

Type of document: terms of reference	Approved by: Executive Committee / Council
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Governance Reform Initiative

Terms of Reference

Name and type	Governance Reform Initiative of the Executive Committee
Purpose	<p>Through the governance reform initiative (GRI), the Executive Committee makes recommendations to Council regarding governance reform, having considered the College's and other available models of governance with a view to recommending arrangements that are aligned with right touch regulation, the modernization of the regulatory framework and best practices.</p> <p>The GRI's mandate may be expanded with Council's approval to address implementation of recommendations.</p>
Specific Areas of Responsibility	<p>The GRI will: provide recommendations to Council on potential changes to the Council's governance and decision-making arrangements.</p> <p>The review should consider such evidence as:</p> <ul style="list-style-type: none"> ○ the views of Council members ○ the views of senior staff ○ the strengths and weaknesses of the options ○ benchmarked information e.g. from other regulators ○ findings of research of regulatory and governance best-practices <p>- if requested by Council, propose recommended terms of reference for a standing Governance Committee</p>
Composition	<p>The GRI is composed of the sitting Executive Committee.</p> <p>The GRI may recommend the appointment of additional members as needed.</p> <p>The GRI may request the Registrar retain subject matter experts to assist with their work.</p>
Task Group Timeframe	The GRI will meet as needed, based on the workload assigned to it, either by the Council or the Registrar.
Decision-Making Process	Wherever possible, decisions will be made by consensus.
Delegated Authority	The GRI shall make recommendations to Council on governance reform matters.
Reporting	The GRI will provide ongoing reports to the Council at some though not necessarily all scheduled meetings.
Appointment of Chair	<p>The GRI shall select a Chair from among its members.</p> <p>If the Chair is unable or unwilling to preside at a meeting, the Chair must designate an acting Chair from among the GRI</p>

	members to preside at the meeting, and, if the Chair cannot delegate their chairing duties, the GRI shall then select an acting Chair to preside at the meeting from among its members.
Quorum	The quorum is three (3) members. Despite anything in the By-laws, the GRI is properly constituted despite any vacancy if there are enough members to form a quorum of the Task Group.
Meetings	<p>The GRI shall adopt a meeting schedule, which may include meetings held by teleconference or video conference.</p> <p>These meetings may also be outside the CRPO and include consultation with stakeholders.</p>
Staff Support	<p>The GRI will receive the resources and administrative support from staff to fulfill their mandate.</p> <p>The Registrar acts as a professional resource and in a non-voting capacity. Other staff members provide support to the GRI.</p>
Communication with Council	The GRI Chair will report to Council as needed, depending on the work undertaken by the GRI.
Task Group Records	The Chair of the GRI shall ensure that accurate minutes of all GRI meetings and proceedings are recorded, approved and maintained at the College office.
Conflict of Interest	All GRI members must carry out their responsibilities so it serves and protects the interest of the public. They must not engage in any activities or where they have a direct or indirect personal or financial interest. All GRI members must uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession and practice of psychotherapy in Ontario in the public interest.
Inquiries	Inquiries relating to the work of the GRI should be forwarded to the Registrar or staff member providing support to the Task 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.