



DRAFT Council Agenda

Date & Time: Thursday, September 7, 2017; 9:30 am – 3:35 pm
Location: 163 Queen Street East, 2nd Floor, Room A/B/C
Chair: Andrew Benedetto, President
Guest: Blair MacKenzie, Managing Partner, Hillborn LLP

	Time	Item	Page	Lead
1.	9:30	Welcome and Opening Remarks	-	A. Benedetto
2.	9:35	Approval of Agenda	1	A. Benedetto
3.	9:40	Conflict of Interest Declarations	-	A. Benedetto
4.	9:45	Approval of May 11, 2017 Minutes & Business Arising	3	A. Benedetto
5.	9:50	President's Remarks	-	A. Benedetto
6.	10:00	Committee/TG Chairs' Reports		
		• Quality Assurance Committee	8	P. Rayman
		• Registration Committee	10	A. Benedetto
		• Inquiries, Complaints and Reports Committee	11	K. VanDerZwet Stafford
		• Examinations Committee	12	M. MacFarlane
		• Client Relations Committee	13	C. Cowan-Levine
		• Executive Committee	15	A. Benedetto
7.	10:35	Registrar's Report	16	D. Adams
	10:45	BREAK		
8.	11:00	Council Training: Fiduciary Duty & Financial Documents	19	B. MacKenzie
9.	12:00	2016-17 Audit Report (for information) <i>in camera</i>	20	J. Falkenburger
10.	12:15	2017-18 Expense Budget (for information, discussion, approval) <i>in camera</i>	21	J. Falkenburger
	12:30	LUNCH		
11.	1:30	Bill 87 Orientation (for information)	22	M. Pioro
12.	1:55	Quality Assurance Program Update (for information)	26	P. Rayman/ L. Marttinen
13.	2:15	Quality Assurance Tools in other College Processes (for information)	29	L. Marttinen
	2:30	BREAK		
14.	2:45	Question Period Policy (for discussion, approval)	30	D. Adams
15.	2:55	Observer Guidelines Policy (for discussion, approval)	32	D. Adams
16.	3:05	Examinations Committee Terms of Reference (for approval)	35	M. MacFarlane

17.	3:10	Executive Committee Elections	39	D. Adams/ S. Knight
18.	3:20	Council Member Question Period	-	A. Benedetto
19.	3:30	New Business & Call for Agenda Items	-	A. Benedetto
	3:35	ADJOURNMENT		



DRAFT COUNCIL MEETING MINUTES

Thursday, May 11, 2017

Approved by Council:

Present

Andrew Benedetto, RP
(President)
Shelley Briscoe-Dimock, RP
Carol Cowan-Levine, RP
Barbara Locke Billingsley (via
teleconference)
Mary Kardos Burton
Shikha Kasal
Sheldon Kawarsky
Sue Lymburner, RP
Malcolm MacFarlane, RP (Vice-
President) (via teleconference)
Keith Marlowe, RP
Pat Rayman, RP
Len Rudner
Steven Stijacic

Staff

Deborah Adams, Registrar
Nadia Afrin, Executive Assistant
Jo Anne Falkenburger, Director of Operations and HR
Shauna Grey, Manager, Communications
Sean Knight, Policy & Communications Analyst (Recorder)
Lene Marttinen, Manager, Quality Assurance (for part of the
meeting)
Monica McPherson, Manager, Registration (for part of the
meeting)
Mark Piro, Director, Professional Conduct & Deputy
Registrar

Regrets

Kevin VanDerZwet Stafford, RP

1. Call to Order

A. Benedetto, Chair, called the meeting to order at 9:30 am, welcoming Council members and observers.

2. Approval of Agenda

The Chair presented the meeting agenda for approval.

**C-11 May
2017- M01**

MOTION: Moved by C. Cowan-Levine, seconded by L. Rudner.

That the agenda for the May 11, 2017 meeting of Council be approved as presented.

CARRIED

3. Conflict of Interest Declarations

Council members were asked to declare any conflicts concerning business on the agenda. No conflicts were reported.

4. Approval of January 19, 2017 Minutes & Business Arising

The Chair introduced the minutes from the January 19, 2017 Council meeting for approval. No errors or omissions were reported.

**C-11 May
2017- M02**

MOTION: Moved by C. Cowan-Levine, seconded by P. Rayman.

That the minutes of the January 19, 2017 meeting of Council be approved as presented.

CARRIED

5. President's Report

A. Benedetto, President, reflected that two years had passed since proclamation and on the direction of the College. He acknowledged the work of Council and Committees, and wished to recognize the careful consideration of matters brought forward and deliberated on.

The President also thanked C. Cowan-Levine for her contribution as President for the last five years and during the transition following recent Executive Committee elections, as well as K. VanDerZwet Stafford who also served on Executive Committee since inception of the Transitional Council until January 2017.

6. Committee/TG Chairs' Reports

Registration Committee

A. Benedetto reviewed matters discussed by the Committee, including requirements for acting as a clinical supervisor, which will be reviewed in greater detail at the Committee's upcoming meeting in June.

Inquiries, Complaints, and Reports Committee

Members were directed to the previously circulated Committee report.

Quality Assurance Committee

P. Rayman discussed policy work considered by the Committee, including how to address RP (Inactive) Members who return to active practise and when they must be up to date with respect to their professional development activities upon returning to active practice.

Discipline Committee

S. Kasal reviewed the three hearings completed to date, and outlined the work involved that is part of each referral made to the Committee.

Executive Committee

A. Benedetto directed Council members to the report circulated in the agenda package prior to the meeting.

7. Registrar's Remarks

D. Adams, Registrar, provided Council with information regarding the end of registration renewal and the suspension of Members who failed to renew by the deadline, gave an update for ongoing Council elections, and discussed the move to a new office.

The Registrar also discussed Bill 87, reporting that while the College was not able to speak at the Standing Committee on the Legislative Assembly, staff provided written submissions supporting the measures proposed in the legislation.

Finally, the Registrar noted that staff will be working with contacts at the Ministry of Health and Long-Term Care to ensure that the regulatory perspective is considered with respect to the government's budget announcement for funding of structured psychotherapy.

8. Suitability to Practise Policy

D. Adams reviewed Council's previous discussions regarding suitability to practise, which resulted in further consideration of the policy at Executive Committee, and revision of the draft presented to Council.

