to negotiate and implement informal resolutions, including acknowledgements and undertakings, advice, cautions, and specified continuing education and remediation programs (a SCERP) that may provide for reviewing samples of client records;

² Personal Information Protection and Electronic Documents Act.

³ Canada's anti-spam legislation.

- to hold a hearing of allegations of a registrant's professional misconduct, incompetence, or incapacity;
- to carry out the Quality Assurance Program of the College, including an assessment of the records and practice of its registrants;
- to administer the program established by the College to provide funding for therapy and counselling for persons who, while clients, were sexually abused by registrants of the College;
- to assess whether a former registrant's certificate of registration should be reinstated;
- to provide statistical information for human resource planning and demographic and research studies for regulatory purposes including providing that information to the Ministry of Health and Long-Term Care and other appropriate agencies;
- to provide information about registrants to the public for regulatory purposes on the public register, which is located on the College's website;
- to administer or enforce the Legislation.

The College may collect personal information regarding a registrant from the registrant, their employers, colleagues, clients and other persons, for the purposes set out above. Personal information regarding registrants is collected by the College from time to time and at regular intervals.

The College discloses personal information regarding its registrants only as permitted by section 36 of the RHPA or as required by law. For example, the College is required under the RHPA Procedural Code to maintain a register containing information about its registrants. Such information includes but is not restricted to: registration status and practice site information; criminal findings of guilt unless that finding has been overturned on appeal or there has been a pardon or record suspension; referrals to the College's Discipline Committee until the matter has been finally resolved; and the result and a synopsis of the decision for every finding made against a registrant as a result of a disciplinary or incapacity proceeding. The RHPA Procedural Code and the By-laws require the College to post the register on the College's website.

Information About Employers, Colleagues and Clients

The College collects and uses personal information regarding the employers, colleagues and clients of registrants of the College for the following purposes:

- to investigate complaints and reports regarding the conduct or actions of a registrant of the College;
- to inquire whether a registrant is incapacitated;
- to hold a hearing of allegations of a registrant's professional misconduct, incompetence, or incapacity;
- to negotiate and implement informal resolutions, including acknowledgements and undertakings, advice, cautions, and specified continuing education and remediation programs (a SCERP) that may provide for reviewing samples of client records;
- to carry out the Quality Assurance Program of the College, including an assessment of the records and practice of its registrants;
- to administer the program established by the College to provide funding for therapy and counselling for persons who, while clients, were sexually abused by registrants of the College;
- to assess whether a former registrant's certificate of registration should be reinstated;

- to provide information about registrants to the public for regulatory purposes such as public register information and information about discipline hearings;
- to administer or enforce the Legislation.

The College may collect personal information regarding an employer, colleague and client of a registrant of the College from the employer, the colleague, the client, the registrant and other persons, for the purposes set out above.

The College discloses personal information regarding the employers, colleagues, clients of registrants of the College only as permitted by section 36 of the RHPA or as required by law.

For example, hearings of the Discipline Committee are required, subject to certain exceptions, to be open to the public. Evidence at a hearing of the Discipline Committee may include personal information regarding the registrant of the College who is the subject of the allegation of professional misconduct or incompetence, as well as personal information regarding the registrant's clients related to the allegations of professional misconduct or incompetence. Another example of disclosure of personal information about clients of registrants of the College relates to complaints regarding the conduct or actions of registrants of the College. Where a complainant, who is frequently a client of a registrant, or a registrant, does not agree with a decision of the ICRC, subject to certain exceptions, either person can request a review by HPARB. The RHPA Procedural Code requires that the College disclose to HPARB a record of the investigation and the documents and things upon which the decision was based. This disclosure of personal information about a client of a registrant to HPARB is required under the RHPA Procedural Code.

Information About Applicants for Registration and Potential Registrants

The College collects and uses personal information regarding applicants and potential registrants and the clients of applicants and potential registrants to assess whether an applicant or potential registrant meets, and continues to meet, the standards of qualification to be issued a certificate of registration, and to administer or enforce the Legislation. The College discloses personal information regarding applicants and potential registrants, references about them and their clients only as permitted by Section 36 of the RHPA or as required by law. For example, the RHPA Procedural Code provides a procedure for an applicant who does not agree with a decision of the Registration Committee to request a review or a hearing by HPARB. The RHPA Procedural Code requires that the College disclose to HPARB a copy of the order and reasons of the Registration Committee and the documents and things upon which the decision was based. This disclosure of personal information to HPARB is required under the RHPA Procedural Code.

Information Related to Unauthorized Practice and Holding Out

The College collects and uses personal information regarding individuals who may be practising the profession of psychotherapy, using protected titles or holding themselves out as practising the profession, and information about their clients, to investigate whether the individual has contravened or is contravening the Legislation and to administer or enforce the Legislation. The College discloses personal information regarding such individuals only as permitted by section 36 of the RHPA or as required by law.

Information Related to Administering the Legislation

The College collects and uses personal information regarding individuals who are retained, elected or appointed for the purpose of the administration of the Act, including the following:

- to review prospective candidates and retain or appoint persons for the purpose of the administration of the Act;
- to maintain records to ensure accurate remuneration and payment of expenses, and all documentation required by law and by the various levels of government in accordance with sound accounting practices;
- to communicate with the person (e.g., home contact information);
- to maintain accurate and fair accounts of any disputes, possible conflicts of interest or misconduct involving a person retained or appointed for the purpose of the administration of the Act or a member of the Council or committee of the College;
- for the purpose of making payments and providing benefits.

The College discloses personal information regarding the individuals referred to above only as permitted by section 36 of the RHPA or as required by law.

Specifying the Identified Purpose

Where practicable, the College will make a reasonable effort to specify the identified purposes to the individual from whom the personal information is collected, either at the time of collection or after collection but before use, except where to do so would defeat the purpose of the Legislation or be inconsistent with the Legislation.

The College will state the identified purposes in such a manner that an individual can reasonably understand how the information will be used or disclosed.

Where personal information is collected for one purpose, the College has the right to use and disclose the information for another regulatory purpose where it is in the public interest to do so. For example, the ICRC will receive all information, documents and reports concerning a registrant, no matter what the originating source. Further, the ICRC is required to review and consider the prior history (i.e., previous complaints or reports), including prior decisions dismissing a complaint or concern. In certain situations, the complainant may also obtain access to the registrant's prior history.

Consent

The College collects personal information for purposes related to its objects (as set out in the RHPA Procedural Code) including for the purpose of the proper administration and enforcement of the Legislation and for other related regulatory purposes.

In carrying out its objects, the College has a duty to serve and protect the public interest. Where practicable, the College will make a reasonable effort to specify the identified purposes to the individual from whom the personal information is collected as described in the Information About Registrants section. For example, applicants for registration are informed about the collection, use and disclosure of personal information prior to submitting an application. In many cases, obtaining consent of the individuals would defeat the purposes of the College's collecting, using and disclosing the personal information.

Personal information will only be collected, used and disclosed without the knowledge and consent of the individual for the purpose of the administration or enforcement of the Legislation and in accordance with any applicable provisions of the Legislation. For example, personal information about a client may be collected and used without the client's consent for the purpose of an investigation of a registrant in accordance with the RHPA Procedural Code and any applicable regulations. Where practicable, the College will request client consent before collecting personal information such as their health record.

Limiting Collection

The College collects only the personal information that is required for the purposes identified in this Privacy Policy.

The College collects personal information using procedures that are fair and lawful. Personal information regarding clients must be collected as part of the College's regulatory function. This information is typically obtained by the College as part of an investigation. The focus of these inquiries is the conduct, competence or capacity of the registrant and the protection of the public. The College only collects personal information regarding clients to satisfy this regulatory purpose.

Where practicable the College avoids collecting personal information. For example, peer coaches may view redacted client records as part of the Quality Assurance Program, and not retain a copy after the peer and practice review has concluded.

Limiting Use, Disclosure or Retention

The College uses personal information only for the purposes identified in this policy and in accordance with the provisions of the Legislation. Personal information is only disclosed in accordance with the provisions of section 36 of the RHPA or as required by law.

The RHPA Procedural Code and By-laws clearly designate the information regarding registrants that is publicly available. The By-laws can be accessed from the College website or by contacting the College. In addition, under the RHPA Procedural Code, the College is required to publish certain information regarding discipline hearings conducted by the Discipline Committee.

Under the RHPA Procedural Code, discipline hearings conducted by the Discipline Committee are usually open to the public. Evidence at a discipline hearing may include personal information regarding the registrant and the registrant's clients, employers and colleagues related to allegations of professional misconduct or incompetence. Under the RHPA Procedural Code, the panel of the Discipline Committee has discretion to close a hearing under certain prescribed circumstances and/or restrict the publication of personal information where appropriate. Under the RHPA Procedural Code, reviews of decisions of the ICRC and Registration Committee by HPARB are open to the public. Similarly, HPARB has discretion to restrict the disclosure of personal information in its review process. The objective of these regulatory processes is always protection of the public.

As a regulatory body, the College needs to retain various kinds of information indefinitely. For example, the College is required to retain all prior investigation, disciplinary, and incapacity decisions about a registrant in the event another investigation takes place in the future. This could be many years later. Notwithstanding this need to retain certain information for long

periods of time, the College securely disposes information that it determines it no longer needs to retain.

Accuracy

It is in the best interest of the public that the College collect, use and disclose only accurate personal information in regulating the profession. The College therefore uses its best efforts to ensure that the information it collects, uses and discloses is accurate. However, in order to be accountable for its collection, use and disclosure of information, the College makes corrections to information without losing the original entry. Registrants are required to provide the College with current name, contact and employment information and to advise the College of changes within thirty (30) days of any change. This information is also updated annually when registrants renew their registration with the College.

Safeguards

The College ensures that the personal information it holds is secure.

The College ensures that personal information is stored in electronic, and where necessary physical files, that are secure. Security measures are in place to safeguard this information which include restricting access to personal information to authorized personnel, ensuring that physical files are under lock and key and ensuring that electronic files are password protected. The College reviews its security measures periodically to ensure that all personal information is secure.

Employees of the College receive an orientation and ongoing training regarding the information safeguards required for personal information and their importance.

Openness

The College's personal information management policies and procedures are available to the public and its registrants via the College's website or can be requested by phone at 416-479-4330 or 1-844-712-1364, or by email at info@crpo.ca. Inquiries concerning the College's policies and practices for collecting, using and disclosing personal information may be directed to the Deputy Registrar via the phone numbers or email address above.

Individual Access

Access

Where the College holds personal information about an individual, upon written request, the College shall allow access to the information to that individual, unless providing access could reasonably be expected to interfere with the administration or enforcement of the Legislation or it is impracticable or impossible for the College to retrieve the information.

Examples of situations where access may be denied include:

- Information contains references to another individual(s) that cannot be severed;
- Disclosure may result in significant risk of harm to the requestor or a third party;
- Information was collected or created in the course of an investigation, inquiry, assessment or similar procedure;
- Disclosure may defeat the purposes for which the information was collected;
- Information cannot be disclosed for legal, security or commercial proprietary reasons;
- Information is subject to solicitor-client or other privilege;

- Information was generated in the course of a dispute or resolution process;
- The request is frivolous, vexatious, made in bad faith or otherwise an abuse of process;

In cases where the personal information forms part of a record created by another organization, the College may refer the individual to the organization that created the record (unless it is inappropriate to do so) so that the individual may obtain access to the personal information from the organization rather than the College.

While the College's response will typically be provided at no cost or minimal cost to the individual, depending on the nature of the request and the amount of information involved, the College reserves the right to impose a cost recovery fee. In these circumstances, the College will inform the individual of the approximate cost to provide the response and proceed upon payment by the individual of the cost.

The College will make reasonable efforts to respond to the request within thirty days and to assist the individual in understanding the information.

Individuals should send their written request for access, with contact information and sufficient information about themselves to identify them the Attention of the Deputy Registrar, via info@crpo.ca.

In the event the College refuses to provide access to all of the personal information it holds, then the College will provide reasons for denying access. The individual may then choose to file a complaint with the Privacy Committee.

Challenging accuracy and completeness of personal information

An individual has the right to request a correction of what in their view, is erroneous information. Where the information forms part of a record created by another organization, then the College may refer the individual to the organization that created the record (unless it is inappropriate to do so) so that the individual may challenge the accuracy or completeness of the information.

Where an individual is able to successfully demonstrate that the personal information of a factual nature (not, for example, the expression of an opinion) is inaccurate or incomplete, the College will amend the information (i.e., correct, or add information). In addition, where appropriate, the College will notify any third parties to whom the College has disclosed the erroneous information. In some cases, a correction may be inappropriate (e.g., where the fact that a person made or recorded such a statement is the primary focus of the record rather than whether the statement is, in fact, accurate).

Where there is a dispute between the individual and the College as to the accuracy or completeness of the information, the College will document the details of the disagreement, and, where appropriate, will advise any third party who received the contested information from the College, of the unresolved disagreement.

Challenging Compliance

Complaints or questions regarding the College's compliance with this Privacy Policy should be directed to the Deputy Registrar who can be reached at 416-479-4330, 1-844- 712-1364 or info@crpo.ca.

If the Deputy Registrar cannot satisfactorily resolve a complaint, the College has a formal privacy complaints procedure which includes:

- acknowledging the complaint;
- review of the complaint by the College's Privacy Committee;
- providing a written decision and reasons to the complainant; and
- taking appropriate measures where the complaint is found to be justified.

