

Type of document: Terms of reference	Approved by: DEIWG Proto Group Executive Committee Council
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Diversity, Equity and Inclusion Working Group Terms of Reference

Name and Type	- Diversity Equity and Inclusion - Working Group
Purpose	To provide 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 policies 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

	<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
Working Group Composition	<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 • 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 recommendations and advice in a structured and organized manner, attending regular meetings, etc.).</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.

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	<p>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.</p>
Competencies	<p>DEI Working Group members are required to meet or be working toward meeting the minimum Council Competencies and Committee Competencies.</p>
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	<p>As an ad hoc, non-statutory working group, the DEI Working Group provides advice and recommendations, and does not have formal authority.</p>
Reporting	<p>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.</p>
Appointment of Co-Chairs	<p>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.</p>
Quorum	<p>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.</p> <p>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.</p>

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.