Council members discussed the procedures outlined in the document for gathering information prior to publishing relevant details on the public register and the relevance of such information with respect to public protection. Council also discussed when and how information would be removed from the Register when it is no longer relevant.

**C-11 May
2017 - M03**

MOTION: Moved by K. Marlowe, seconded by S. Lymburner.

That Council approve the draft CRPO policy document entitled *Determining a Member's Suitability to Practise*, as presented.

CARRIED

P. Rayman requested her objection to the motion be recorded in the minutes.

9. Transparency By-law Amendments – Posting Charges on Public Register

M. Piore reviewed the history of the transparency by-law amendments considered by Council, and summarized the discussion of the remaining by-law proposal to post pending charges at previous meetings. Council members were also presented with a mock-up of a Public Register entry that would list a known charge, as well as information outlining the presumption of innocence of a Member.

Council discussed balancing the public protection aspect of posting charges with the presumption of innocence of Members and the possible damage inflicted to a career once the information is posted, as well as concerns about procedure when posting charges. Staff referred to the policy on determining suitability to practise, and indicated that the Member would be asked for information before charges would be published.

**C-11 May
2017 - M04**

MOTION: Moved by S. Kawarsky, seconded by C. Cowan-Levine.

That Council approve the following proposed addition to by-law article 21.08:

(xxii) where a Member has been charged with an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act* that the Registrar believes is relevant to the Member's suitability to practise, and the charge is outstanding and is known to the College, the fact and content of the charge and, where known to the College, the date and place of the charge.

CARRIED

P. Rayman requested her objection to the motion be recorded in the minutes.

10. Council Elections – Next Steps

Council discussed how to proceed with annual committee and chair appointments in conjunction with annual elections. Members agreed to address appointments of newly elected Council members at the first meeting after the close of elections, and consider the full committee/chair appointment slate following the annual election of Executive Committee.

11. Introduction of Council Member Needs Assessment

D. Adams explained that in order to develop orientation materials for newly elected Council members, as well to address ongoing professional development for Council, Members would be asked to complete a Needs Assessment Survey. The results of the survey would be reported back to Council at its next meeting.

12. Pilot of Professional Practice Working Group

D. Adams introduced the draft Terms of Reference of a pilot of the Professional Practice Working Group for Council's approval. The Working Group is intended to assist the College by providing knowledge of practising clinicians to policy and resource development, and provide linkages and coordination between parallel professional practice related initiatives across Council and Committees. An amendment was offered to the previous circulated Terms of Reference prior to approval.

**C-11 May
2017- M05**

MOTION: Moved by P. Rayman, seconded by K. Marlowe.

That Council approve create of the proposed Professional Practice Working Group, based on the Terms of Reference, as amended, and agree to review the Working Group's mandate in approximately one year.

CARRIED

13. Electronic Practice Presentation

Staff presented information to Council related to electronic practice, including relevant Professional Practice Standards, and concerns around the suitability of technology in practice, as well as ensuring privacy and confidentiality.

Council members discussed various aspects of electronic practice, including the use of social media platforms, and how technology may impact different aspects of a Member's practice, such as when seeking informed consent from a client.

14. Question Period

The Registrar was asked about the status of proclamation for the controlled act of psychotherapy, and responded that there was no news to report. She added that she would be speaking with senior staff at the Ministry of Health and Long-Term Care in the next week.

15. New Business & Call for Agenda Items

No agenda items were raised for the next Council meeting agenda.

16. Adjournment

C-11 May
2017– M6

MOTION: Moved by S. Kawarsky, seconded by M. Kardos Burton.

That the Council meeting be adjourned.

CARRIED

The meeting was adjourned at 3:00.

Andrew Benedetto, President

Date

REPORT TO COUNCIL
Quality Assurance Committee

September 7, 2017

Respectfully submitted by:
Pat Rayman, Chair, Quality Assurance Committee

Since Council last met on May 11, 2017, the Quality Assurance (QA) Committee has met 3 times:

- May 25, 2017 (included policy work and panel deliberations)
- June 29, 2017 (policy and panel)
- August 18, 2017 (panel only)

At Council's last meeting, a brief summary of Members' Professional Development (PD) participation was provided. The following is an update to the statistics presented at that time:

- Roughly 1,450 Members were required to complete a Self-Assessment and begin a Learning Plan by March 31, 2017.
- Of those, only 85 Members did not complete the requirements. This group received a past deadline notice and phone call from staff.
- Only 18 Members did not respond to these initial reminders or complete their PD requirements, thus they received a final past due notice, along with another phone call from staff.
- After the second notice, only 3 Members failed to complete the requirements and were required to engage in Peer and Practice Review (PPR) as a result.
- Finally, 150 Members were randomly selected for review of their PD tools. Of these, only 2 Members failed to complete the requirements and were required to engage in PPR.

In a brief update on QA panel work:

To date, 8 PPR cases have required review by the panel. In 7 of these cases, decision and reasons have been issued and 6 cases have been concluded.

The remaining portion of the report outlines Committee's policy work.

In early February, Committee undertook the process of recruiting and appointing qualified RPs to the peer assessor roster. Of the 7 Members who were previously on the roster, 6 expressed interest in reappointment. One or two additional assessors were needed to round out the roster. At the conclusion of the selection process, a total of 7 RPs were appointed as peer assessors at Committee's May 25, 2017 meeting.

Committee revised two important policies at its June meeting:

- For Members who have not completed their PD requirements and who have been referred for PPR, their deadline to complete the PPR tools has been shortened to 60 days from 6 months.

The purpose of this change is to support fair administration of the QA Program and bring a timelier conclusion to cases where there is a potential concern about a Member's participation.

- For all Members, the deadline to complete the PD requirements has shifted to November 30.

This change was proposed by the College, to de-link the QA and Renewal deadlines. Renewal requires intensive staff resources, as does QA. Shifting the QA deadline so that it is different from the Renewal deadline will enable more staff resources to be available for supporting Members participation in QA, including responding to Member inquiries, providing technical assistance and engaging in outreach and education.

We will hear more about this during a presentation later today.

In other news; in late July development of a remediation resource began. iComp Consulting has led development of the informed consent workbook, a process which includes:

- input from the peer assessors to inform the content;
- feedback of Members who have completed the workbook; and
- review by QAC.