Please note that there is a different process for handling concerns about the conduct or actions of a registrant of the College. Please contact complaints@crpo.ca if you wish to file a complaint or report about the conduct or actions of a registrant of the College.

Briefing Note for Council

| | |
|-----------------------|--|
| Meeting Date: | June 13, 2024 |
| Agenda Item # | 2.g.i.i. |
| Issue: | Non-Council Member Appointments policy |
| Attachment(s): | <ul style="list-style-type: none"> Revised Non-Council Committee Appointment policy |
| References: | Current Non-Council Committee Appointments policy Committee Appointments policy Policy Review Cycle Council Competency Matrix CRPO by-laws |
| For: | Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/> |
| Staff Contact: | A. Fournier |
| Submitted by: | Nominations & Elections Committee, Executive Committee |

Purpose & Public Interest Rationale:

Having a substantive pool of non-Council committee appointments can support effective and efficient completion of committee business, particularly in ensuring required panel composition. Non-council appointments are mindfully selected registrants who contribute to panel and committee discussions and decisions, and 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.

Background:

- Since 2020, the College has made annual callouts to registrants regarding available non-Council committee positions using the non-Council committee appointments policy and the Council and committee competency matrices.
- Members of the Nominations & Elections Committee have been involved in the recruitment process since 2020, conducting applicant interviews, reviewing submissions and making recommendations to Council.
- There are currently 36 non-Council committee members serving on committees and working groups.

Key Considerations:

- The Non-Council Member Appointments policy has come due for review as per the College's policy review cycle.

- At their February meeting, the Nominations & Elections Committee approved revisions to the policy. The revisions are intended to provide transparency in the non-Council recruitment process.
- The Nominations & Elections Committee recommended that the changes to the policy be presented to the Executive Committee for approval. When the policy was drafted in 2019, it was approved by the Executive Committee because of the changing role of the Nominations and Elections Committee at that time.
- The Executive Committee provided additional feedback on the policy, and noted that, given the Nominations and Elections Committee's role in the recruitment and appointments process to date, policy ownership should be transferred from the Executive Committee to the Nominations and Elections Committee.

Proposed Motion:

[By Consensus] That Council approve the Non-Council Member Appointments policy as presented (or amended).

| | |
|---|--|
| Type of policy: governance | Approved by: Executive Committee, Nominations and Elections Committee |
| Date approved: November 21, 2019 | Next Review Date: April 2027 |
| Amendment Dates: April 2024 | |

Non-Council Member Appointments Policy

Purpose

To ensure an equitable and fair appointment process for non-Council members to CRPO committees and working groups.

Relevant Legislation

CRPO by-laws

Scope

This policy applies to Registered Psychotherapists seeking appointment to CRPO committees or working groups.

Policy

In accordance with the College's by-laws (13.11), Council may appoint Registered Psychotherapists who are not elected members of Council to any committee at their discretion.

Eligibility

Eligibility for appointment to a committee is outlined in the College's by-laws (13.15).

Selection Criteria

In addition to the eligibility requirements and decisions regarding appointments specified in the by-laws (13.14), Council may take the following into consideration when making non-council member appointments:

- Professional competencies, committee-specific competencies (e.g., modality of practice, adjudicatory experience, mediation, etc.) and governance competencies
- Practice setting (e.g., hospital, rehab hospital/centre, community, private practice, etc.)
- Practice demographics (e.g., geographic location in the province, clients served, rural or urban, French-speaking, etc.)
- Previous years on Council as an elected professional member and previous performance based on Council and committee competencies
- Diversity of identities and lived experiences (e.g., diversity of race, gender, ethnicity, sexual orientation, gender identity, disability, perspectives, and experiences).

Term of Office

The Term of Office of a non-council appointment is approximately one year (13.12, 13.16).

Maximum Term

A non-council member appointment may serve a maximum of nine (9) consecutive terms.

Recruitment Process for Non-Council Member Appointments

Registrants will be notified of non-council appointment vacancies or new positions when they are available, following a needs assessment. The availability of non-council positions is assessed at committee level with input from committee chairs and staff based on the needs of the College.

The recruitment process will include a website posting and/or callout in the CRPO Communique. Targeted communication and additional outreach (i.e., through community ambassadors, professional associations, or other methods) may also be sent with specific information regarding recruitment information sessions, any specific knowledge or skills that the committee is seeking and how to apply.

Selection Process

Applicants will be pre-screened by staff based on whether they meet the selection criteria. Short-listed applicants will be invited to participate in an interview or provide an alternative submission (e.g., letter of interest). A list of applicants and any accompanying submissions (e.g., curriculum vitae, competency screening, **interview scoring**¹) will be reviewed by the Nominations and Elections Committee. The Nominations and Elections Committee will select registrants for appointment based on the selection criteria, identified areas of expertise, and defined committee competencies. Recommendations will then be submitted to Council for approval.

¹ based on committee gaps, opportunities and committee composition matrix

Briefing Note for Council

| | |
|-----------------------|---|
| Meeting Date: | June 14, 2024 |
| Agenda Item # | 3.a.i. |
| Issue: | Evaluation Framework: Self-reflection and feedback |
| Attachment(s): | 2024 Council Competency Reflection Tool - Aggregate Results Council Evaluation Framework Components |
| Reference(s): | Council Evaluation Components Council Competency Matrix Committee Competency Matrix |
| Action: | Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Direction <input type="checkbox"/> |
| Staff Contact: | D. Adams |
| Submitted by: | Executive Committee |

Purpose & Public Interest Rationale:

Council and committee members must have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the public protection mandate of the College. Rigorous and regular evaluation assists in identifying and addressing any deficits. An independent evaluation completed by an external expert can provide essential insight into how the Council functions as a group.

Background

The College Performance Measurement Framework (CPMF) requires that Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education. The CPMF specifically requires colleges to adopt a framework that evaluates Council meetings and Council effectiveness and includes a third-party assessment every three years.

CRPO has had these elements in place for the last four years. Last year, Council implemented the final component of the framework, an Annual Member Reflection that is intended to result in individual education plan for each Council member. The goal of this component is to provide a useful evaluation and individual competence development plan without requiring multiple evaluations of each Council member. The approach taken for this evaluation was to use feedback on participation on one statutory committee as a measure of overall competence and effectiveness. The results of the assessment are intended to affirm positive attributes, to encourage reflection on where professional development is indicated and to direct staff and Chairs in providing ongoing educational support to individual Council members and to the Council as a whole.

Council members completed the self-reflection and Chairs and staff the competence assessment in April and May.

Next steps:

Aggregate results are being presented at this meeting; individual results will be shared with each Council member through a meeting with Vice President, M. Machan and Registrar D. Adams.



College of Registered Psychotherapists of Ontario

Council Competency Reflection Tool Aggregate Findings



May 2024



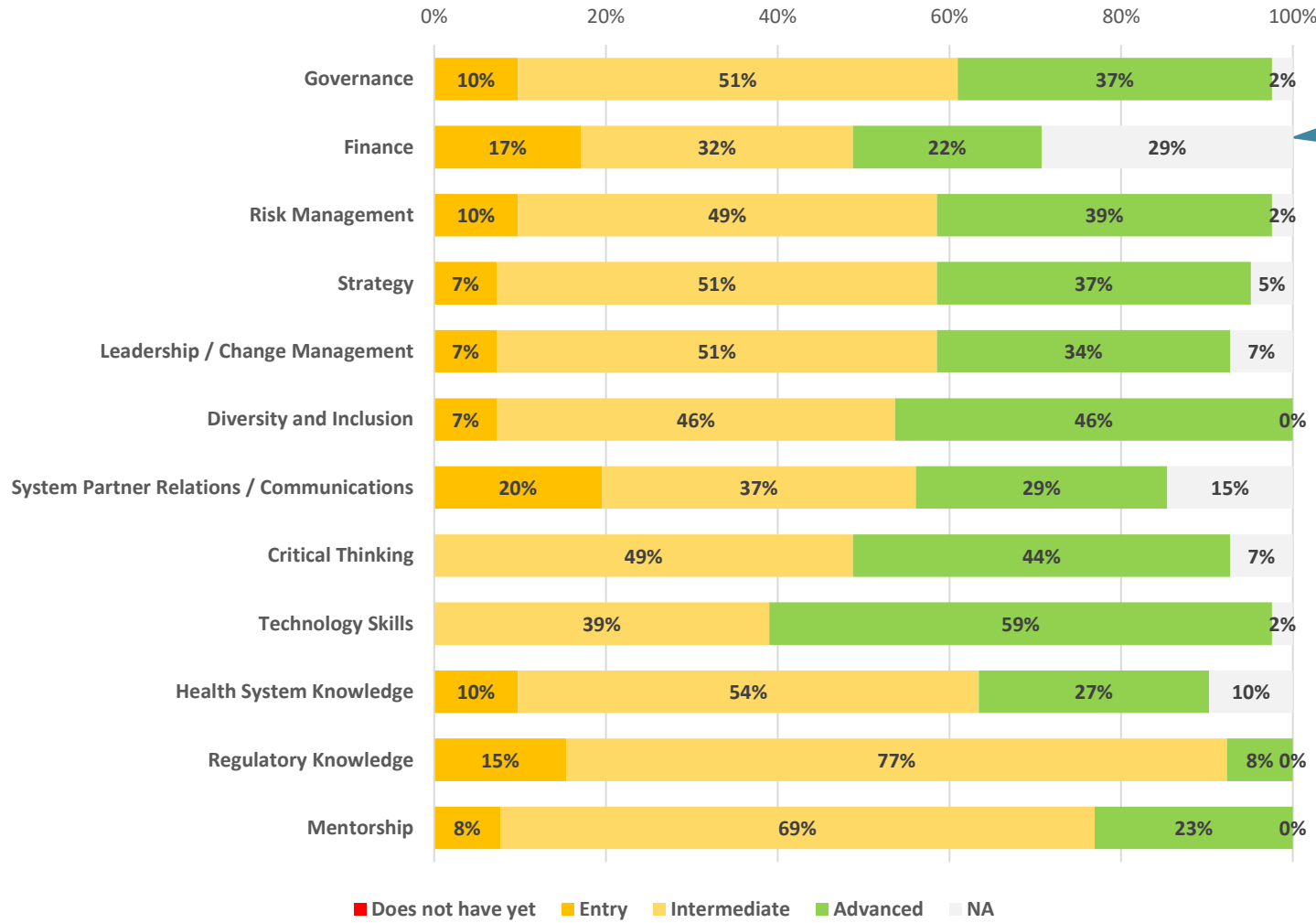
Attribute Ratings - Aggregate

| | | | |
|-------------------------------|--|-----|------|
| Committed | I devote the required time and energy to the role and ambitious to achieve best possible outcomes for the public. I am prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance. | 15% | 85% |
| Confident | I am of an independent mind, able to lead and contribute to courageous conversations, to express my opinion and to play an active role on Council. | 12% | 85% |
| Curious | I possess an enquiring mind and an analytical approach and understanding the value of meaningful questioning. | 7% | 93% |
| Challenging | I provide appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement. | 22% | 78% |
| Collaborative | I am prepared to listen to and work in partnership with others and understand the importance of building strong working relationships within Council and with executive leaders, staff, and stakeholders. | 7% | 93% |
| Critical | I understand the value of critical friendship, which enables me to both challenge and support others, to be self-reflective, to pursue learning and development opportunities to improve my own and whole Council effectiveness. | 15% | 85% |
| Fair | I review materials in an impartial, unbiased and just manner. | 5% | 95% |
| Respectful | I demonstrate appropriate consideration and courtesy to everyone who comes before or makes submissions to the College. | 0% | 100% |
| Timely | I perform reviews and render decisions within established time frames based on reasonable expectations. | 10% | 90% |
| Effective Communicator | I listen actively, pay attention to non-verbal communications and deal effectively with challenging individuals and situations. | 20% | 80% |

Attribute Ratings – Aggregate 2022 - 2024

| | | | |
|-------------------------------|------|-----|------|
| Committed | 2022 | 11% | 87% |
| | 2024 | 15% | 85% |
| Confident | 2022 | 16% | 84% |
| | 2024 | 12% | 85% |
| Curious | 2022 | 11% | 87% |
| | 2024 | 7% | 93% |
| Challenging | 2022 | 38% | 58% |
| | 2024 | 22% | 78% |
| Collaborative | 2022 | 11% | 89% |
| | 2024 | 7% | 93% |
| Critical | 2022 | 22% | 78% |
| | 2024 | 15% | 85% |
| Fair | 2022 | 11% | 89% |
| | 2024 | 5% | 95% |
| Respectful | 2022 | | 98% |
| | 2024 | | 100% |
| Timely | 2022 | 9% | 89% |
| | 2024 | 10% | 90% |
| Effective Communicator | 2022 | 20% | 78% |
| | 2024 | 20% | 80% |

