

CANDIDATE NOMINATION PACKAGE

Council Election 2023

- District 2 – North (1 position)
- District 3 – East (1 position)
- District 4 – Central East (1 position)

CRPO is holding an election for Council members in Districts 2, 3 and 4. If you are a Registered Psychotherapist whose primary practice is in District 2, 3 or 4 you may be eligible to be nominated for election. **Registrants who wish to be nominated must complete and submit all sections of this Candidate Nomination Package by 12:00 noon on May 1, 2023, via email at elections@crpo.ca.**

The Candidate Nomination Package includes six sections. **Before you begin completing the Candidate Nomination package, please download and save the file to your computer and then open using Adobe Reader.** If you complete the form in your web browser, contents will not be properly saved.

Please provide sufficient time (approx. 2 hours) to complete all sections of the Candidate Nomination Package before submitting to the CRPO.

- ✓ Section 1: Declaration of Nomination
- ✓ Section 2: Eligibility to Stand for Election
- ✓ Section 3: Conflict of Interest Questionnaire
- ✓ Section 4: Candidate Statement
- ✓ Section 5: Completion of pre-candidacy modules and competencies
- ✓ Section 6: Completion of pre-candidacy questionnaire

For more information regarding elections, eligibility to run or vote, nominations, terms of office and electoral districts, please review the Guide to Nominations and Elections, visit the [Elections section of the CRPO website](#) and review the relevant by-laws. Still have questions? Contact elections@crpo.ca

Important Dates to Remember

- **March 31:** Nominations open
- **April 3:** CRPO Elections Webinar ([register here](#))
- **May 1:** Nomination deadline
- **May 2-12:** Nominations verified by the Registrar / Nominations & Elections Committee
- **May 16:** Online voting opens
- **May 31:** Online voting closes at 12:00 noon

Section 1: Declaration of Nomination

A. Nominee Information and Consent

Name of nominee

Registration #

Electoral District

I, the undersigned, consent to my nomination as a candidate for election to the Council of the College of Registered Psychotherapists of Ontario (CRPO), and affirm that all information provided by me is, to the best of my knowledge, complete and accurate. By signing this form, I authorize the CRPO to verify any or all information provided by me to support my nomination.

Nominee Signature

Date

Section 2: Eligibility to Stand for Election

The CRPO by-laws (10.04) indicate that a member is eligible to stand for election to Council provided they meet specified criteria. Please review the list below and check all that apply.

I hereby confirm the following:

I currently hold a valid Certificate of Registration with the CRPO, other than a Temporary Certificate of Registration;

I am principally engaged in the practice of the profession in the electoral district for which I am nominated; or I am not engaged in the practice of the profession but reside in the electoral district where I am nominated;

I am not in default of payment of any fees to the CRPO, or in providing any form or information to the CRPO;

I am not the subject of any disciplinary or incapacity proceeding with the CRPO or any other regulatory body;

I have not been the subject of any professional misconduct, incompetency or incapacity finding in the preceding three years, with the CRPO or any other regulatory body;

My Certificate of Registration has not been revoked or suspended;

I resigned, no less than one year before the date of the election, any responsible position such as director, board member, officer or employee that I held with a Professional Association relating to psychotherapy;

I have not been disqualified from CRPO Council or a committee;

I am not a member of the Council of any other college regulated under the *Regulated Health Professions Act, 1991*, or the Ontario College of Social Workers and Social Service Workers;

I am not, and have not been for the 12 months immediately prior to the date of the election, an employee of the CRPO;

I have not, in the preceding six (6) years, commenced or maintained legal proceedings, including before a tribunal, against the CRPO, any of its committees, any of its Council or committee members, or any of its staff or other representatives; and,

I am not currently running for election in another CRPO electoral district.

I, _____ confirm that I am eligible to be nominated for election to the CRPO Council in

Nominee Signature

Date

Section 3: Conflict of Interest Questionnaire

All nominees wishing to become a candidate for election to Council must complete and sign this Conflict of Interest Questionnaire.

A conflict of interest arises where you have a personal or professional interest that conflicts, might conflict or may be perceived as conflicting with your duty to the College of Registered Psychotherapists of Ontario, including your duties as a member of the Council and/or its committees. A conflict of interest could arise in relation to personal or professional relationships or affiliations, including but not limited to:

- Directorships or other employment
- Interests in business enterprises or professional practices
- Shared ownership
- Beneficial interests in trusts
- Professional association memberships and/or relationships with other organizations
- Educational institutions and/or psychotherapy training programs
- Personal associations with other groups or organizations, or family relationships

For more information on conflicts of interest, please review section 16 of the [CRPO by-laws](#).

Conflicts of interest do not necessarily preclude a member from becoming a candidate or a Council member; however, they must be declared.

Affiliations (Current & Past)

In accordance with section 16 of the CRPO by-laws, I hereby disclose that I, or one of my family members (parent, spouse, child or sibling), has the following current or recent affiliations, interests or relationships:

Name	Current affiliation, interest or relationship	Role/relationship	Starting date	Conflict? (Yes/No/Unsure)

Name	Past affiliation, interest or relationship of note	Role/relationship	Term (end date)	Conflict (Yes/No/Unsure)

Note: If you have more affiliations to declare, please attach a separate page to your submission.