This resource will be widely available to all Members who wish to use it for their own education.

Our next meeting takes place October 2, 2017.

Finally, I'd like to thank Members of the Quality Assurance Committee and staff for your integrity, your thoughtful input and enduring patience. Your continued care and consideration to all aspects of our public protection mandate is evident in your work as we refine the QA program.

Quality Assurance Committee Members

Andrew Benedetto Malcolm MacFarlane
Mary Kardos Burton Pat Rayman (Chair)
Carol Cowan-Levine Len Rudner
Sheldon Kawarsky

**REPORT TO COUNCIL
Registration Committee**

September 7, 2017

Respectfully submitted by:
Andrew Benedetto, Chair, Registration Committee

Since the Council meeting in May, Registration Committee has held one plenary meeting, and four panel meetings.

At the June 16, 2017 plenary meeting, Registration Committee considered the following matters:

- Review of requirements to serve as a clinical supervisor, and how supervision protects the public interest. This included discussion of when a supervisor can begin counting their minimum five years extensive experience in the practice of psychotherapy, prohibiting the delegation of clinical supervision to an individual who does not meet the established requirements, considering if the activities making up the 30 hours of directed learning should be more prescribed (e.g. a cap on the number of hours that can be comprised of structured readings), and articulating what is expected of someone with "extensive" experience. Requirements will continue to be reviewed and clarified;
- Deciding not to proceed with implementation of a criminal record check requirement at this time. The Committee will revisit the question in a year to evaluate best practices and how to move forward if a record check requirement is recommended;
- Review of the administrative check of program applications by staff and the consideration of key program components.

Panel meetings were scheduled on June 2 and 16, July 7 and 28, and August 25 to consider 49 files. As reported at the May Council meeting, a second regularly scheduled panel has been formed to ensure the timely processing of applications sent to panel.

Following a decision by a Registration panel to refuse registration, applicants have the right to appeal the decision to the Health Professions Appeal and Review Board (HPARB). To date, HPARB has returned three decisions, all of which have confirmed the decision of the Registration panel. HPARB posts its order and reasons on CanLii, and are linked below:

[L.K.M v. College of Registered Psychotherapists](#)

[P.S. v. College of Registered Psychotherapists](#)

[I.E.C. v. College of Registered Psychotherapists](#)

Committee Members:

Heidi Ahonen (Non-Council Committee Member)

Andrew Benedetto (Chair)

Barbara Locke Billingsley

Carol Cowan-Levine

Tamar Kakiashvili (Non-Council Committee Member)

Shikha Kasal

Sheldon Kawarsky

Malcolm MacFarlane

REPORT TO COUNCIL
Inquiries, Complaints, and Reports Committee

September 7, 2017

Respectfully submitted by:

Kevin VanDerZwet Stafford, Chair, Inquiries, Complaints and Reports Committee

Since the May Council meeting, ICRC has held five panel meetings. The committee will hold its next plenary meeting in late October to discuss and refine the complaint and investigation process. It also plans to consider draft guidelines on when Registered Psychotherapists can and should disclose confidential client information to prevent harm (sometimes referred to as the 'duty to warn'). If approved, this will come forward to Council for deliberation.

In the 2017-18 fiscal year to date (as of August 30), the College has received 14 formal complaints and initiated four Registrar's Investigations.¹ This is compared with:

- 2015-16: 15 formal complaints and four Registrar's Investigations.
- 2016-17: 15 formal complaints and eight Registrar's Investigations.

¹ A formal investigation resulting from an information source other than a formal complaint.

**REPORT TO COUNCIL
Examination Committee**

September 7, 2017

Respectfully submitted by:
Malcolm M. MacFarlane, Chair, Examination Committee

Council last met on May 11, 2017. Since then, the Examination Committee has met twice, on June 16 and August 16, 2017.

The Examination Committee considers appeals regarding failure of the Canadian Professional Standard for Counselling and Psychotherapy (CPSCP): Entry to Practice Competency Assessment (commonly referred to as the “Registration Examination”) where there are alleged grounds of unfairness of process; the Committee may also grant time extensions to individuals who, due to extenuating circumstances, are unable to write the Registration Examination within the time period set forth in the Registration Regulation. A Qualifying Member has three attempts in which to successfully pass the Exam and may be asked to undertake upgrading activities after failure of the second attempt. The Committee decides whether a Member may be required to complete any upgrading activities before writing their third and final attempt.

In August, the Committee approved its Terms of Reference, and Lorna Martin of [COMPASS Centre for Examination Development](#), the national body established to develop and administer the assessment, delivered a comprehensive presentation about the history, development and format of the Exam which was very well received.

At its two meetings, the Committee convened panels to consider appeal and extension requests, and to initiate the discussion on possible upgrading activities.

Two appeals to nullify the results of unsuccessful first attempts given extenuating circumstances were granted, as was a one-time mass extension to 16 Qualifying Members who submitted new applications for consideration under the grandparenting provisions before that route closed on March 31, 2017. This extension will ensure these do not miss the 24-month deadline in which to make their first attempt at the Examination while their grandparenting applications are under review.

Finally, the Committee addressed the issue of upgrading activities for one Qualifying Member who has failed the Exam twice. Of the various options discussed, the Committee agreed to develop a modified version of the Peer & Practice Review (PPR) tools (developed under the Quality Assurance program) to guide an assessment of the Member. Although this assessment will not form part of the QA program requirements in any way, the Committee felt the already-developed PPR tools could be a useful resource in identifying possible areas for support; a Member-directed learning plan would follow the assessment, require approval by the Committee and must be completed successfully before the third and final attempt.

Examination Committee Members

Andrew Benedetto	Sheldon Kawarsky
Barbara Locke Billingsley	Steven Stijacic
Malcolm MacFarlane (Chair)	Kevin VanDerZwet Stafford

REPORT TO COUNCIL
Client Relations Committee

September 7, 2017

Respectfully submitted by:
Carol Cowan-Levine, Chair, Client Relations Committee

As noted in our Annual Report, the Client Relations Committee (CRC) is charged with the development, ongoing maintenance and evaluation of the Client Relations Program. The requirements of the program are set out in Section 84 of the *Regulated Health Professions Act, 1991* (RHPA) and include the following measures for preventing and dealing with the sexual abuse of clients by Members:

- a. educational requirements for members;
- b. guidelines for the conduct of members with their client;
- c. training for the College's staff; and
- d. the provision of information to the public.