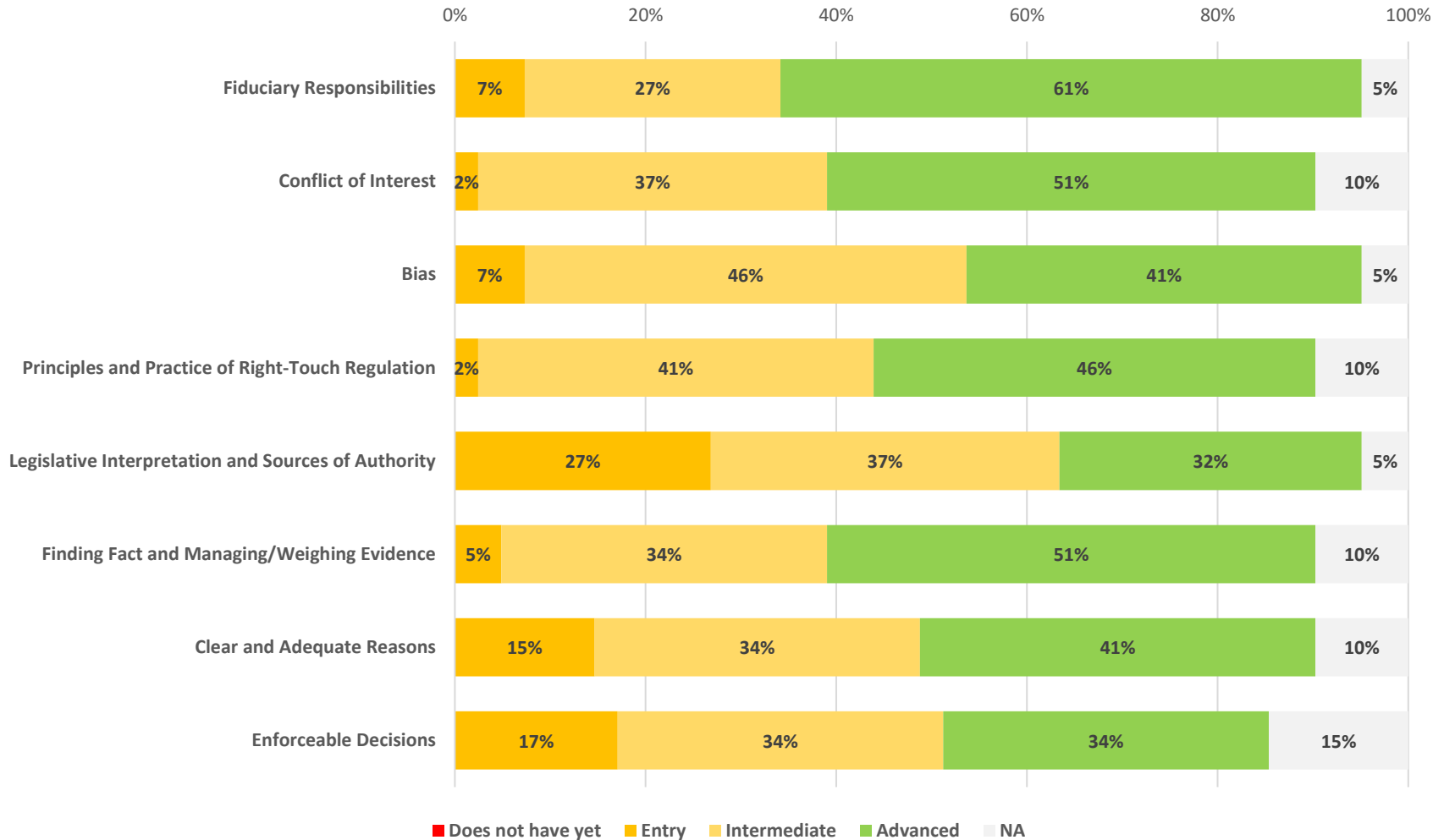
Overall Competency Ratings – General Council



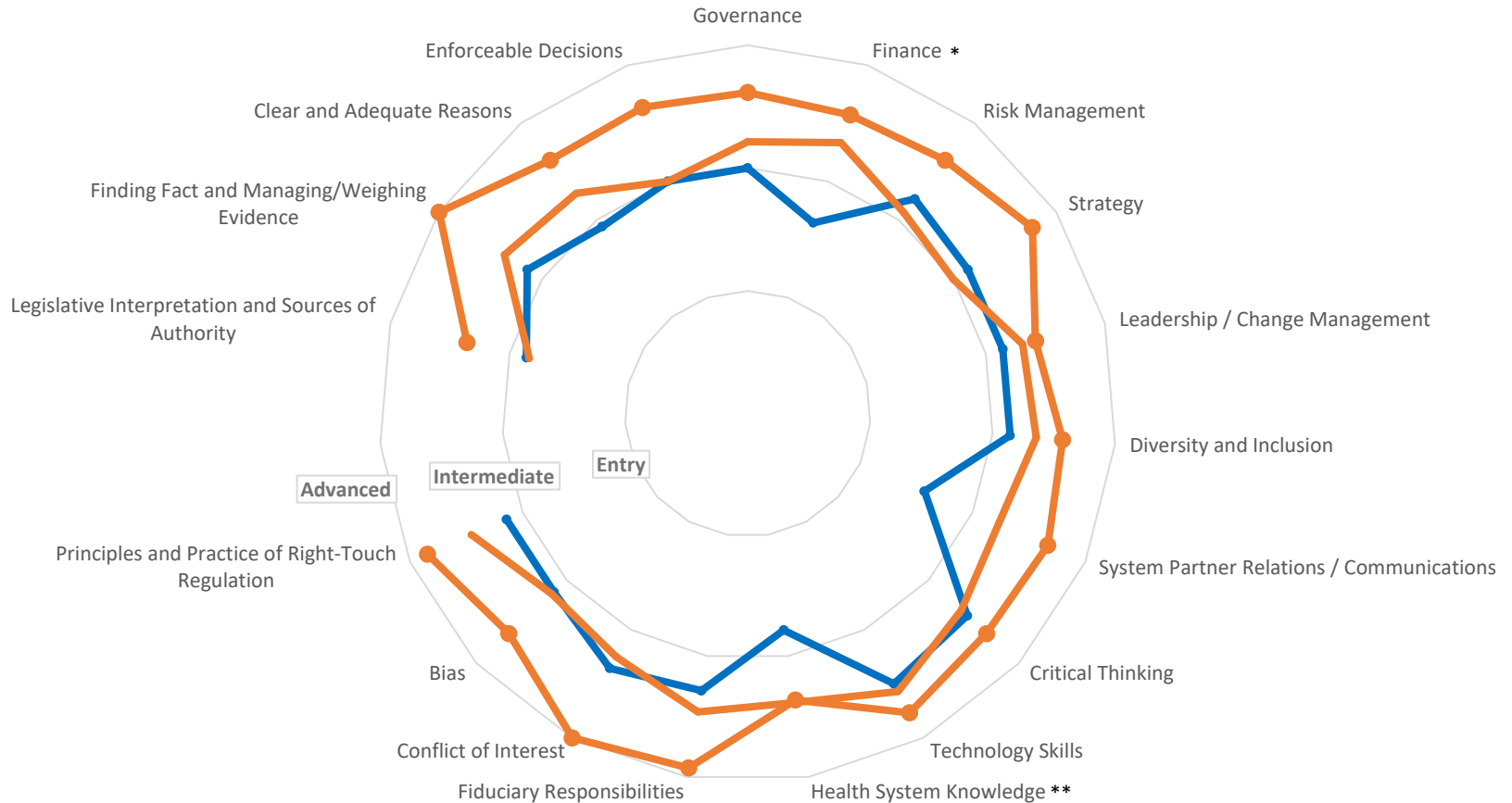
As in 2022, many raters did not feel like they were able to properly rate the financial competency

*Council's understanding of the regulatory knowledge competency and the mentorship competency was not assessed by a committee chair or staff member.

Overall Competency Ratings – Committee Specific



Overall Competency Ratings (Radar View) - Aggregate



*Many raters did not feel like they were able to properly rate the finance competency

**Council's understanding of the regulatory knowledge competency was not assessed by a committee chair or staff member

Overall Competency Ratings Breakdown - Aggregate

| Competency | Reflection | Assessment | | Reflection/Assessment Difference | |
|---|------------|------------|-----|----------------------------------|-----|
| General Council | | | | | |
| Governance | 35% | 32% | 33% | 3% | 2% |
| Finance | 37% | 28% | 36% | 9% | 1% |
| Risk Management | 35% | 32% | 33% | 3% | 3% |
| Strategy | 35% | 36% | 29% | -1% | 6% |
| Leadership / Change Management | 39% | 29% | 32% | 10% | 6% |
| Diversity and Inclusion | 36% | 32% | 32% | 4% | 4% |
| System Partner Relations / Communications | 33% | 35% | 32% | -2% | 0% |
| Critical Thinking | 36% | 34% | 29% | 2% | 7% |
| Technology Skills | 37% | 31% | 32% | 6% | 6% |
| Health System Knowledge | 33% | 33% | 33% | 0% | 0% |
| Regulatory Knowledge* | 100% | | | | |
| Mentorship* | 100% | | | | |
| Committee Specific | | | | | |
| Fiduciary Responsibilities | 35% | 32% | 33% | 3% | 2% |
| Conflict of Interest | 38% | 31% | 31% | 7% | 7% |
| Bias | 37% | 33% | 30% | 5% | 8% |
| Principles and Practice of Right-Touch Regulation | 33% | 35% | 32% | -2% | 1% |
| Legislative Interpretation and Sources of Authority | 36% | 34% | 31% | 2% | 5% |
| Finding Fact and Managing/Weighing Evidence | 33% | 33% | 33% | 0% | 0% |
| Clear and Adequate Reasons | 35% | 31% | 34% | 4% | 1% |
| Enforceable Decisions | 41% | 28% | 31% | 14% | 10% |

* Regulatory Knowledge and Mentorship were only subject to self evaluation.

Overall Enforceable Decisions Ratings Breakdown - Aggregate

Understands the need for decisions to be reasonable and justifiable in order to maintain trust of the public and cooperation of registrants

| Demonstrated Behaviours | Self-reflection | Competence Assessment | |
|--|-----------------|-----------------------|-----------|
| Understands what an enforceable decision is within the framework of applicable legislation | 11 | 11 | 13 |
| Understand how little or how much information is necessary for a good decision | 13 | 11 | 9 |
| Builds familiarity with recent HPARB decisions and reasons for those decisions | 12 | 3 | 7 |
| Total | 39 | 25 | 29 |

Overall Leadership / Change Management Ratings Breakdown - Aggregate

Leadership competence enables Council to effectively mobilize to further the mandate of the organization, adapt to changing circumstances, respond to crises, identify opportunities for change and growth, and create future leaders.

- Ability to manage and adapt to change and innovation
- Ability to address and respond to system partner scrutiny
- Understands organizational and boardroom dynamics

| Entry Level Competencies | Self-reflection | Competence Assessment | |
|--|-----------------|-----------------------|-----------|
| Knows where to obtain further guidance | 12 | 14 | 13 |
| Embraces change and innovation | 12 | 9 | 9 |
| Demonstrates a commitment to learning and seeks out opportunities to improve | 13 | 11 | 13 |
| Can identify potential issues & escalate where appropriate | 12 | 9 | 11 |
| Can contribute to group discussions | 13 | 14 | 12 |
| Total out of 5 competencies | 67 | 57 | 58 |
| Expert Level Competencies | | | |
| Provides leadership and support through organizational change | 10 | 5 | 10 |
| Identifies reasons for and benefits of change to system partners | 13 | 5 | 8 |
| Ensures change contributes to strategic priorities | 13 | 7 | 10 |
| Supports strategic change and ensures change is in public interest | 12 | 12 | 11 |
| Is inclusive and respectful | 13 | 13 | 14 |
| Total out of 5 competencies | 66 | 42 | 53 |

Overall Conflict of Interest Ratings Breakdown - Aggregate

Appreciates that a conflict of interest is any interest, relationship, association or activity that interferes with the member’s obligations to the panel to make a decision in the best interest of the public.

Understands that the test as to if the member should be disqualified from the panel is whether the facts could give rise to a reasonable apprehension of conflict in the mind of a reasonable and informed person.

