

## CRPO Council & Committee Time Commitment Guideline

**Meeting attendance:** The work of Council is largely done in committee meetings. Council and Committee meetings are scheduled in advance, taking member availability into account. In-person attendance at Council meetings is strongly recommended, however, hybrid meetings are available for those requiring accommodation. Whenever possible, committee meetings are held via Zoom videoconference.

**Meeting preparation:** In addition to meeting attendance, Council and Committee members are required to prepare for each meeting by reviewing the meeting package and accompanying materials in advance of the meeting date. Meeting materials are provided two weeks before the scheduled meeting. Ensuring that Council and Committee members are sufficiently prepared for a meeting allows them to actively participate in discussions and provide thoughtful and informed feedback.

**Panel meetings:** Committee members also participate in panels as required. Panels require extra preparation (with some panel materials being quite substantial), attendance at a panel meeting (either by videoconference or in-person) and, in some cases, writing or review of decisions. *Note: Committee members do not participate in all panels.*

**Executive Committee membership:** Council Members also have the option of running for a position on the Executive Committee. Serving on Executive is in addition to other committee responsibilities; the duties of Executive Committee members are described in [section 7 of CRPO's by-laws](#). Before seeking a position on the Executive, please consider the additional time commitment involved and your responsibilities as a Council Member.

The work of CRPO committees is described below:

COUNCIL	
<i>The Council and its committees make decisions related to registration requirements, standards of practice, continuing professional development and the professional conduct of members, along with developing and monitoring regulations, policies and business systems for CRPO. Council's duties are supported by several statutory and non-statutory committees, as well as by CRPO staff.</i>	
Number of Council meetings per year:	4 – 6 full-day in-person meetings
Preparation time per meeting:	3 – 6 hours
EXECUTIVE	
<i>The Executive Committee has all the powers of Council with respect to any matter that requires immediate attention between Council meetings, other than the power to make, amend or revoke a regulation or by-law. <a href="#">Click here for Executive Committee terms of reference.</a></i>	
Number of plenary meetings per year:	4 – 6 full-day meetings 6 – 8 half-day meetings
Preparation time per meeting:	2 – 6 hours
CLIENT RELATIONS	

The Client Relations Committee sets policy on the prevention of sexual abuse by registrants and administers funding for client victims of sexual abuse. The committee also develops policies and procedures to define appropriate professional relationships between Registered Psychotherapists (RP) and their clients. [Click here for Client Relations Committee terms of reference.](#)

Number of plenary meetings per year: 2 – 3 half-day meetings

Preparation time per meeting: 2 – 4 hours

#### **DISCIPLINE**

The Discipline Committee conducts hearings in accordance with the [Regulated Health Professions Act, 1991](#), regarding matters of professional misconduct or incompetence that are referred by a panel of the Inquiries, Complaints and Reports Committee. It also sets policy and procedure relating to the discipline process. All members of Council sit on this committee. *Note:* Committee members do not participate in all panels. Contested hearings can range from three days to several weeks. [Click here for the Discipline Committee terms of reference.](#)

Number of plenary meetings per year: 1 full-day meeting

Number of training days per year: 2 – 4 full-day training sessions

Number of hearing days per year: Dependent on discipline referrals

Preparation time per meeting: 1 – 4 hours for plenary meetings  
2 – 6 hours for motions related to decision and reasons  
*\*No preparation time is provided for discipline hearings*

#### **EXAMINATION**

The Examination Committee makes decisions regarding appeals of failures of the registration exam where there are alleged grounds of unfairness or other extenuating circumstances. This committee also grants time extensions to individuals who, due to extenuating circumstances, are not able to write the exam within the time period set out in the [Registration Regulation](#). [Click here for the Examination Committee terms of reference.](#)

Number of plenary meetings per year: 1 full-day meeting

Number of panel meetings per year: 2 – 3 full-day meetings

Preparation time per meeting: 3 – 6 hours

#### **FITNESS TO PRACTISE**

The Fitness to Practise (FTP) Committee conducts hearings in accordance with the [Regulated Health Professions Act, 1991](#), related to allegations concerning an RPs capacity to practise the profession. It also sets policy and procedure relating to the fitness to practise process. All Council members sit on this committee. *Note:* Committee members do not participate in all panels. Contested hearings can range from one day to several days. [Click here for the FTP terms of reference.](#)

Number of plenary meetings per year: 1 full-day meeting

Number of training days per year: 1 full-day training

Number of hearing days per year: Dependent on FTP referrals

Preparation time per meeting: 1 – 4 hours for plenary meetings  
2 – 6 hours for motions related to decision and reasons  
*\*No preparation time is provided for FTP hearings*

#### **INQUIRIES, COMPLAINTS AND REPORTS**

The Inquiries, Complaints and Reports Committee (ICRC) sets College policy regarding complaints, mandatory reports, Registrar's investigations, and inquiries regarding a

registrant's capacity to practise the profession. *Note: Committee members do not participate in all panels. [Click here for the ICRC terms of reference.](#)*

Number of plenary meetings per year:	2 full-day meetings
Number of panel meetings per year:	18 – 22 meetings (full-day or half-day, split between three panels)
Preparation time per meeting:	3 – 6 hours for plenary meetings 6 – 12 hours for panel meetings

### **NOMINATIONS & ELECTIONS**

*The Nominations and Elections Committee assists the Registrar in supervising and administering CRPO's Council election process and addresses election-related disputes. The committee also oversees the recruitment process for competency-based non-Council committee appointments. [Click here for the Nominations and Elections Committee terms of reference.](#)*

Number of plenary meetings per year:	2 – 4 half-day meetings
Preparation time per meeting:	3 – 5 hours

### **QUALITY ASSURANCE**

*The Quality Assurance Committee (QAC) develops policy to promote ongoing competence and quality improvement of registrants and monitors registrant participation in the Quality Assurance Program. It addresses individual registrant files to ensure the quality of practice of the profession and standards of knowledge, skill and judgement to promote continuing competence of RPs. [Click here for the QAC terms of reference.](#)*

Number of plenary meetings per year:	2 – 4 full-day meetings
Number of panel meetings per year:	4 – 6 half-day meetings
Preparation time per meeting:	3 – 6 hours

### **REGISTRATION**

*The Registration Committee (RC) develops policy related to registration and provides direction regarding the College's registration processes. Registration panels consider individual registration applications that are unclear or are proposed for refusal. *Note: Committee members do not participate in all panels. [Click here for the RC terms of reference.](#)**

Number of plenary meetings per year:	2 full-day meetings 1 – 2 half-day meetings
Number of panel meetings per year:	12 – 18 meetings (half-day)
Preparation time per meeting:	3 – 6 hours for plenary meetings 4 – 8 hours for panel meetings