Currently, the CRC's focus is the development of a robust Client Relations Program that encompasses both breadth and depth. To this end, the CRC has held three full-day meetings since our last report to Council and has tackled a significant volume of work, heightened by the passage of Bill 87 and the Government recommendations from the Provincial Sexual Abuse Task Force report.

We have undertaken a review of word changes made in the Jurisprudence Handbook, reviewed practices of other regulatory colleges, focusing on the importance of clear standards, consistent definitions, termination matters and the post-termination relationships, boundary violations, client education, member education and the observed increase in reporting of sexual abuse.

Establishing a framework to educate both the public and CRPO Members is essential, as is a clear set of definitions to be used consistently for each of the following: client, power, boundary crossing, boundary violation, consent, therapeutic relationship, and fiduciary relationship; uniformly utilized throughout all of the work undertaken by CRPO.

Additional desired outcomes noted were the need to ensure clear, unambiguous and empathic language, an application process to make a complaint of sexual abuse that was fair, reasonable, adequately funded and appropriately staffed. Consideration was given to the opportunities within the program of having a designated staff support person to minimize re-traumatization in the complaint submission process.

Costs, application form templates, and collection of sexual abuse data from Inquiries, Complaints, & Reports (ICRC) were identified as fundamental areas of information required for core program development.

A review of literature was undertaken, not only in terms of definitions, but best practices. To that end, we had a presentation by Dr. Ruth Gallop, Professor, Bloomberg Faculty of Nursing,

University of Toronto, who has vast knowledge in this field in her own professional research, as well as in her roles with the College of Nurses of Ontario.

To date the CRC has undertaken the following:

1. Formulated foundational definitions including client, power, boundaries, therapeutic relationships, boundary crossing and violations, abuse in all its form.
2. Created a summary of CRPO's current regulatory tools related to sexual abuse.
3. Created funding forms for clients who have been sexually abused.
4. Re-considering the language used in the Jurisprudence Handbook to avoid misinformation.
5. Deciding on a cooling off period for post-termination relationships.
6. Reviewing content and website architecture for sexual abuse.

Members of this Committee are to be commended for their investment of time, thoughtful, empathic considerations, astute judgement, and willingness to challenge the status quo, all necessary to establish CRPO as a leader in this work.

Committee Members:

Carol Cowan-Levine

Shelley Briscoe-Dimock

Barbara Locke Billingsley

Mary Kardos Burton

Sue Lymburner (Non-Council Committee Member)

Steven Stijacic

**REPORT TO COUNCIL
Executive Committee**

September 7, 2017

Respectfully submitted by:
Andrew Benedetto, Chair, Executive Committee

Since the Council meeting in May, the Executive committee held one teleconference meeting and two in-person meetings. Dates were as follows:

In-person meetings:

1. May 12, 2017
2. July 25, 2017

Teleconference meetings:

1. June 13, 2017

At the meetings, the following matters were considered by Executive Committee:

- passing of Bill 87, the *Protecting Patients Act, 2017* and its implications for regulators
- a required amendment to By-law article 21.09(xvii) to include drug convictions in the matters that would be posted to the public register
- need for a policy that would constitute best practices in addressing stakeholder questions directed to Council
- development of Observer Guidelines and Rules of Conduct during Council meetings
- the College's position on access to care and whether a formal and articulated position is required
- best practices related to the composition of panels dealing with allegations of sexual abuse
- Council member's resignation and subsequent appointment to the Client Relations Committee
- election results and the potential merger of electoral districts
- review of the 2016- 2017 audited financial statements
- approval of the 2017-2018 preliminary budget
- possible revisions to Council expense guidelines
- results of the Council member needs assessment and how to use this information to orient and educate Council members
- upcoming 2-day working meeting of the Indigenous Registration Task Group
- planning for public education

Committee Members:

Andrew Benedetto (Chair)
Carol Cowan-Levine
Mary Kardos Burton
Sheldon Kawarsky
Malcolm MacFarlane

REPORT TO COUNCIL

September 7, 2017

Respectfully submitted by: Deborah Adams, Registrar

MEMBERSHIP NUMBERS

At time of writing, the total number of members was 4,882. Since the close of grandparenting, CRPO hired 6 new Registration Assistants to deal with the volume of applications. Staff has been working to support two panels of the Registration Committee in order to increase our capacity to process both grandparenting and regular route applications that require panel review.

PUBLIC FUNDING OF PSYCHOTHERAPY

Health Quality Ontario has released its report on the public funding of psychotherapy. In the report, The Ontario Health Technology Advisory Committee recommends that evidence-based, structured, individual and group psychotherapy provided by nonphysicians be publicly funded for patients with major depressive disorder and/or generalized anxiety disorder.

The full report and the request for feedback on the recommendation can be found here: <http://www.hqontario.ca/evidence-to-improve-care/health-technology-assessment/reviews-and-recommendations/psychotherapy-for-major-depressive-disorder-and-generalized-anxiety-disorder>

Staff is reviewing the document and will be reporting back to Executive Committee.

OFFICE MOVE

The CRPO office will be moving to 375 University Avenue on September 15th, 2017. I want to acknowledge the exceptional amount of work that Jo Anne Falkenburger and Kelly Roberts have done in planning the move and overseeing the project. We will happily be moving into a well-designed, efficient and lovely space because of them.

College staff will be unavailable on Friday September 15th as the IT and communications networks are set up. Other than this one day interruption, our goal is to be able to resume regular service as of Monday September 18th. New phone numbers, along with the address and directions to the new office will be published on the CRPO website and will go out in an email message to our Members and stakeholders. Current staff phone lines will also have an overlap that will provide a message with new information in order to give stakeholders an opportunity to update their contact lists.

CONTROLLED ACT

On August 4, 2017, the Minister of Health and Long-Term Care requested Health Professions Regulatory Advisory Council (HPRAC) to:

- Provide advice on how to make clear the meaning of the controlled act so that it is understood by members of the professions who may be granted the controlled act, prospective applicants to the professions and, most importantly, to the public.
- Recommend criteria for determining whether there are certain providers, who are not members of a regulated health profession, who may require an exemption from the performance of the controlled act so that they are not unduly prevented from providing services to their respective client population.