Appreciates the difference between actual, perceived or potential conflicts of interest and understands that all types of conflict must be addressed.

| Demonstrated Behaviours | Self-reflection | Competence Assessment | |
|---|-----------------|-----------------------|-----------|
| Regularly uses CRPO Conflict of Interest Worksheet to assess potential conflict | 13 | 7 | 13 |
| Can clearly identify what is a conflict in themselves and in others | 13 | 12 | 13 |
| Knows how to deal with a conflict at the time of screening for appointment to the panel and if conflict arises during the panel deliberations | 13 | 12 | 13 |
| Understands when it is appropriate to recuse oneself due to a conflict or perceived conflict | 13 | 14 | 12 |
| Appropriately challenges colleagues who might have a conflict of interest | 11 | 11 | 5 |
| Total | 68 | 56 | 56 |

Overall Conflict of Interest Ratings Breakdown – Improvement since 2022

While Conflict of Interest is still an area of concern as noted above, it has improved considerably since 2022

| Demonstrated Behaviours | 2022 | | | 2024 | | |
|---|-----------------|-----------------------|-----------|-----------------|-----------------------|-----------|
| | Self-reflection | Competence Assessment | | Self-reflection | Competence Assessment | |
| Regularly uses CRPO Conflict of Interest Worksheet to assess potential conflict | 13 | 8 | 12 | 13 | 7 | 13 |
| Can clearly identify what is a conflict in themselves and in others | 13 | 10 | 10 | 13 | 12 | 13 |
| Knows how to deal with a conflict at the time of screening for appointment to the panel and if conflict arises during the panel deliberations | 14 | 9 | 9 | 13 | 12 | 13 |
| Understands when it is appropriate to recuse oneself due to a conflict or perceived conflict | 14 | 10 | 10 | 13 | 14 | 12 |
| Appropriately challenges colleagues who might have a conflict of interest | 11 | 5 | 3 | 11 | 11 | 5 |
| Total | 65 | 42 | 44 | 63 | 56 | 56 |

Overall Diversity and Inclusion Ratings Breakdown – Improvement since 2022 Assessment

Diversion and Inclusion competency ratings have also improved significantly since 2022

| Entry Level Competencies | 2022 | | | 2024 | | |
|---|-----------------|-----------------------|-----------|-----------------|-----------------------|-----------|
| | Self-reflection | Competence Assessment | | Self-reflection | Competence Assessment | |
| Valuing and actively advocating for diverse perspectives | 14 | 12 | 11 | 13 | 14 | 13 |
| Holding criticisms and comments to hear different views before making decisions | 14 | 12 | 12 | 13 | 12 | 14 |
| Total | 28 | 24 | 23 | 26 | 26 | 27 |
| Expert Level Competencies | | | | | | |
| Conducting self-assessment to understand how one's own attitudes and values may create bias | 13 | 8 | 8 | 12 | 14 | 13 |
| Adjusting and adapting communication styles to be effective across diverse contexts (e.g., does not use ethnophaulisms or outdated terms, does use preferred terms) | 10 | 9 | 11 | 13 | 11 | 12 |
| Responding to inappropriate and non-inclusive behavior to re-direct and to build awareness | 13 | 7 | 5 | 11 | 9 | 7 |
| Total | 36 | 24 | 24 | 36 | 34 | 32 |



Appendices

Lowest Scoring Statements

For each competency statement, the maximum number of respondents was 41 - self, chair and staff for all evaluatees (except for 1 self rating). Below are the ten statements which received the fewest total responses, and hence have the greatest scope for improvement. (Low response statements from the Finance competency were not included – please see note on slide 4).

| General Council Competencies | | Total |
|---|--|-------|
| Finance | Can identify potential issues & escalate where appropriate | 18 |
| | Can explain basic finance concepts to colleagues | 23 |
| Governance | Identifies and explains governance concepts to Council | 19 |
| | Source of further guidance for peers | 21 |
| | Contributes to technical discussions on governance issues | 22 |
| | Identifies relevant legislation and how it relates to Council decision-making | 24 |
| System Partner Relations / Communications | Articulates techniques to better engage with system partners | 22 |
| Leadership / Change Management | Provides leadership and support through organizational change | 25 |
| Committee-Specific Competencies | | Total |
| Enforceable Decisions | Builds familiarity with recent HPARB decisions and reasons for those decisions | 22 |
| Bias | Appropriately challenges colleagues who might be biased | 24 |

Highest Scoring Statements

For each competency statement, Below are the ten statements which received the greatest number of total responses. the maximum number of respondents was 41 - self, chair and staff for all evaluatees (except for 1 self rating).

| General Council Competencies | | Total |
|---|--|-------|
| Governance | Can contribute to group discussions | 41 |
| Strategy | Knows where to obtain further guidance | 41 |
| Technology Skills | Basic internet skills, including email, downloading and uploading, using secured Wi-Fi connection | 41 |
| | Understands how to keep information secure and confidential in an electronic or online environment | 41 |
| Diversity and Inclusion | Valuing and actively advocating for diverse perspectives | 40 |
| Committee-Specific Competencies | | Total |
| Bias | Aware of different types of bias and how they manifest themselves | 41 |
| Clear and Adequate Reasons | Understands what must be decided | 41 |
| Finding Fact and Managing/Weighing Evidence | Understands the framework in which panel is operating | 41 |
| | Establishes relevant facts | 41 |
| Fiduciary Responsibilities | Adheres to established rules on transparency and communication | 40 |
| | Asks if decisions are in the public's best interests | 40 |



College of Registered Psychotherapists of Ontario

Council Competency Reflection Tool Aggregate Findings



May 2024





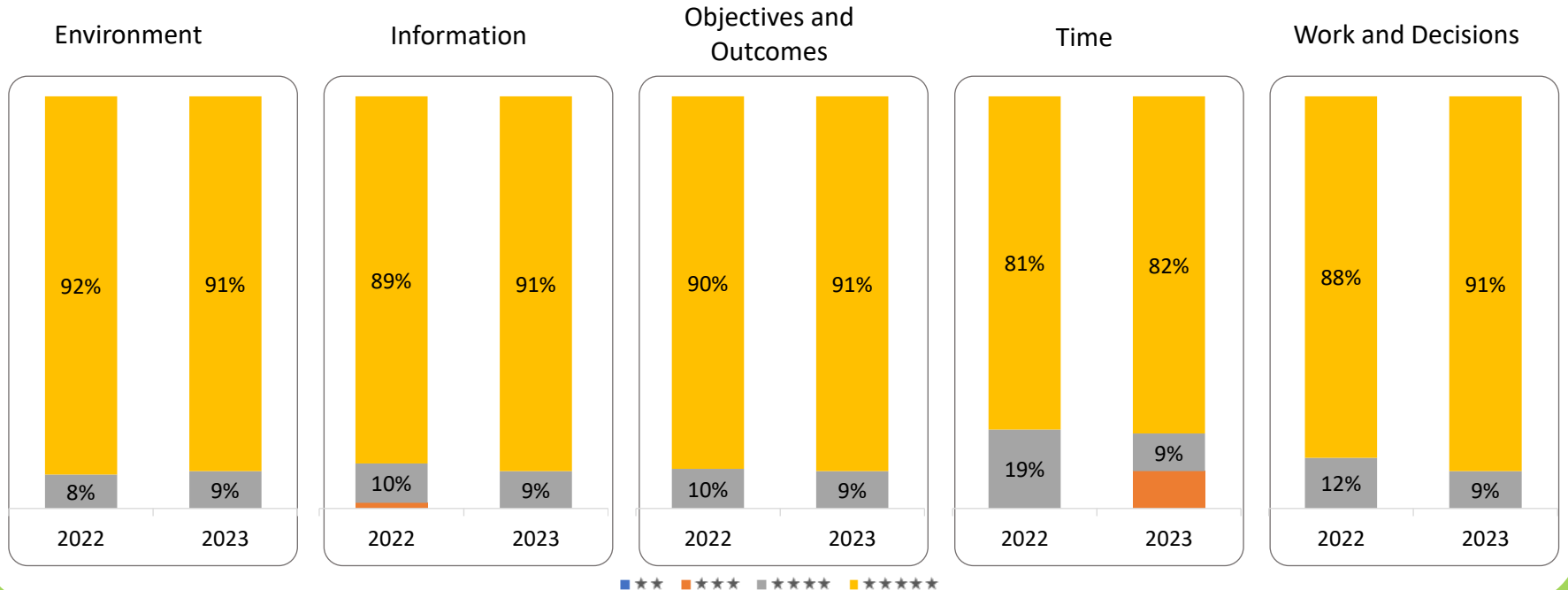
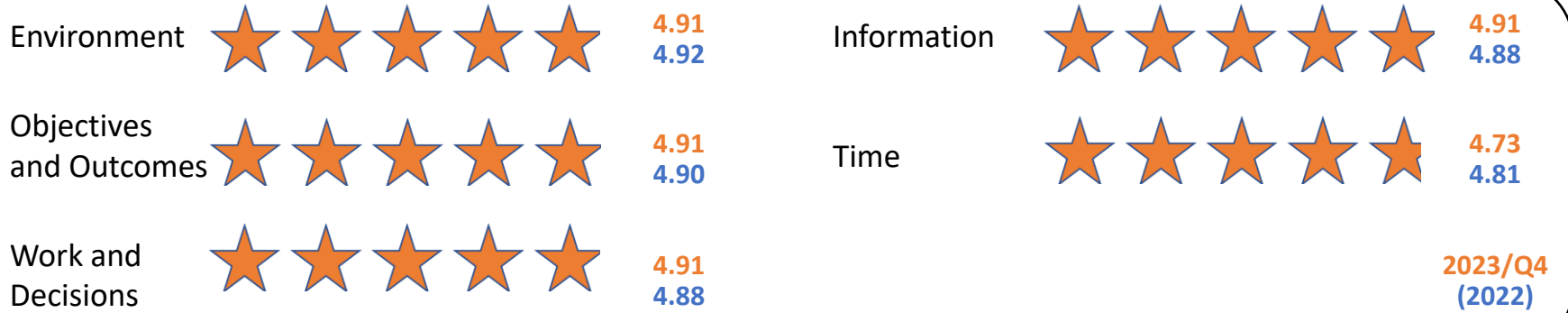
College of Registered Psychotherapists of Ontario

Quarterly Meeting Evaluation Report Council



2023/Q4 - April 12th, 2024





Council - Qualitative

Continue doing engaging discussion today around differentiating non-talkers vs participation. id encourage alternate ways for council to participate in council meetings

Additional feedback In person discussion was extremely valuable and I thought we had a lot of opinions being shared. I felt very supported and extremely comfortable speaking in the group.

educational sessions around equity

Two long breaks in addition to lunch. Possibility to shorten the meeting instead.

very good - enjoyed in person and timing

Registrar's Report to Council
June 13, 2024

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.

Project Updates

Registrant Management System

Staff continue to work on the implementation of the registration module and development of the QA module of the registrant management system.

Website update

Work on the website is progressing and staff expect to be able to launch it at the September Council meeting.

Staffing Update

Since last update, we have hired two new registration assistants as part of efforts to process registration applications in a timely manner.

Jo Anne Falkenburger's title was changed to Chief Operations Officer to better reflect her key role in the oversight of day-to-day operations. Amy Fournier has been promoted to Manager, Governance. In this role, Amy will continue to be the key Council liaison, managing elections as well as orientation and education for Council and committee members. She will also oversee communications for the College.

In addition, Naakai Garnette joined the staff team as the Director of Regulatory Affairs. Naakai was the Director of the Professional Conduct department at the College of Massage Therapists. Prior to that, she worked at the College of Midwives in QA and then as the Director of Registration and Professional Conduct. In addition to having Master of Science and Honours Bachelor of Science degrees, Naakai completed the Executive Leadership Program at Rotman's School of Management. She brings a wealth of experience in risk-based regulation and strategic direction for conduct work, as well as practical skills in budget and staffing for investigations, complaints and reports resolution, compliance and hearings.

Naakai will be working with Jenna Smith to grow the conduct team so that we are well-positioned to keep up with the volume and complexity of work as our registrant numbers continue to grow. We'll look forward to introducing her to the ICRC members once she joins the team and to the rest of Council at the June meeting.

In person team meetings continue with a full day of education happening on June 7.

Regulatory Developments

HST Exemption

On April 3, 2024 staff received an email from the Health Care Sectors Unit of the Public Service Bodies and Governments Division within the GST/HST Rulings Directorate of the Legislative Policy and Regulatory Affairs Branch of the Canada Revenue Agency (CRA). The email was to inform the College that CRA had published notices about the proposed HST exemption on its website:

- [NOTICE335 Proposed Amendment - Exemption for Counselling Therapy Services](#)
- [NOTICE335 Modification proposée – Exonération pour les services de counseling thérapeutique](#)
- [NOTICE334 Proposed Amendment – Exemption for Psychotherapy Services](#)
- [NOTICE334 Modification proposée – Exonération pour les services de psychothérapie](#)

The announcement provides information on the proposed exemption as well as detailed information on the GST/HST registration and deregistration requirements for individuals “who make supplies of counselling therapy or psychotherapy services.” We understand that anyone registered and in good standing with CRPO will qualify for an HST exemption for their psychotherapy services. Registrants will need to rely on their professional associations for support around accessing the exemption.

The CRA has noted that, for those who provide psychotherapy services in a province that is not regulated, the proposed amendment may apply where the person has equivalent qualifications to those necessary to be licensed or certified to practise the profession of psychotherapy in a province that does regulate the profession. They instructed these individuals to “confirm with the regulatory body from a province that regulates the profession whether their particular qualifications would meet the licensing requirements for the profession of psychotherapy in the province of that regulatory body.” There are potentially upwards of 10,000 people providing psychotherapy services in unregulated jurisdictions in Canada. As such, CRPO does not have the resources to confirm whether they would qualify. Staff is working with provincial and national associations to determine what would be reasonable and possible. A verbal update on this will be provided at the meeting.

Quality Assurance Update

Practice Advisory Data

*From April 1 to May 24, 2024, we received 552 inquiries.

| | | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|----|---------|---------|---------|---------|---------|---------|---------|
| Q1 | Apr-Jun | 325 | 669 | 614 | 760 | 796 | 552* |
| Q2 | Jul-Sep | 352 | 505 | 505 | 607 | 823 | |
| Q3 | Oct-Dec | 432 | 612 | 576 | 720 | 904 | |
| Q4 | Jan-Mar | 541 | 626 | 765 | 851 | 865 | |

Common topics include:

- Cross border practice
 - RPs working remotely with clients outside Ontario

- RPs outside Ontario working remotely with clients in Ontario
- Competence and consultation
 - Determining competency to work with a population or practice different modalities
 - Conducting other services in a psychotherapy practice such as counselling, coaching, meditation, and mentorship
- Confidentiality
 - Client files being requested by the client, other members of the family or other stakeholders such as lawyers, insurance companies, WSIB
 - Breaking confidentiality when there is a threat of harm or illegal activity
 - Recording of sessions by RPs or clients
- Fees
 - Charging HST
 - Package deals or payment plans/arrangements
- Supervision
 - Eligibility to provide supervision to RPs or other professions
 - Responsibilities of supervisor/supervisees
 - Changes to the supervision ratio/frequency
- Closing, Selling and Relocating a Practice
 - Determining proper protocols and procedures when resigning from a clinic and opening a private practice.
 - Non-solicitation agreements when leaving a group practice

2023 Professional Development Cycle

Registrants registered in odd-numbered years (i.e., 2015, 2017, 2019, and 2021) were due to report their professional development (PD) requirements by December 31, 2023.