The Minister requested that HPRAC provide its advice no later than November 1, 2017.

The referral letter and accompanying information is available here:

<http://www.hprac.org/en/projects/psychotherapy.asp>

Staff has attended several meetings with HPRAC's Chair and council to provide information in support of their review of the controlled act. Andrew Benedetto was also able to attend one of these meetings. Staff will continue to make themselves available during the consultation and will report back, through Executive, once the process is completed.

COUNCIL MEMBER NEEDS ASSESSMENT

Council members were asked to complete a Needs Assessment Survey, to assist in assessing how best to develop a comprehensive orientation and education program for Council and committee members that will include:

- initial board orientation;
- committee specific training;
- chair training and mentorship; and
- continuing professional development.

The results of the survey are anonymous. The Executive Committee was presented with the full set of answers and comments and reviewed these with staff.

Overall, the results of the survey were reassuring. In 16 of 20 questions asked about the three domains of competence (detailed below), all 15 Council members indicated that they felt comfortable with their level of competence or could use "some improvement or training." In four of the questions, one or more members indicated that they felt they needed further improvement or training.

The information gained from this survey will be used to support development of orientation and professional development offerings for Council going forward.

THEMES	Number of related comments
<p>BEHAVIOURAL attributes and competencies that will enable each member to use their knowledge and skills to function well as part of a team. Success in this domain ensures that the Council functions in a way that allows analytical thinkers to work effectively with visionaries and challengers to balance conciliators, ultimately producing thoughtful, well-reasoned plans and decisions.</p>	12
<p>The essential understanding of GOVERNANCE that will provide the framework within which Council members will be able to maximize their contribution to the work of the CRPO. A solid understanding of these practices will ensure that Council takes on appropriate tasks and can be efficient and effective.</p>	16
<p>The TECHNICAL KNOWLEDGE needed to be able to operate within the prescribed boundaries of a regulatory body. In order to effectively carry out the objects of the College, all Council members will need sufficient familiarity with and understanding of the provincial and federal legislation, and the accompanying acts and regulations as well as standards, by-laws, policies and guidelines that guide the work of the College and the practice of Registered Psychotherapists.</p>	29
Kudos	6
General comments	7

Specific Topic Requests

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Technical knowledge (regulatory) 2. Technical knowledge (by-laws & Roberts' Rules) 3. Behaviour (comfort in speaking) 4. Behaviour (preparation) 5. Council question period 6. Governance | <ol style="list-style-type: none"> 7. Information (in general) 8. Information overload 9. Work of other committees 10. Roles (general) 11. Roles (governance) 12. Technical knowledge 13. Technical knowledge (needed for comfort in speaking) |
|---|---|



College of Registered Psychotherapists of Ontario

Committee Name:	Council Committee
Meeting Date:	September 7, 2017
Agenda Item no.	8
Description:	Council Training: Fiduciary Duty & Financial Documents
Attachments:	8.1 Reading Financial Statements – What do I need to know?
Appendices:	n/a
For:	Information <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	D. Adams

Background:

As part of ongoing professional development for Council Members, Blair MacKenzie, Managing Partner of Hillborn LLP will provide training regarding fiduciary duties and reading financial documents.

An additional document prepared by Chartered Professional Accountants Canada, entitled “Reading Financial Statements – What do I need to know?” is also provided for additional information. To access the document, please use the listed under “Attachments”.



College of Registered Psychotherapists of Ontario

Committee Name:	Council Committee
Meeting Date:	September 7, 2017
Agenda Item no.	9
Description:	2016-17 Audit Report <i>in camera</i>
Attachments:	n/a
Appendices:	n/a
For:	Information <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	J. Falkenburger

In accordance with 7(2)b of Schedule 2 of the *Regulated Health Professions Act (RHPA)*, discussions concerning financial matters are held *in camera*. As such, materials related to this item are not posted as stated in subsection 7(1.2) of Schedule 2 of the *RHPA*.



College of Registered Psychotherapists of Ontario

Committee Name:	Council Committee
Meeting Date:	September 7, 2017
Agenda Item no.	10
Description:	2017-18 Expense Budget <i>in camera</i>
Attachments:	n/a
Appendices:	n/a
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	J. Falkenburger

In accordance with 7(2)b of Schedule 2 of the *Regulated Health Professions Act (RHPA)*, discussions concerning financial matters are held *in camera*. As such, materials related to this item are not posted as stated in subsection 7(1.2) of Schedule 2 of the *RHPA*.



College of Registered Psychotherapists of Ontario

Committee Name:	Council
Meeting Date:	September 7, 2017
Agenda Item no.	11
Description:	Bill 87 Orientation
Attachments:	n/a
Appendices:	Bill 87 Overview
For:	Information <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	M. Pioro

Background:

Bill 87, the *Protecting Patients Act*, received Royal Assent May 30, 2017. This legislation has made a series of amendments to the *Regulated Health Professions Act*.

Staff will review the amendments (listed below). Some are currently in force while others will be proclaimed into force at a later date. Staff will discuss how these amendments may affect various College programs and processes.

Bill 87 Overview

Topic	Measure	In force ?	Comments
A. Increased powers of minister	1. Minister can make regulations controlling all aspects of statutory committees/ panels	Not yet	<p>Potential examples: Committees or panels with majority public members; panel member(s) with legal training; panel with knowledge of sexual abuse issues, etc.</p> <p>Next steps: Anticipate consultations with ministry.</p>
	2. College can disclose personal info to minister	Yes	<p>Potential example: To demonstrate College is investigating and prosecuting appropriately.</p> <p>Process: College should expect letter from Minister to Registrar before disclosing; exceptions for privileged and QA information.</p>
	3. Broader Minister powers to collect and share statistical info from colleges	Yes	<p>Potential examples: For development of an electronic health record system, for research.</p> <p>Next steps: Request ministry to consult with colleges before requesting new statistical information.</p>
	4. Prescribed functions for Patient Relations Committee	Not yet	<p>Potential examples: Requiring the development of specific information regarding preventing and responding to sexual abuse of clients by Members; requiring college to address other aspects of therapist-client relationship such as client rights, communicating with clients, etc.</p> <p>Next steps: Request ministry to consult with colleges before developing regulations</p>

B. Sexual abuse	5. Minister prescribed functions	Not yet	<p>Minister can make regulations on how colleges conduct sexual misconduct cases</p> <p>Potential examples: Allow video-taped evidence; College provides free legal counsel for Complainant</p> <p>Next steps: Consultation from ministry</p>
	6. Definition of patient	Not yet	<p>Will include anyone who was a patient within past year. Colleges can increase this period, and CRPO is considering. Not interpreted retrospectively.</p> <p>Minister can make regulation setting criteria for who is a “patient”.</p>
	7. Funding for victims of sexual abuse by Members	Not yet	<p>Available immediately once complaint or report is made; potential for additional expenses such as childcare or travel.</p> <p>Next steps: Finalize forms and procedures; decide whether to offer funding before provisions are proclaimed.</p> <p>Consider how to end funding (e.g. if ICRC determines complaint is frivolous or vexatious)</p>
	8. Mandatory revocations	Yes	<p>Now also includes touching of anus, breasts; findings of sexual abuse made by other regulators’; Minister can add more through regulation, e.g. kissing or certain criminal findings; no automatic stay on appeal.</p> <p>Can retrospectively apply mandatory revocation for touching of aforementioned body parts.</p>
	9. Other discipline orders	Yes	<p>No gender-based restrictions; no delaying mandatory revocation; mandatory suspension for all other forms of sexual abuse.</p> <p>Can retrospectively interpret mandatory suspension provision.</p>
	10. Increased fines for not filing mandatory report	Yes	<p>Increased from \$25,000 to \$50,000 for individuals; from \$50,000 to \$200,000 for corporations</p> <p>Next steps: Develop policies and communicate</p>
	11. Third party production orders	Not yet	<p>Detailed process & criteria before Discipline Committee can require third party to give items to a party, e.g. Complainant’s psychiatric records not held by the Member</p> <p>Next steps: Await news about proclamation; Discipline Committee to review Rules of Procedure and revise if necessary</p>

C. Transparency	12. Expansion of Public Register	Yes	<p>Undertakings, in-person caution, SCERPs, etc.</p> <p>Now posted indefinitely, i.e. cautions don't come down after two years.</p> <p>Minister can require additional info to be public.</p> <p>Next steps: Remove by-law saying that cautions/SCERPs come down after a period of time; propose creation of by-law clarifying that a SCERP/caution is received once it is ordered by the panel, not when the Member actually comes in.</p>
	13. New mandatory self-reporting obligations	Not yet	<p>Misconduct with other regulators, criminal charges and bail.</p> <p>Next steps: Communicate new duties to Members, when proclaimed.</p>
	14. Council meeting packages on website	Yes	<p>First CRPO Council meeting with agenda package publicly posted: September 7, 2017.</p>
D. Misc.	15. ICRC can order earlier interim suspensions	Yes	<p>Next steps: Training; develop associated policies and processes; review existing and new files for possible interim order.</p>
	16. College can disclose info to retirement and long-term care home regulators	Yes	<p>Next steps: If need arises, develop a process, and relationship with retirement and long-term care home regulators.</p>
	17. ADR and complaint withdrawals	Yes	<p>Registrar can approve ADR resolutions or complaint withdrawals without ICRC, not appealable to HPARB; more generous time limits for ADR.</p> <p>Next steps: Develop policies as needed.</p>



Committee Name:	Council
Meeting Date:	September 7, 2017
Agenda Item no.	12
Description:	Quality Assurance Program Update
Attachments:	n/a
Appendices:	Amended QA policies
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	L. Marttinen

Background:

In 2015, the College informed Members that the Professional Development component of the Quality Assurance Program would be launched for the first time in 2016. From October 2015 until end of March 2016 the College engaged in a dedicated communications plan to inform Members of their Professional Development requirements and the deadline. This deadline was set as March 31, coinciding with the Renewal deadline.

At that time, it was presumed that March 31 would remain the annual deadline by which eligible Members would be required to demonstrate participation in Professional Development, including:

- completing a new Self-Assessment every two years;
- engaging in 40 hours of learning activities over every two year period; and
- maintaining an up-to-date Learning Plan and Learning Record, to be submitted every second year.

Now moving into its third year, CRPO staff have been able to monitor the delivery of the Professional Development component, and have observed trends and challenges.

Trends:

- By far, the vast majority of members complete their requirements before the deadline.
- 5-8% of Members need a post-deadline reminder to complete their requirements.
- Each year, only 2 or 3 Members do not complete the requirements.

Challenges:

- Managing the volume of inquiries, given the current staffing arrangement.
- The College's limited ability to engage in information sharing with groups, such as employers or education institutions, at a critical time.

In order to address the challenges, staff brought a proposal to the Quality Assurance Committee's June 29, 2017 meeting: Change the Professional Development Deadline.

It was explained that if a key QA deadline remained linked with a key Registration deadline, it would be very difficult for the College to improve services in a cost-effective manner.

The Quality Assurance Committee agreed that the deadline should be changed and approved amendments to related policies. To support the smooth administration of the Professional Development Component in light of the changed deadline, a small number of other policies required amendment.

The policy changes appear on the next page and the effect of the changes is summarized below:

- Starting Sept. 1, 2018, **new Members** will complete specific PD requirements within three months of their date of initial registration. Thereafter, new Members will complete their ongoing participation requirements every second year, as described below.
- A Member's ongoing participation is based on their year of initial registration, and effective Dec. 1, 2017, the new deadline to complete the PD component is **November 30**. This means:
 - Members whose date of initial registration falls in an odd-numbered year are required to complete their PD tools by November 30 in odd-numbered years.
 - Members whose date of initial registration falls in even-numbered years will be required to complete their PD tools by November 30 in even-numbered years.

Information

A presentation will be provided in the Council meeting regarding the information provided in this cover page. A series of case studies will be presented to help Council Members and other attendees understand the new deadlines.

Council Members will be invited to share comments and to ask questions.