5798 registrants were due to report by December 31, 2023

Numbers as of May 27, 2024

- 5739 registrants submitted a completed attestation form:
 - 4174 submitted the attestation form by the deadline
 - 1565 submitted the attestation form after the deadline
 - 126 registrants submitted the attestation form after a second reminder letter and reminder fee issued on March 5, 2024
 - 80 declared they had not met requirements:
 - 58 requested a deferral*
 - 22 requested an extension**
- 47 registrants changed their registration status and are no longer being monitored for the 2023 PD cycle
- 12 registrants remained non-compliant after a second reminder letter and reminder fee issued on March 5, 2024:
 - 8 registrants received an administrative suspension on April 9, 2024
 - 4 were unclear or had a pending change to their registration status

**52 deferrals were granted. 5 deferrals did not meet the requirements outlined in QA Program Policy X.X and were granted an extension. 1 is being monitored for more information.*

*** 14 extensions were granted for PD hours. 4 extensions were granted for self-assessment. 4 are being monitored for more information.*

Professional Development Audits and Reviews

At the end of or during a PD cycle, staff request learning records from registrants who

- a. are approved for an extension or deferral;
- b. have missed a QA milestone (e.g., someone returning to active practice who has an incomplete QA Program requirement); or
- c. are in the “self-directed” review category after completing the case-based assessment (CBA).

For the 2023 PD cycle, QA staff requested learning records from the following groups:

- 30 deferrals from the 2021 PD cycle
- 19 extensions for the 2023 PD cycle
- 2 returned to active practice with missing QA milestones
- 232 registrants are being monitored for 2023 CBA self-directed review results (see the table below)

PEER AND PRACTICE REVIEW / CASE-BASED ASSESSMENT (CBA)

1024 registrants completed the 2024 Spring CBA, which was held between April 26 and May 5, 2024.

The following table outlines the selection and completion numbers for each administration of the CBA.

| CBA | Completed (first attempt) | Completed (reassessment) | Successful | Self-directed | Peer assisted | Peer coaching |
|----------------|---------------------------|--------------------------|------------|---------------|---------------|---------------|
| 01 2023 Spring | 794 | 0 | 668 | 113 | 13 | n/a |
| 02 2023 Fall | 930 | 8 | 790 | 119 | 28 | 1 |
| 03 2024 Spring | 1005 | 19 | 926 | 66 | 30 | 2 |

2024 Fall CBA

The 2024 Fall CBA is scheduled from October 25 to November 3, 2024.

A total of 1399 registrants were notified that they are registered to complete the 2024 Fall CBA. This number will change depending on requests for deferrals and registration category changes.

Registration Data

Applications:

| | February | March | April |
|---|----------|-------|-------|
| Applications started | 199 | 373 | 363 |
| Total applications submitted | 208 | 330 | 197 |
| Applications from recognized programs submitted | 185 | 304 | 158 |

| | | | |
|--|----|----|----|
| Applications from non-recognized programs submitted | 22 | 26 | 37 |
| Labour mobility applications | 1 | 0 | 2 |

Total registrants as of May 29, 2024:

RP: 9,002
Qualifying: 4,801
Inactive: 203

Compliance Monitoring

Files currently being monitored are as follows:

| | |
|--|----|
| Registration Committee: | |
| Clinical supervision/monitoring | 35 |
| Personal/Group Therapy/Drug Screening | 1 |
| Cease using the term "Dr" / claim to hold a degree | 4 |
| Currency upgrading | 15 |
| Education | 9 |
| Practice Assessment | 0 |
| Not Completed: result of resignation/revocation | 6 |
| On Hold: other reasons (e.g. on leave or Interim Order suspension) | 2 |
| Terms, Conditions and Limitations | 37 |
| Undertaking | 0 |
| Conditional Approval | 1 |
| Learning Plan (Educational Upgrade) | 7 |
| ICRC: | |
| Clinical supervision/monitoring: | 27 |
| Personal/Group Therapy/Drug Screening | 2 |
| Ethics or education courses | 15 |
| Practice Restrictions | 3 |

| | |
|---|----|
| Reflective Paper | 10 |
| Review Standards | 0 |
| Practice Assessment | 0 |
| Caution | 3 |
| Internet Search for evidence of practicing psychotherapy/restrictions on practice while Interim Order is in place | 5 |
| On Hold: currently under appeal at HPARB | 5 |
| Not Completed: result of resignation/revocation | 24 |
| On Hold: other reasons (e.g. on leave or Interim Order) | 0 |
| In Breach | 0 |
| Undertaking | 13 |
| Caution (only) | 0 |
| Remedial agreement | 5 |
| SCERP | 19 |
| Terms, Conditions and Limitations | 0 |
| Interim Order | 3 |
| Interim Suspension | 2 |
| QA: | |
| Clinical supervision/monitoring | 0 |
| Reflective Paper/Report | 0 |
| Review Standards | 0 |
| Submit revised advertising material | 0 |
| Discipline: | |
| Education | 4 |
| Clinical Supervision/Monitoring | 2 |

| | |
|-----------------------------|---|
| Costs | 8 |
| Suspension | 3 |
| Fitness to Practise: | |
| Monitoring (not practising) | 0 |

System Partner Engagement

System Partner Meetings

- I continue to meet with the Ontario Association of Mental Health Professionals and the Partnership of Registered Psychotherapist Associations on a quarterly basis. I also met with the incoming president of the Ontario Society of Registered Psychotherapists.
- Professional Association and Education program partner update meetings were held on May 6 and 13, respectively. These meetings included updates on work that CRPO has been doing and provided answers to questions submitted by attendees ahead of time.
- The first town hall meeting was held on April 24 and was a general “state of the union” session. It was attended by more than 270 RPs. A second town hall, scheduled for May 30, will be reported on at the Council meeting.
- I presented as part of a panel at an Ontario Bar Association professional development session on health regulation. The panel was focused on newly regulated professions.

Inter College Collaboration

- Staff continue to participate in the work related to the regulation of ABA practitioners, with Jenna Smith leading CRPO’s involvement.
- Alexandra Brennan and I met with the members of the executive committee of the College Of Counselling Therapists of New Brunswick to discuss registration and governance and to provide information on the use of the mapping tool.

Health Profession Regulators of Ontario (HPRO)

- I continue to attend bi-weekly meetings of the HRPO registrars.
- Staff participate in communities of practice for their area of responsibility.
- HPRO has begun its work with Rubicon Strategy, a government relations firm. Rubicon will be working to identify shared priorities for the member colleges with a view to providing strategic advice related to 2024 government relations objectives.
- HPRO is exploring the possibility of assuming leadership for the Citizen Advisory Group (CAG), which is currently hosted by the College of Physicians and Surgeons of Ontario.

Staff Training & Education

- Mar 23: One member of the operations team attended *Payroll Audit Practices* by *The National Payroll Institute*
- May 1: One member of the registration team attended *Intro to French Translation* by *University of Toronto (UofT)*
- May 6: One member of the professional conduct team attended *Administrative Law* by *The Chang School of Business*

- May 9: One member of the governance team attended *Governance essentials: Navigating the duties of directors and officers in the non-profit and charitable sector* hosted by Dentons Canada LLP
- May 10: One member of the professional conduct team attended *Write This Way: Writing to Win for Paralegals* by *The Law Society of Ontario (LSO)*
- May 13: One member of the registration team attended *Communication Under Pressure* by *University of Ottawa (UofO)*
- May 14: One member of the registration team attended *DEI Webinar* by *Canadian Network of Agencies for Regulation (CNAR)*
- May 29: Two members of the operations team attended *HR Law Conference* by *Human Resources Professionals Association (HRPA)*

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|-------------|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
|-------------|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|

Strategic alignment: EFFECTIVE INFRASTRUCTURE
- support timely registration decisions
- ensure that those who meet the registration requirements receive a certificate to practice

ONTARIO REGULATION 508/22: REGISTRATION REQUIREMENTS

Timely decisions and responses

2. (1) The Registrar shall, within 15 days after receiving an application for registration, provide the applicant with a written acknowledgment of receipt of the application along with either,

- (a) confirmation that the applicant has submitted all of the required materials and information; or
- (b) details regarding what other materials or information are required from the applicant in order to complete the application.

(2) If an applicant provides materials or information in response to a notice under clause (1) (b), the Registrar shall, within 15 days after receiving the materials or information, provide the applicant with a written acknowledgement of receipt along with either,

- (a) confirmation that the applicant has submitted all of the required materials and information; or
- (b) details regarding what other materials or information are required from the applicant in order to complete the application.

•This will monitor whether CRPO is in compliance with the regulation requiring staff to inform an applicant in writing within 15 days whether their application is complete or further information/documentation is required.

- time between applicants' submission of materials and Registrar's response

| within first 15 days | | | | | | |
|------------------------------|------|----------------|----------------|----------------|----------------|--|
| Recognised program | 80% | 75% | 100% | 100% | 97% | |
| Mapping tool | 80% | 28% | 21% | 24% | 36% | |
| Labour mobility | 100% | 100% | 100% | 100% | 100% | |
| Temporary | 100% | None submitted | None submitted | None submitted | None submitted | |
| within second 15 days | | | | | | |
| Recognised program | 90% | 85% | 99% | 87% | 61% | |
| Mapping tool | 90% | 57% | 75% | 59% | 53% | |
| Labour mobility | 100% | 100% | 100% | N/A | 100% | |
| Temporary | 100% | None submitted | None submitted | None submitted | None submitted | |

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|-------------|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
|-------------|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|

(3) The Registrar shall make their decision under subsection 15 (1) of the Code to register an applicant or refer the application to the Registration Committee within 30 days

•This will monitor whether CRPO is in compliance with the regulation requiring an application approval or referral to panel within 30 days after an application is deemed complete for recognized, labour mobility and temporary applications.

| - time for a Registrar's decision on an application | | | | | | |
|--|------|----------------|----------------|----------------|-----|--|
| within 30 days | | | | | | |
| Recognised program | 100% | 99% | 98% | 93% | 98% | |
| Labour mobility | 100% | 100% | 100% | 100% | 1 | |
| Temporary | 100% | None submitted | None submitted | None submitted | | |

(4) Subsection (3) does not apply if the Registrar needs to verify the authenticity or accuracy of the materials and information or assess an applicant's educational program or prior learning experience for equivalency with programs or experiences that have already been approved, but,

- (a) the Registrar must complete their verification or assessment within a reasonable period of time; and
- (b) the Registrar must make the decision described in subsection (2) within 15 days after completing the verification or assessment.

•This will monitor whether CRPO is taking a reasonable time to verify or assess an applicant's educational program or prior learning experience for equivalency.

| -time to complete verification or assessment of an applicant's educational program or prior learning experience for equivalency | | | | | | |
|--|-----|-----|-----|-----|-----|--|
| within 30 days | | | | | | |
| | 95% | 89% | 88% | 83% | 81% | |

•This will monitor whether CRPO is in compliance with the regulation requiring an application approval or referral to panel within 15 days after a completing the verification or assessment. B31

| - time for a Registrar's decision on an application | | | | | | |
|--|-----|-----|------|-----|-----|--|
| within 30 days | | | | | | |
| Mapping tool | 95% | 96% | 100% | 86% | 77% | |

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|--|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
| Strategic alignment: TRUSTED AUTHORITY and SYSTEM PARTNERSHIPS - promote equity, diversity and inclusion in the provision of psychotherapy services - ensure that those who meet the registration requirements receive a certificate to practice - support the mental health system in being more accessible | | | | | | |

FAIR ACCESS TO REGULATED PROFESSIONS AND COMPULSORY TRADES ACT, 2006, S.O. 2006, C. 31: SUPPORTING ACCESS OF INTERNATIONALLY TRAINED INDIVIDUALS TO REGULATED PROFESSIONS

Supporting access

17 (1) For the purposes of the administration of this Act, the Minister may support the access of internationally trained individuals to regulated professions by, for example,

(a) providing information and assistance to internationally trained individuals who are applicants or potential applicants for registration by a regulated profession with respect to the requirements for registration and the procedures for applying;

(b) conducting research, analyzing trends and identifying issues related to the purposes of this Act or to the registration of internationally trained individuals by regulated professions; and

(c) providing information to organizations that deal with internationally trained individuals, such as ministries, government agencies, regulated professions, community agencies, educational and training institutions and employers, on government programs and services that support the registration of internationally trained individuals in the regulated professions and on fair registration processes within such organizations. 2021, c. 35, Sched. 3, s. 6.

- This will monitor if CRPO registration decisions regarding internationally educated applicants are comparable with decisions regarding applicants educated in Canada.

| ‘- percent of applicants seeking assessment of equivalence of international education and training and the outcome of those assessments | | | | | | |
|---|---|------|------|-----|-----|--|
| # deemed to be substantially equivalent | % +/- from standard set by approval rates in mapping tool | +25% | +6% | +2% | +8% | |
| at staff level | % +/- from standard set by approval rates in mapping tool | +25% | +8% | +2% | +8% | |
| at panel level | % +/- from standard set by approval rates in mapping tool | 0% | -2% | 0% | 0% | |
| # conditional approvals | % +/- from standard set by approval rates in mapping tool | +8% | +3% | -5% | +0% | |
| # required TLC | % +/- from standard set by approval rates in mapping tool | 0% | +6% | +4% | +0% | |
| # refusals | % +/- from standard set by approval rates in mapping tool | -3% | -15% | -1% | -8% | |

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|---|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
| Strategic alignment: TRUSTED AUTHORITY and CLEAR COMMUNICATIONS - regulate in a transparent, principled, proportionate, unbiased, proactive manner - promote confidence in professional regulation | | | | | | |

SCHEDULE 2

HEALTH PROFESSIONS PROCEDURAL CODE

Appeal to Board

21 (1) An applicant who has been given a notice under subsection 20 (1) of an order may require the Board to hold a review of the application and the documentary evidence in support of it, or a hearing of the application, by giving the Board and the Registration Committee notice in accordance with subsection (2).