Amended QA Policies

The following policies have been amended to support administration of Professional Development deadline, which has been changed to November 30:

Policy	Original Wording of Policy	Amended Wording (Approved June 29, 2017)
1.1.1	<p>Every two years, Members will complete their self-assessment and professional development materials including the:</p> <ol style="list-style-type: none"> 1. Self-Assessment; 2. Learning Plan; and 3. Learning Record. 	<p>Based on their year of initial registration, Members will complete their ongoing self-assessment and professional development materials every second year, including the:</p> <ol style="list-style-type: none"> 1. Self-Assessment; 2. Learning Plan; and 3. Learning Record. <p>Effective December 1, 2017, the deadline by which Members are required to complete their self-assessment and professional development requirements is November 30th.</p>
1.1.2	<p>New Members in their first calendar year of registration are required to complete a Self-Assessment and begin a Learning Plan by March 31st of the following year.</p>	<p>Effective September 1, 2018, all New Members in their first calendar year of registration are required to complete a Self-Assessment and begin a Learning Plan within 3 months of their date of registration.</p> <p>Members who registered prior to this date and who have not yet completed a Self-Assessment or begun a Learning Plan shall do so within 3 months of the date this policy comes into effect.</p>
1.2.3	<p>When selected, Members are required to submit their self-assessment and professional development materials by March 31st of a given year.</p>	<p>Members are required to submit their self-assessment and professional development materials, including the Self-Assessment, Learning Plan, and Learning Record within 30 days of the date recorded in the Notice of Selection.</p>



Committee Name:	Council
Meeting Date:	September 7, 2017
Agenda Item no.	13
Description:	Quality Assurance Tools in other College Processes
Attachments:	n/a
Appendices:	n/a
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	L. Marttinen

Background:

A key aim of the Quality Assurance (QA) Program is to promote the continuing competence of Members. In order to fulfill this mandate, a variety of assessment tools and Member resources are developed under QA, including:

- Member self-assessments;
- practice assessments delivered by an impartial peer assessor; and
- educational materials for use by Members and available to the broader public.

Though developed under the umbrella of QA, these tools and resources can be adapted and incorporated into the programs and processes of other College departments, including Registration, Fitness to Practice, and possibly even ICRC processes. By sharing resources in this way, the College will be able to amortize the costs of development, and enhance the respective toolkits of CRPO's programs and departments.

Information

Council will hear and overview of currently available QA tools and resources and how they might be applicable to other College programs or departments. Council will be invited to consider novel uses for these resources, sharing feedback in the meeting and carrying their thoughts forward into future committee and panel meetings.

Examples of situations where the resources have already been employed by other programs or departments will be discussed.



Committee Name:	Council
Meeting Date:	September 7, 2017
Agenda Item no.	14
Description:	Question Period Policy
Attachment	n/a
Appendices:	Draft Question Period Policy
For:	Information <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Background:

CRPO has a practice that dictates that questions stakeholders (typically member associations and individual members) wish to have Council address in public meetings, must be submitted in writing at least two weeks in advance of the meeting. In the recent past, Council has sometimes entertained questions from spectators in the gallery if time at the meeting permits.

After the January 2017 Council meeting, staff was asked to provide the Executive Committee with information regarding if or how the policy regarding question period might be codified and used more effectively.

During the May 2017 meeting, the Executive Committee discussed how to adopt best practices regarding addressing stakeholder questions directed to Council, and reviewed the policies of other regulatory bodies. Members agreed that information would need to be posted to educate observers as to how to submit formal questions. The Committee directed staff to develop a draft policy to formalize submission of questions to Council.

At its July meeting, the Executive Committee approved the attached policy for presentation and recommendation to Council.

Action items/next steps:

Executive Committee is presenting the draft policy for question period during Council meetings and is asking Council to review and approve it. Once approved, the policy will be made available on CRPO's website, in conjunction with meeting packages and at Council meetings.

POSSIBLE MOTIONS

That Council approve the draft CRPO policy document entitled *Question Period* as presented or amended.

DRAFT Question Period Policy

Policy

CRPO is committed to communicating openly with interested stakeholder and is aware that there will be times when stakeholders have questions that they would like to have answered by the full Council in an open meeting.

In order to ensure that Council meetings are efficient and effective, Council members need to be fully briefed on all agenda items to be covered, including questions from stakeholders. Typically, staff informs Council of any relevant background information through the use of policy briefing notes that are prepared and presented in advance of meetings. Given this, any individual or group wishing to ask a question of the CRPO Council must submit written notice of the request at least two weeks prior to the meeting date to the CRPO administrative office.

Question requests should identify the stakeholder(s) who is/are posing the question, including any professional or other associations involved. The request must include a brief description of the issue. The question may be included in the Council information package.

Questions should be directed to: info@crpo.ca

The Registrar and Chair will review all questions and the group or individual will be notified no less than one week in advance of the meeting date as to whether the question can be addressed at the meeting.

Note that the Council will receive questions but is not obligated to respond or take action at the meeting. Some questions may be answered directly by College staff outside of the Council meeting.

Should you require further information about this process, please contact: info@crpo.ca



Committee Name:	Executive Committee
Meeting Date:	September 7, 2017
Agenda Item no.	15
Description:	Observer Guidelines Policy
Attachment	n/a
Appendices:	Council Observer Guidelines & Rules of Conduct
For:	Information <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Background:

During the May 2017 meeting, the Executive Committee discussed how to adopt best practices regarding observers at Council meetings. They reviewed the policies of other regulatory bodies and agreed that information would need to be posted to educate observers attending Council meetings about conduct expectations. The Committee directed staff to develop a draft policy to formalize observer guidelines. At the July 2017 meeting of Executive, the attached document was approved for presentation to Council.

Action items/next steps:

Executive Committee is presenting the draft document *Observer Guidelines and Rules of Conduct* for approval. Once approved, this document will be made available on CRPO's website, in conjunction with Council meeting packages and at meetings.

POSSIBLE MOTIONS

That Council approve the draft CRPO document entitled *Council Observer Guidelines and Rules of Conduct* as presented or amended.



DRAFT Council Observer Guidelines & Rules of Conduct

Policy

CRPO welcomes observers to attend Council meetings. Council meetings are open to the public, with the exception of any *in camera* portion in accordance with the *Health Professions Procedural Code* of the *Regulated Health Professions Act, 1991*, section, 7(2). Specifically dealing with:

- a) matters involving public security may be disclosed;
- b) financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public;
- c) a person involved in a criminal proceeding or civil suit or proceeding may be prejudiced;
- d) personnel matters or property acquisitions will be discussed;
- e) instructions will be given to or opinions received from the solicitors for the College; or
- f) the Council will deliberate whether to exclude the public from a meeting or whether to make an order under subsection (3). 1991, c. 18, Sched. 2, s. 7 (2); 2007, c. 10, Sched. M, s. 20 (2).