Disposal by Board

(6) The Board shall, after the hearing or review, make an order doing any one or more of the following:

1. Confirming the order made by the panel.
2. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant if the applicant successfully completes any examinations or training the Registration Committee may specify.
3. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant and to impose any terms, conditions and limitations the Board considers appropriate.
4. Referring the matter back to the Registration Committee for further consideration by a panel, together with any reasons and recommendations the Board considers appropriate. 1991, c. 18, Sched. 2, s. 22 (6); 2007, c. 10, Sched. M, s. 27 (3).

- This will monitor whether CRPO is making enforceable decisions and providing clear and adequate reasons

| %- percent of confirmed decisions by the Health Professions Appeal and Review Board (HPARB). | | | | | | |
|--|------|------|------|------|------|------|
| % confirmed decisions | 100% | 100% | 100% | 100% | 100% | 100% |

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|--|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
| Strategic alignment: EFFECTIVE INFRASTRUCTURE, TRUSTED AUTHORITY and CLEAR COMMUNICATIONS - communications with stakeholders are clear, transparent and dynamic - resource for the provision of safe, ethical and competent psychotherapy care - registrants have clarity about the role and purpose of CRPO | | | | | | |

CPMF Suitability to Practice Measure:

10.1 The College supports registrants in applying the (new/revised) standards of practice and practice guidelines applicable to their practice.

- This will monitor whether CRPO's practice advisory has the resources to respond to the number of inquiries being received within a reasonable timeframe

| | | | | | | |
|---|-----|------|-----|-----|------|--|
| - time to provide an initial response to non-urgent email and telephone inquiries | | | | | | |
| within 3 business days | 85% | 95% | 88% | 84% | 94% | |
| - time to provide a substantive response to non-urgent email and telephone inquiries | | | | | | |
| within 5 days of assignment | 85% | 93% | 75% | 62% | 79% | |
| - time to provide a substantive response to urgent email and telephone inquiries | | | | | | |
| within 3 business days | 85% | 93% | 92% | 95% | 100% | |
| <ul style="list-style-type: none"> This will monitor whether users understand the scope and aim of CRPO's practice advisory service. | | | | | | |
| % in indicating that they found the PA service response 'useful' or 'very useful' | 75% | 100% | 88% | 80% | 83% | |
| % of questions that are in scope | 85% | 99% | 96% | 90% | 87% | |

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|--|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
| Strategic alignment: EFFECTIVE INFRASTRUCTURE and TRUSTED AUTHORITY - Council and statutory committee members have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College. - Council decisions are made in the public interest. | | | | | | |

CPMF Governance Measure:

1.2 Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education.

- This will monitor engagement with the evaluation framework.

| | | | | | | |
|--|------|------|------|------|------|--|
| - percent Council members completing Annual Council Effectiveness evaluation | 100% | 100% | n/a | 100% | | |
| - percent Council members completing Annual competence self-reflection | 100% | 100% | n/a | n/a | n/a | |
| - percent Council and committee members completing Meeting Pulse Evaluations | 95% | 90% | | 74% | 82% | |
| plenaries | | | | 95% | 85% | |
| panels | | | | 90% | 77% | |
| working groups | | | | 52% | 86% | |
| • This will monitor changes in effectiveness in each of the evaluation categories. | | | | | | |
| - Council Effectiveness evaluation category with 'disagree' responses | <10% | <10% | <10% | <10% | <10% | |

| REQUIREMENT | KPI | TARGET | Q1 Fiscal 2023-24 PERFORMANCE | Q2 Fiscal 2023-24 PERFORMANCE | Q3 Fiscal 2023-24 PERFORMANCE | Q4 Fiscal 2023-24 |
|--|-----|--------|----------------------------------|----------------------------------|----------------------------------|-------------------|
| Strategic alignment: EFFECTIVE INFRASTRUCTURE and CLEAR COMMUNICATIONS - the College has the reserves it needs in order to meet its legislative requirements - public can locate information about Regulated Psychotherapists and access CRPO's services - registrants have clarity about the role and purpose of CRPO | | | | | | |

CPMF Governance Measure:

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

•This will monitor the College's management of restricted reserve funds to ensure adequate budget to appropriately dispose of all complaints and reports.

| | | | | | | |
|--|----------------|-----|--|--|--|--|
| - accuracy of annual complaints and reports budget allocation | < 20% variance | 17% | | | | |
| •This will monitor improvements in website quality of information and ease of navigation. | | | | | | |
| - percent of users indicating that they found what they were looking for on most-used pages of crpo.ca website | 75% | TBD | | | | |

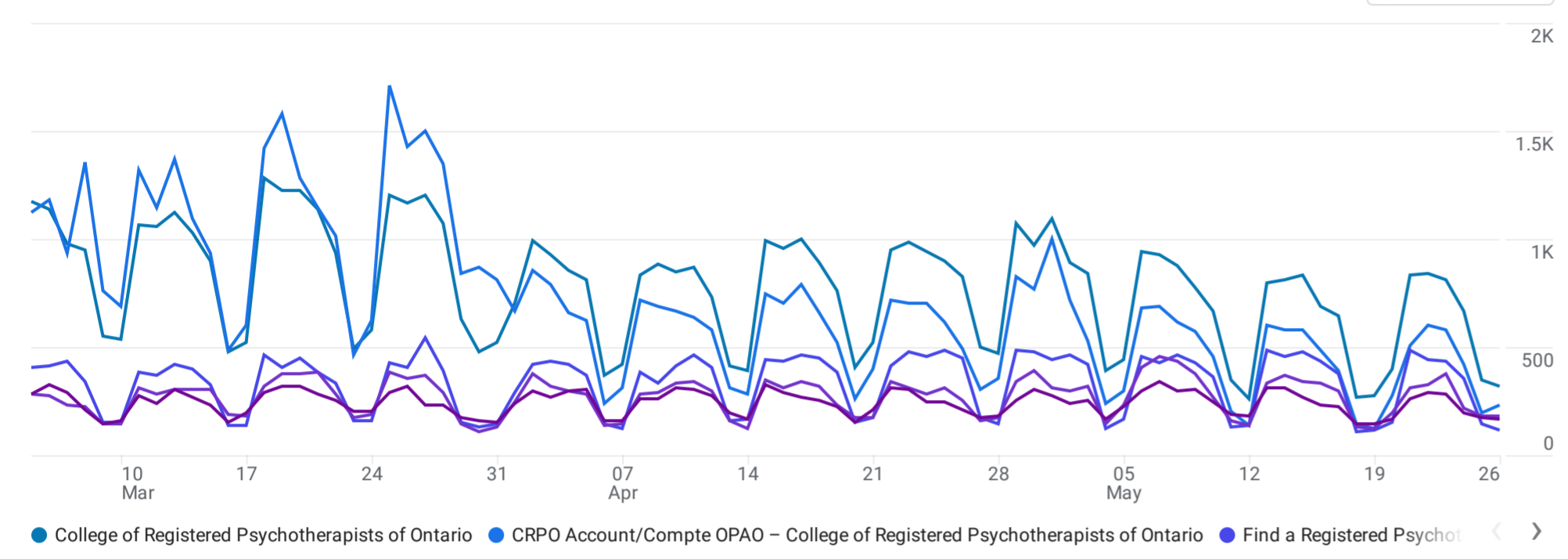
All Users + Add comparison +

Custom Mar 5 - May 26, 2024 ▾

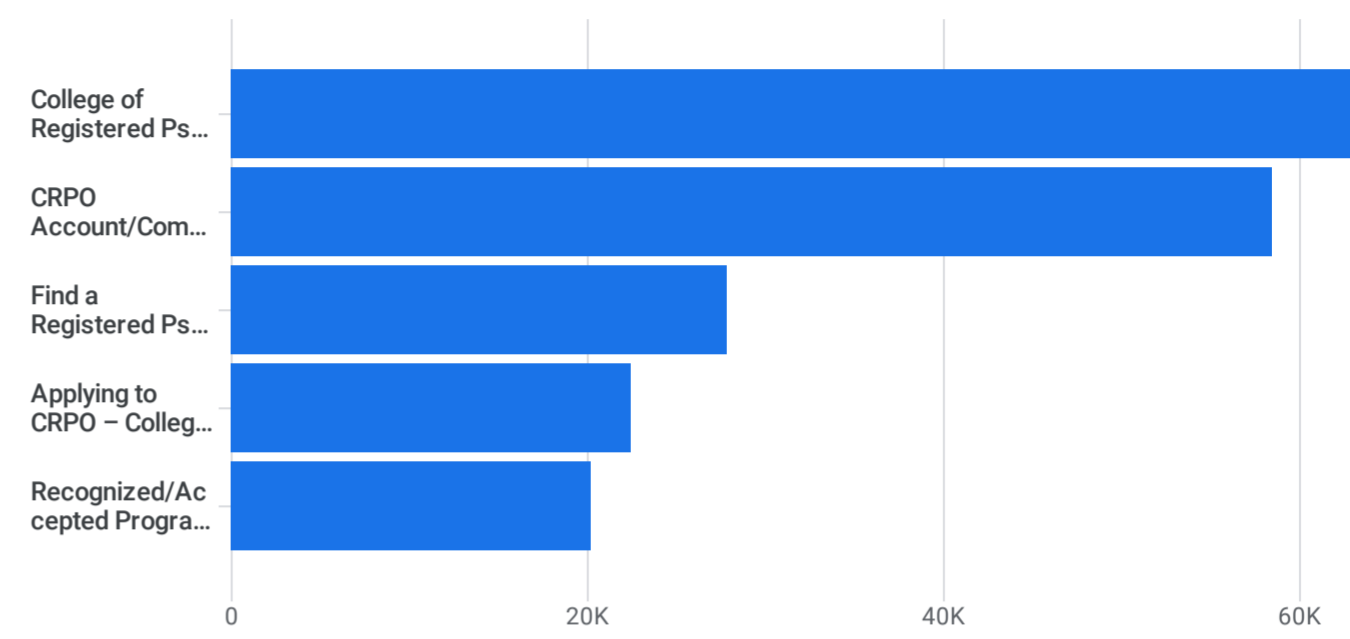
Pages and screens: Page title and screen class ✓ ▾

Add filter +

Views by Page title and screen class over time



Views by Page title and screen class



Search... Rows per page: 10 ▾ Go to: 1 ◀ 1-10 of 7196 ▶

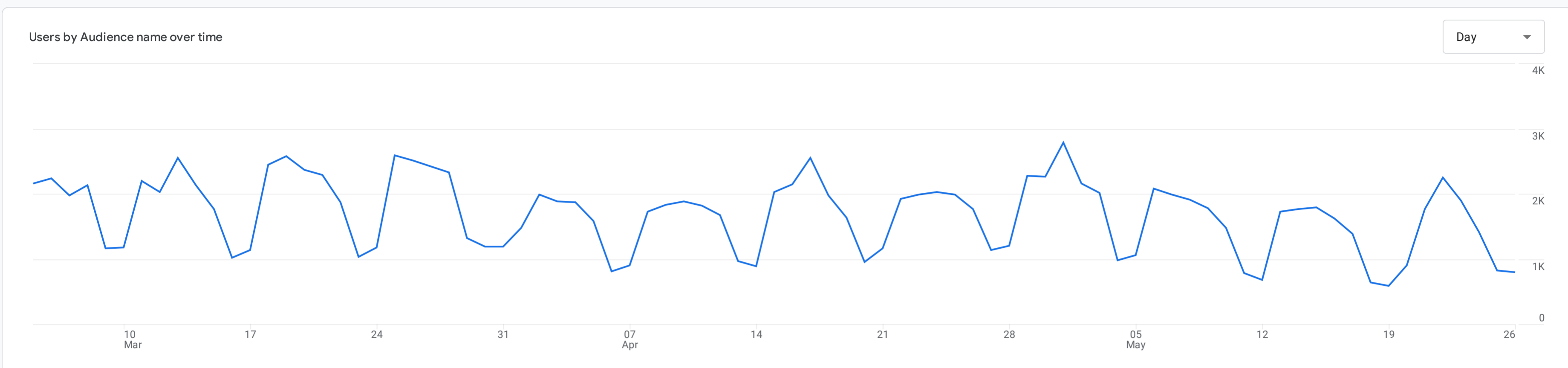
| Page title and screen class ▾ + | ↓ Views | Users | Views per user | Average engagement time | Event count All events ▾ | Key events All events ▾ | Total revenue |
|--|--------------------------|-------------------------|----------------|-------------------------|--|---|---------------|
| | 429,420 100% of total | 87,596 100% of total | 4.90 Avg 0% | 2m 31s Avg 0% | 1,137,887 100% of total | 0.00 | \$0.00 |
| 1 College of Registered Psychotherapists of Ontario | 64,833 | 33,479 | 1.94 | 24s | 198,161 | 0.00 | \$0.00 |
| 2 CRPO Account/Compte OPAO – College of Registered Psychotherapists of Ontario | 58,459 | 20,265 | 2.88 | 19s | 128,007 | 0.00 | \$0.00 |
| 3 Find a Registered Psychotherapist – College of Registered Psychotherapists of Ontario | 27,834 | 13,586 | 2.05 | 19s | 68,696 | 0.00 | \$0.00 |
| 4 Applying to CRPO – College of Registered Psychotherapists of Ontario | 22,435 | 9,790 | 2.29 | 1m 49s | 59,627 | 0.00 | \$0.00 |
| 5 Recognized/Accepted Programs – College of Registered Psychotherapists of Ontario | 20,172 | 12,865 | 1.57 | 1m 19s | 59,526 | 0.00 | \$0.00 |
| 6 Practice Matters – College of Registered Psychotherapists of Ontario | 9,958 | 5,643 | 1.76 | 2m 21s | 27,973 | 0.00 | \$0.00 |
| 7 Registration Exam – College of Registered Psychotherapists of Ontario | 8,808 | 3,972 | 2.22 | 1m 28s | 24,892 | 0.00 | \$0.00 |
| 8 Standards for RPs – College of Registered Psychotherapists of Ontario | 8,801 | 4,447 | 1.98 | 45s | 22,886 | 0.00 | \$0.00 |
| 9 (not set) | 7,770 | 238 | 32.65 | 9m 33s | 8,288 | 0.00 | \$0.00 |
| 10 Registered Psychotherapist (Qualifying) – College of Registered Psychotherapists of Ontario | 7,740 | 5,296 | 1.46 | 1m 02s | 22,304 | 0.00 | \$0.00 |