Council meeting agendas will be available on the [CRPO website](#) two weeks in advance of each meeting; meeting packages will be available one week in advance. Wherever possible, items that will be *in camera* will be identified on the agenda.

Due to **limited space** in the meeting room, anyone wishing to observe **must reserve** a spot and **receive confirmation** that they have a seat before attending any Council meeting. Staff will be able to accept reservations once the agenda is posted. Due to space consideration, we ask that each organization or association only send one representative.

Council meetings are held in the second floor meeting room at 163 Queen Street East. **[To be revised when CRPO has moved into the new office]**

The College's guidelines & rules of conduct for observing Council meetings are as follows:

1. Members of the public are welcome to observe the Council meeting, but cannot engage in Council discussions. Observers are asked to refrain from participating in the meeting or transmitting information to Council members when the meeting is in session.
 - o Questions received prior to the Council meeting in accordance with the Question Period Policy (hyperlink) may be addressed at the end of the meeting.
2. Along with Council members, observers are asked to mute cell phones and other devices during the meeting.
3. Observers may not audio- or video-record Council meetings. Note-taking is acceptable.

4. There are morning and afternoon breaks and an approximately one-hour break for lunch. The Chair will announce when breaks are to take place. Observers are asked to make their own arrangements for these breaks. Observers should maintain quiet, and where possible, limit comings and goings throughout the meeting to scheduled breaks.
5. The College of Registered Psychotherapists of Ontario is a scent free environment. Observers are asked to please refrain from using scented products when attending Council meetings.
6. CRPO does not have Wi-Fi at this time. Therefore, please ensure that you have downloaded the materials you may need in advance.

If you have any questions prior to or after the meeting, or to make a reservation, please contact: info@crpo.ca



College of Registered Psychotherapists of Ontario

Committee Name:	Council
Meeting Date:	September 7, 2017
Agenda Item no.	16
Description:	Examination Committee Terms of Reference
Attachments:	n/a
Appendices:	Examination Committee Terms of Reference
For:	Information <input type="checkbox"/> Discussion <input type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	S. Ameen

Background:

At its inaugural meeting, the Examination Committee adopted its Terms of Reference. The Terms of Reference, which have been attached for reference, are being presented to Council for its endorsement.

Draft Motion

[Be it moved] That Council endorse the Terms of Reference of the Examination Committee adopted August 16, 2017.

**Examination Committee Terms of Reference drafted May 4, 2016
Amended August 16, 2017**

Approved by Examinations Committee: August 16, 2017
Approved by Council:

1. Committee Authority

The Examination Committee is a non-statutory committee required for the College to fulfill its regulatory mandate.

2. Committee Mandate

The Examination Committee will fulfill the following functions:

- a. consider appeals regarding failure of the registration examination, where there are alleged grounds of unfairness or other extenuating circumstances.
- b. determine the outcome of appeals and outline the course of action to be taken after an appeal has been granted or denied
- c. grant time extensions to individuals who, due to extenuating circumstances, are unable to write the examination within the time period set in the Registration Regulation.
- d. consider and make recommendations for changes to the registration examination, and related policies and processes
- e. 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.

3. Composition

Composition must include at least 3 members who are members of Council, at least one of which must be a public member, and one or more members who are not members of Council if Council so wishes.

4. Term

The term of office of a Committee member shall commence immediately after the election and shall continue for approximately one (1) year.

5. Frequency and Location of Meetings

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

6. Quorum

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 shall be two (2) members.

7. Selection of the Chair

The Chair of the Examination Committee shall be appointed by the Council.

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 his or her chairing duties, the Committee shall then select an acting Chair to preside at the meeting from among its members.

Role of the Chair of the Examination Committee

A Chair:

- a. Provides leadership in a consensus model.
- b. Acts as spokesperson for the Committee.
- c. Sets the agenda for the Committee.
- d. Provides guidance, as needed, to members regarding attendance and performance.
- e. Facilitates internal correspondence.
- f. Provides guidance and feedback to the Registrar.
- g. Oversees work of standing and sub-Committees.
- h. Fulfills duties as described in Terms of Reference.
- i. The Chair, may consult with presidents of other bodies where deemed beneficial or necessary.

8. Voting

Wherever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before this Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

Ordinarily the Chair does not vote, but in the event of a tie, the chair may choose to do so. In the event of a tie vote, the motion is defeated.

9. Panels

Panels are selected by the Chair to perform statute-specific functions. In accordance with the Code, panels shall be composed of at least three (3) Committee members, at least one (1) of whom shall be a public member.

Three members of a panel constitute a quorum.

10. Staff Resources

The Registrar acts in an *ex-officio* role.

Other staff members provide support to the Committee.

11. Committee Records

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

12. 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, or where there is appearance of such conflict. All Committee members have a duty to uphold and further the intent of the Act to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the By-laws.

13. Media Communications

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) being asked by media representatives to provide interviews, respond to enquiries, or to comment on issues concerning the regulation of the profession or the operation of Council or College, shall not provide any such communication and shall instead refer them to the Registrar's office.

14. Parliamentary Authority

Schedule 2 of the By-laws outlines the Rules of Order of Council. The Committee should attempt to work by consensus where possible.



College of Registered Psychotherapists of Ontario

Committee Name:	Council
Meeting Date:	September 7, 2017
Agenda Item no.	17
Description:	Executive Committee Elections
Attachments:	n/a
Appendices:	n/a
For:	Information <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	S. Knight

Background:

Scheduled 1 of CRPO's By-laws specify that Council will elect members of the Executive Committee at its first regularly scheduled meeting that occurs after Council elections, which concluded in June. As such, Council members were invited to submit their nominations to run for the positions of President, Vice-President, and three Members at-large for elections scheduled to occur at the September Council meeting. Three members of the Executive are required to be *professional members*, and two *public members*.

The following members were nominated for the position of President:

Andrew Benedetto

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

Malcolm MacFarlane

The following members were nominated for a position as a Member (at large) of Executive Committee:

Carol Cowan-Levine
Mary Kardos Burton
Sheldon Kawarsky

As no other nominations were received, and those that were submitted fulfill the requirement that three members of the Executive be professional members, and two public members, all five positions for Executive Committee have been won by acclamation.