All Users Add comparison +

Custom Mar 5 - May 26, 2024

Audiences: Audience name ✓

Add filter +



Search... Rows per page: 10 1-1 of 1

| Audience name | ↓ Users | New users | Sessions | Views per session | Average session duration | Total revenue |
|-----------------------------|--------------------------------|--------------------------------|---------------------------------|-----------------------|--------------------------|---------------|
| | 87,596 100% of total | 74,940 100% of total | 216,646 100% of total | 1.98 Avg 0% | 4m 39s Avg 0% | \$0.00 |
| 1 All Users | 87,596 | 74,940 | 216,646 | 1.98 | 4m 39s | \$0.00 |

COUNCIL MINUTES

Wednesday, March 20, 2024
9:30 a.m. - 3:30 p.m.
375 University Ave., Suite 800

| Council Members: | Staff Members: |
|-------------------------------------|--|
| Professional | |
| Heidi Ahonen, RP | Deborah Adams, Registrar & CEO |
| Avni Jain, RP | Pamela Bialik, Policy Analyst |
| Kenneth Lomp, RP (President) | Alexandra Brennan, Manager, Registration |
| Michael Machan, RP (Vice-President) | Jo Anne Falkenburger, Director, Operations & Human Resources |
| Miranda Monastero, RP | |
| Kafui Sawyer, RP | Amy Fournier, Senior Coordinator, Governance (Recorder) |
| Radhika Sundar, RP | Mark Pioro, Deputy Registrar & General Counsel |
| Public | Kristina Reyes, Manager, Registration Requirements |
| Sherine Fahmy | Kelly Roberts, Manager, Operations & Human Resources |
| David Keast | Jenna Smith, Manager, Professional Conduct |
| Henry Pateman | Sonya Teece, Manager, Quality Assurance |
| Jeffrey Vincent | |
| Regrets: | Guests: |
| Steven Boychyn | Christy Pettit, Pollinate Networks |
| Kathleen (Kali) Hewitt-Blackie, RP | |
| Judy Mord, RP | |

1. WELCOME & INTRODUCTIONS

a. Land Acknowledgment

M. Machan, Vice President, provided a land acknowledgment and reflection.

b. Welcome and opening remarks

K. Lomp, President and Chair, called the meeting to order at 9:30 a.m. and welcomed all present.

c. Approval of agenda

The Chair introduced the draft agenda.

MOTION C-20MAR2024 – M01

That the agenda of the March 20, 2024, meeting of Council be approved as presented.

MOVED: R. Sundar

SECONDED: M. Machan

CARRIED

- d. Conflict of Interest declarations

None declared.

2. DISCUSSION & DECISION (or DIRECTION)

- a. Equitable Remuneration

K. Lomp introduced the item. D. Adams informed Council that the Diversity, Equity, and Inclusion Working Group (DEIWG) reviewed the issue of equitable remuneration for professional Council and committee members, as requested by Council. The intention of the DEIWG’s recommendation to increase the standard per diem rate is to reduce barriers to participation for RPs who are from and who serve equity deserving communities. The increase would apply to meeting attendance. Council discussed the proposed rates and reached consensus to approve.

MOTION C-20MAR2024 – M02

That Council approve the increase to per diem amounts available to professional members from equity-deserving communities, effective April 1, 2024, as follows:

| Role | Meeting preparation time per diem rates | Meeting attendance per diem rate |
|------------------------|--|---|
| chair | \$390.00 | \$487.50 |
| vice-chair or co-chair | \$342.00 | \$427.50 |
| member at large | \$294.00 | \$367.50 |

Moved: J. Vincent

Seconded: M. Monastero

CARRIED

- b. 2024-25 Expense and Revenue Budget

J. Falkenburger, Director, Operations and Human Resources, introduced the 2024-25 expense and revenue budget and provided highlights. Council was invited to ask questions and seek clarification on specific items.

MOTION C-20MAR2024 – M03

That Council approve the 2024-25 expense and revenue budget as presented.

Moved: M. Machan

Seconded: H. Ahonen

CARRIED

- c. Annual Work Plans

K. Lomp introduced the item, noting that the Nominations and Elections and Client Relations Committees have yet to approve their work plans, but will do so at their next scheduled meetings. D. Adams noted that the development of the 2024-25 work plans

was driven by the strategic plan, the CPMF standards that CRPO is working to meet, and committee-identified priorities. Council reached consensus to approve the committee work plans.

d. Council Effectiveness Evaluation Report

Christy Pettit of Pollinate Networks presented the Council Effectiveness evaluation report. Council was invited to discuss the overall results and potential areas for improvement.

e. Discipline Tribunal Pilot Update and Renewal

K. Lomp introduced the item. Mark Pioro, Deputy Registrar & General Counsel, provided an update regarding the CRPO's involvement in the Ontario Physicians and Surgeons Discipline Tribunal (OPSDT) pilot. It was noted that, over the limited number of hearings we have conducted with the pilot, the new process is more efficient (e.g., moving through hearing processes, faster release of decisions and reasons). A further year of involvement in the pilot should provide more data to measure cost benefits and to determine whether to continue in year three.

MOTION C-20MAR2024 – M04

That Council appoint:

- Raj Anand,
- Shayne Kert,
- Sherry Liang,
- Sophie Martel,
- Jennifer Scott, and
- David Wright

As members of the Discipline and Fitness to Practise Committees, and David Wright as Chair of those committees, with a term ending December 31, 2024.

Moved: M. Machan
Seconded: D. Keast
CARRIED

MOTION C-20MAR2024 – M05

That Council appoint Shelley Briscoe-Dimock RP as Vice Chair of the Discipline and Fitness to Practice Committees, with a term ending December 31, 2024.

Moved: K. Hewitt-Blackie
Seconded: M. Machan
CARRIED

MOTION C-20MAR2024 – M06

That that Council enact, effective May 15, 2024, the following by-law article:

1.01.1 The Discipline Committee shall be known as the Ontario Registered Psychotherapists Discipline Tribunal (ORPDT) in English and Tribunal de

discipline des psychothérapeutes autorisés de l'Ontario (TDPAO) in French, and each reference to the Ontario Registered Psychotherapists Discipline Tribunal or the Tribunal de discipline des psychothérapeutes autorisés de l'Ontario, whether orally or in writing, shall be deemed to be a reference to the Discipline Committee of the College as specified in the Code and the Psychotherapy Act, and any other legislation or policy where the context requires.

Moved: M. Machan

Seconded: K. Hewitt-Blackie

CARRIED

3. INFORMATION, EDUCATION & UPDATES

a. Automatic Fee Increase

D. Adams introduced the item, noting that the fee increase is being made in accordance with the CRPO by-laws. The Executive Committee supported staff's recommendation that the increase not apply to fees that are levied as penalties. The percentage of registrants incurring these fees is not unreasonable, therefore current penalty amounts can be seen to be working as required. The last by-law amendment regarding fees occurred in June 2018, with fees increasing automatically at the rate of inflation every two years. The next scheduled increase will take place in June 2024.

b. Key Performance Indicator (KPI) Update

K. Lomp introduced the item. D. Adams walked Council through the Q3 KPIs and provided highlights.

c. HIROC Risk Assessment Checklist Report and Update

K. Lomp introduced the item. K. Roberts, Manager, Operations, introduced the Health Insurance Reciprocal of Canada (HIROC) risk assessment checklist and risk register noting that CRPO has effective mitigation strategies in place for the majority of the risks included in the framework. The College has chosen three areas of focus for the coming year, including cyberlaws, quality assurance and records management.

d. College Performance Measurement Framework (CPMF) report

K. Lomp introduced the item. D. Adams provided a brief presentation to Council regarding how the College is meeting all but three of the standards set by the CPMF. Council was pleased to see the work that has been completed. Next steps to meet the CPMF requirements include completion of the equity impact assessment tool through the self-identification data collection initiative, the articulation of a specific DEI strategy and the development of resources for registrants related to the recently revised professional practice standards.

e. Diversity, Equity and Inclusion Working Group (DEIWG) update

K. Lomp introduced the item. D. Adams provided an update on the work of the DEIWG, highlighting that the working group will be currently reviewing communications as the College prepares to collect self-identification data from registrants, applicants and complainants. Council was also informed of the creation of sub-groups to provide

DEIWG members with opportunities for more regulatory education and engagement with committee work.

f. 2024-2025 Town Hall Update

K. Lomp introduced the item. D. Adams provided an update regarding the proposed town hall format. The town halls will be held on various topics throughout the year, with recordings available for viewing. The intention of the town halls is to provide information to registrants and other system partners on a variety of topics of interest.

g. By-law updates

M. Piore introduced the list of planned by-law amendments in 2024. The review of the by-laws will be quite robust, so Council was invited to ask questions about the planned amendments.

h. Registrar's Report

D. Adams presented her report to Council. Council members were invited to ask questions related to the report.

i. Mentoring Program

K. Lomp provided an update regarding CRPO Council's participation in the mentorship program. Council was invited to discuss and share strategies that worked for their mentorship groups.

4. CONSENT AGENDA

- a. DRAFT Minutes 07DEC2023
- b. Committee Reports

MOTION C-20MAR2024 – M07

That Council approve the consent agenda as presented.

Moved: H. Ahonen
Seconded: M. Machan
CARRIED

5. ADJOURNMENT

MOTION C-20MAR2024 – M08

That the March 20, 2024, meeting of Council be adjourned at 2:46 p.m.

Moved: H. Pateman
Seconded: D. Keast
CARRIED

Examination Committee Report to Council

June 13, 2024

Committee Members

- Heidi Ahonen, RP (Chair)
- Steven Boychyn
- Kali Hewitt-Blackie, RP
- Michael Machan, RP
- Miranda Monastero, RP
- Henry Pateman
- Riffat Yusaf, RP (Non-Council Committee Appointment)

Committee meetings:

- April 19, 2024

Panel meetings:

- March 4, 2024
- March 28, 2024
- May 17, 2024

A half-day plenary meeting took place on April 19, 2024, via videoconference. The Examination Committee considered the following matter:

Supervision Tool

The Committee received an update from staff on the response data summary for the second and third surveys for the Supervision Tool pilot project. The Committee discussed the positive feedback received and agreed that the Supervision Tool (“the Tool”) could be launched.

The Committee considered the versatility of the tool. The Committee directed staff to implement the language adjustments identified at the November 24, 2023, plenary meeting to provide clarity on when the Tool may be used by registrants.

The Committee also discussed methods for collection of feedback from users of the Tool, frequency of the Committee’s review of the Tool and any feedback received, revisions to the Competency Deficit Flowchart to incorporate the Tool as an upgrading activity, and different training and resources to be developed for registrants and clinical supervisors.

Panel Meetings

One full-day panel meeting took place on March 4, 2024 and two half-day panel meetings took place on March 28, 2024 and May 17, 2024, via videoconference. Below are the outcomes of those meetings:

| | |
|--|-----------|
| Total files reviewed | 30 |
| Exam extension approved for first attempt | 27 |
| Exam extension approved for first and third attempt | 2 |
| Learning plan approved as submitted | 1 |

Mass Extension

At the March 28, 2024 meeting, the panel also granted a mass extension to 227 registrants who were unable to make their first or final exam attempt within the timelines specified in the Registration Regulation (225 registrants for their first exam attempt and 2 registrants for their third exam attempt). These registrants were potentially impacted by an email communications issue in which due to changes with certain email provider’s cybersecurity policies, many of the exam notices sent to registrants were going to their spam or junk folders. Although registrants are encouraged to check their spam and junk folders in case of this type of issue, many registrants did not see the notice by the deadline and did not sign up for the exam.

Committee Membership Changes

Keri Selkirk ended her appointment on February 29, 2024. The Chair would like to express appreciation for Keri Selkirk’s valuable contributions to the Committee.

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

June 13, 2024

| Committee Members |
|--|
| <ul style="list-style-type: none">• Kali Hewitt-Blackie, RP• David Keast• Kenneth Lomp, RP (Chair)• Michael Machan, RP (Vice-President) |

Committee meetings:

- April 4, 2024
- May 16, 2024

The Executive Committee considered the following matters at the April and May meetings:

Governance:

Submission to Executive Committee

The Executive Committee was asked to review a question received from a registrant. The RP asked Council to consider defining the concept of conduct unbecoming regarding the issues of participation in activism, failure of duty of care and participation in psychedelic-assisted therapy. Given the highly specific nature of the submission and the extent to which the issues raised are already being addressed by CRPO, the Committee decided, following the [Question Period](#) policy to provide a written response.

An update from staff on development of guidance for registrants related to psychedelic-assisted therapy will be provided at the meeting.

Evaluations: Self-Reflection and Competency Self-Assessment

The Executive Committee was provided with an update regarding the anticipated timelines for the self-reflection and competency self-assessment survey completion. They discussed and provided direction on the process to be used for the feedback meetings. See agenda item 3.a.

System Partner Engagement

The Executive Committee received an update regarding the Professional Association system partners webinar that was hosted by CRPO on May 6. Nine (9) associations were represented. CRPO staff provided a summary of the work completed in 2023 and the plan for the year ahead. The Education Program system partners meeting was hosted on May 13. Twenty-eight education programs were in attendance and received updates on College work with a focus on registration and entry to practice related issues.

Elections Update

The Executive Committee was informed of the acclamation of Heidi Ahonen, RP (District 1 – West) and Radhika Sundar, RP (District 6 – Central West). An election will be held in District 5

(South West) with online voting opening on May 16 and closing May 31. An update will be provided at the meeting. See agenda item 2.f.

By-Law Updates

The Executive Committee reviewed and provided direction on the proposed changes to the by-laws. See agenda item 2.b.

Committee Terms of Reference

The Executive Committee reviewed the recommendations from committees and working groups regarding changes to their terms of reference. See agenda item 2.e.

Diversity, Equity and Inclusion:

Self-identification data collection

The Executive Committee reviewed recommendations from the DEI Working Group regarding communications related to the collection of self-identification data. See agenda item 2.d.

Policy Discussion:

Policy Review Cycle updates

Non-Council Member Appointments policy

The Executive Committee reviewed the revised Non-Council Member Appointments policy. The Nominations and Elections Committee recommended the proposed changes. See agenda item 2.g.i.i.i.

Executive Limitations Policies

Reserve Fund policy

The Executive Committee approved changes to the Reserve Fund Policy to be brought forward to Council. The policy was due for review in accordance with the policy review cycle. See agenda item 2.g.i.

Council Registrar Relationship policy

As noted in the March 20, 2024, Executive Committee report to Council, the Council Registrar Relationship policy is also included under item 2.g.i. for approval.

Privacy Policy

As noted in the March 20, 2024, Executive Committee report to Council, the privacy policy is being presented to Council for approval. See agenda item 2.g.i.i.

Finance & Operations:

Q4 Financials Update

J. Falkenburger, Chief Operations Officer, presented the Q4 financial statements for information. The Committee was satisfied with the report and the financial stability represented.

Health Insurance Reciprocal of Canada (HIROC) Risk Assessment Checklist and Risk Register

The Executive Committee was provided with the HIROC's risk assessment checklist results and the first iteration of the populated risk register. The Committee reviewed and accepted the results of the risk assessment checklist and was presented with the risk register report.

Formal Motions to Council

These are noted in briefing notes coming forward to the June meeting.

The Committee Recommends:

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

Respectfully submitted,

Kenneth G. E. Lomp
Chair, Executive Committee

Inquiries, Complaints and Reports Committee Report to Council

June 13, 2024

Committee Members

- Abimbola (Abi) Ajibolade, RP (Non-Council Committee Member)
- Steven Boychyn
- Janet Cullen, RP (Non-Council Committee Member)
- Darlene Cyrus-Blaize, RP (Non-Council Committee Member)
- Nicolas El-Kada, RP (Non-Council Committee Member)
- Sherine Fahmy
- Kathleen (Kali) Hewitt-Blackie, RP (Chair)
- DeRoux Jones, RP (Non-Council Committee Member)
- Kenneth G. E. Lomp, RP
- Miranda Goode Monastero, RP
- Judy Mord, RP
- Ibukun Ogunsina, RP (Non-Council Committee Member)
- Henry Pateman
- Christopher Rudan, RP (Non-Council Committee Member)
- Kafui Sawyer, RP
- Cindy Stater-Drummond, RP (Non-Council Committee Member)
- Audrey Taylor, RP (Non-Council Committee Member)
- Kevin Uba, RP (Non-Council Committee Member)
- Kevin VanDerZwet Stafford, RP (Non-Council Committee Member)
- Leslie Vesely, RP (Non-Council Committee Member)
- Jeffrey Vincent

Plenary meetings:

- April 18, 2024

Panel meetings:

- March 19, 2024
- March 27, 2024
- March 28, 2024
- April 4, 2024
- April 11, 2024
- April 25, 2024
- May 8, 2024
- May 9, 2024
- May 16, 2024
- June 6, 2024

On April 18, 2024, the Committee met for a full day plenary meeting. In line with recommendations from the Trauma-Informed Review, a policy aimed at protecting panel members from harassment was presented and approved. A third-party complaints policy which will consider the privacy of clients and abuse of process by abusive partners, ex-partners or parents of clients was discussed. P. Bialik will continue developing this policy and will present a draft at the next plenary meeting.

Staff presented information and newly developed resources to assist the Committee with its decision-making process. For example, in response to a growing number of public concerns about sensitive or contentious political topics, staff developed a tool listing topics and questions panels may consider to guide them during their deliberations. With respect to incapacity files, staff offered guidance on assessing when independent medical examinations are necessary. Staff also presented information sheets that were recently developed with the purpose of helping registrants and members of the public who are interacting with ICRC's processes.

Finally, staff shared updates about ongoing projects underway in the Professional Conduct department. The Committee reviewed HPRO's Equity Impact Assessment and discussed priorities for policy and program planning. ICRC was updated on the progress of its Trauma-Informed Review workplan. Staff also shared results from ICRC's year-long data collection project. Statistics relevant to the Committee from the College's Performance Management Framework (CPMF) were presented.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kali Hewitt-Blackie', with a long horizontal flourish extending to the right.

Kali Hewitt-Blackie
Chair, Inquiries, Complaints & Reports Committee

Ontario Registered Psychotherapists Discipline Tribunal (ORPDT) and Fitness to Practise Committee Report to Council

June 13, 2024

ORPDT/FTP Members

- Heidi Ahonen, RP
- Raj Anand
- Steven Boychyn
- Shelley Briscoe Dimock, RP (Vice-Chair)
- Carol Cowan-Levine, RP
- Sherine Fahmy
- Kathleen (Kali) Hewitt-Blackie, RP
- Avni Jain, RP
- David Keast
- Shane Kert
- Sherry Liang
- Kenneth Lomp, RP
- Michael Machan, RP
- Sophie Martel
- Miranda Monastero, RP
- Judy Mord, RP
- Henry Pateman
- Kafui Sawyer, RP
- Jennifer Scott
- Radhika Sundar, RP
- Jeff Vincent
- David Wright (Chair)

Meetings: n/a

Name Change and New Rules

Effective May 15, 2024, the name of the Discipline Committee was changed to the Ontario Registered Psychotherapists Discipline Committee and the Committee adopted new Rules of Procedure, Practice Directions and other materials that are the same as those used by the Ontario Physicians and Surgeons Discipline Tribunal.

Discipline Referrals, Hearings, Case Management/Hearing Management Conferences & Motions

Referrals:

Since the last Council meeting of March 20, 2024, there have been no new referrals to Discipline.

Hearings held:

Since the last Council meeting of March 20, 2024, four (4) hearings occurred.

1. MCLEAN: Uncontested hearing heard on March 22, 2024
2. RIDDELL: Uncontested hearing heard on March 26, 2024
3. SAXTON: Uncontested hearing heard on April 17, 2024
4. HARAMIC: Uncontested hearing heard on April 29, 2024

Scheduled hearings:

1. JAYATUNGE: Hearing in writing, registrant not participating, materials due on July 5, 2024

Case Management Conferences, Hearing Management Conferences & Motions:

One (1) case management conference and one (1) motion occurred since the last Council meeting of March 20, 2024.

Discipline Decisions with Reasons

Decisions with Reasons Issued:

Five (5) Decisions with reasons have been issued since the last Council meeting on March 20, 2024:

CRPO v. PROUSKY
CRPO v MCLEAN
CRPO v RIDDELL
CRPO v SAXTON
CRPO v HARAMIC

Decisions and Reasons Pending:

One (1) Decision with reasons is under reserve as of the date of this report:

CRPO v BECKER (Hearing in writing on February 26, 2024, further submissions made on March 25, 2024)

Training

No training occurred since the last Council meeting of March 20, 2024.

Fitness to Practise Committee:

There are no open files and there has been no activity by the Fitness to Practise Committee

Recommendation:

That the Ontario Registered Psychotherapists Discipline Tribunal and Fitness to Practise Committee Report to Council be accepted as presented.

Respectfully submitted,

David Wright
Chair, ORPDT and Fitness to Practise Committee

Quality Assurance Committee Report to Council

June 13, 2024

| Committee Members | |
|--|--|
| <ul style="list-style-type: none"> • Heidi Ahonen, RP • Felipe Cepeda, RP (Non-council Committee Member) • Kayleen Edwards, RP (Vice-chair, Non-Council Committee Member) • Sherine Fahmy • Kali Hewitt-Blackie, RP • Avni Jain, RP • David Keast • Kenneth Lomp, RP (Chair) • Miranda Monastero, RP • Jeffrey Vincent | |
| Committee meetings: | Panel meetings: |
| <ul style="list-style-type: none"> • March 8, 2024 | <ul style="list-style-type: none"> • N/A |

The Quality Assurance Committee held a plenary meeting on March 8, 2024. At the meeting, Committee members reviewed proposed revisions to the Quality Assurance Program Policies and the Quality Assurance Committee Terms of Reference. Committee members also reviewed the College’s ongoing work guided by the Equity Impact Assessment Tool.

Martek Assessments presented an update on the 2023 Case-based Assessment (CBA) results. The Committee agreed to adopt a universal design framework for the CBA, which means registrants who need extra time to complete the CBA will not have to submit a separate accommodation request.

The next QA Plenary meeting has been scheduled for September 13, 2024.

The Committee Recommends:

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

Respectfully submitted,

Kenneth G.E. Lomp, RP
Chair, Quality Assurance Committee

Registration Committee Report to Council

June 13, 2024

Committee Members

- Heidi Ahonen, RP
- Elda Almario, RP (Non-Council Committee Member)
- Carolle Boivin, RP (Non-Council Committee Member; IRTG Appointment)
- Louis Busch, RP (Non-Council Committee Member; IRTG Appointment)
- Avni Jain, RP
- David Keast
- Michael Machan, RP (Chair)
- Muriel McMahon, RP (term ended April 8, 2024)
- Ahil Nageswaran, RP (Non-Council Committee Member)
- Edite Pine, RP (Qualifying) (Non-Council Committee Member; IRTG Appointment)
- Henry Pateman
- Radhika Sundar, RP
- Glenn Walsh, RP (Non-Council Committee Member; IRTG Appointment)

Committee meetings:

- May 3, 2024

Panel meetings:

- April 26, 2024
- May 24, 2024

At the May 3, 2024 plenary meeting, the Registration Committee considered the following matters:

Equity Impact Assessment Tool

The Committee reviewed and discussed a preliminary assessment. The Committee received an update on plans to gather self-identification data to inform the assessment.

Clinical Supervision Course Guideline

The Committee reviewed and expressed support for the draft Supervision Course Guidelines. The Committee has recommended that Council approve the draft guidelines for public consultation (see agenda item 2.c. in the Council meeting package).

Supervision Module

The Committee reviewed and expressed support for the draft Supervision Guide. Staff will finalize the guide based on the Committee's feedback and use it to develop the Supervision Module.

Policy Review

The Committee approved revisions to the [Language Proficiency Policy](#).

Program Recognition

The Committee made the following decisions:

- The Gestalt Institute of Toronto Diploma, Five-Year Training Program in Gestalt Psychotherapy's academic and clinical experience recognition was renewed.

- The Wilfrid Laurier University Master of Music Therapy two-year program was granted academic recognition.
- The Wilfrid Laurier University Master of Music Therapy one-year program was granted academic recognition.
- The Tyndale University Master of Arts in Clinical Counselling program was granted clinical experience recognition.

Key Performance Indicators

The Committee was updated on key performance indicators for Q4 2023-24 (January-March 2024).

Panel Meetings

All meetings were a half day in length and took place via video conference.

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| Total applications reviewed | 14 |
| Approved | 3 |
| Terms, Conditions & Limitations (TCL) | 1 |
| Conditional approval | 0 |
| Requests for more information | 1 |
| Refused | 9 |

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 March 20, 2023 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:

- [MS v. College of Registered Psychotherapists of Ontario](#)

Committee Membership Changes

Muriel McMahon’s appointment to the Registration Committee ended on April 8, 2024. The Chair would like to express appreciation for her valuable contributions to the Registration Committee Indigenous Registration Pathway panels and wish her the best in her future endeavours.

Formal Motions to Council

- n/a

The Committee Recommends:

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

Respectfully submitted,

Michael Machan, RP
Chair, Registration Committee