If you answered 'yes' in the box above regarding conflict of interest, please elaborate on the nature of the conflict in the box below:

I have actual, potential, or perceived conflict(s) of interest to declare: Yes No

Conflict of Interest Description:

Section 4: Candidate Statement

Candidates are asked to provide a statement outlining their knowledge, skills, and commitment to public protection, as well as any achievements and professional contributions they believe qualify them for a position on Council. Candidates are encouraged to review CRPO's [Council Competency Matrix](#) in preparation for developing their statement.

As self-regulated professionals, Council members act in the public interest. The Candidate Statement cannot promise or commit to changing CRPO by-laws, regulations, practice standards, etc., and candidates should exercise care in advocating for or against established CRPO policies or practices. The statement must not promote or advocate for the self-interest of the profession.

Ultimately, candidate statements must adhere to the above guidelines and must meet the following criteria:

- Be typed and sent electronically using this Candidate Statement template
- Include the candidate's name and electoral district
- Include the candidate's reason for wanting to serve on Council
- Must not contain any negative criticism of other candidates
- Must not make libelous or slanderous comments
- Must be no more than 300 words

Candidates are welcome to provide a "head and shoulders" photo along with their statement. Note that photos should be submitted in high-resolution .jpg format. Once approved, the candidate statement and photo will be posted online **exactly as submitted**. Please complete the candidate statement on the following page.

Candidate Statement

Name of Nominee:

Nominee's Electoral District:

Section 5: Pre-candidacy modules

The [College Performance Measurement Framework](#) (CPMF) was developed by the Ministry of Health in 2020 and applies to all 26 regulatory colleges under the *Regulated Health Professions Act, 1991*. One of the standards set by the CPMF is that professional members are eligible to stand for election to Council only after:

1. meeting pre-defined competencies, and
2. attending an orientation training about the College's mandate and expectations related to Council member roles and responsibilities.

In 2021, after public consultation, Council approved amending the by-laws to include these requirements.

Competencies

Registrants seeking election must review and complete the [Council Competency Matrix](#) that has been developed and approved by Council. A fillable PDF of the matrix is attached as an appendix. Candidates are not required to possess all areas of competency to run for election, but candidates are encouraged to highlight the competencies that they do have in their candidate statement.

Modules

To fulfil the second requirement, the CRPO has developed pre-candidacy modules that must be completed by all RPs putting their name forward for election to Council. The modules are available in the following formats (follow the link to your preferred version):

- [PDF on CRPO website \(available in accessible format\)](#)
- [Narrated slide show](#) (20 minutes)
- Via live webinar ([register here](#))

Council Role Orientation declaration of completion

In accordance with CRPO by-law 10.095, "no Member is eligible for election as a member of Council unless they have completed the candidate orientation course that was set or approved by Council."

I hereby confirm that I have completed the Council Role Orientation pre-candidacy modules and Competency Matrix.

Name of nominee:

Nominee's electoral district:

Section 6: Pre-candidacy questionnaire

Upon completion of the modules in your preferred format, candidates are required to complete and submit a brief Council Competency Questionnaire. Candidates are not required to achieve a minimum score on the questionnaire. [The questionnaire must be completed online through SurveyMonkey.](#)

Verify that all sections of the candidate nomination package are completed by the nomination deadline. Submit the completed Candidate Nomination package to elections@crpo.ca.

The questionnaire must be completed and submitted via SurveyMonkey.

Council Competency Questionnaire declaration of completion

In accordance with CRPO by-law 10.11, “the Registrar shall request every nominee to complete and return... a Council competency questionnaire...”

I hereby confirm that I have completed the pre-candidacy questionnaire.

Name of nominee:

Nominee’s electoral district:

Council Competency Matrix

Area of Competency	Core Understanding	Entry	Expert
<p>1. Governance <i>Governance competence supports the provision of strategic direction and oversight for Colleges. It allows members to able to carry out the stewardship responsibilities, creates robust accountability for regulatory and financial performance, and enables Council to set and achieve strategic goals.</i></p>	<p>Knows where the governance principles, the sources of law and regulation relating to the organization come from, what they require and what impact they have</p> <p>Where authority & accountability lies in the organization</p> <p>The processes and practices that are crucial to the smooth operation of the organization</p> <p>The purpose and requirements of reporting obligations of the organization</p>	<p>Knows where to obtain further guidance</p> <p>Can explain governance concepts to colleagues</p> <p>Can identify potential issues & escalate where appropriate</p> <p>Can contribute to group discussions</p> <p>Understands the distinction between the role of the board versus the role of management</p>	<p>Source of further guidance for peers</p> <p>Identifies and explains governance concepts to Council</p> <p>Can challenge colleagues where appropriate</p> <p>Contributes to technical discussions on governance issues</p> <p>Identifies relevant legislation and how it relates to Council decision-making</p> <p>Thinks strategically, ensures risks are assessed and monitored</p> <p>Identifies viable options and puts aside vested interests to make decisions that are most likely to achieve the organization's mandate</p> <p>Thinks about future direction of organization and how to achieve strategic goals</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p>		<p>Briefly describe how you gained this competency:</p>	

Area of Competency	Core Understanding	Entry	Expert
<p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>			
<p>2. Finance <i>Financial competence supports Council in ensuring the prudent use of all assets for the College's effectiveness and sustainability.</i></p>	<p>Basic financial literacy, including financial concepts and how they relate to the organization and how they should inform Council's decision-making</p> <p>Financial controls and how to read and interpret financial statements</p> <p>Basic understanding of financial management</p>	<p>Knows where to obtain further guidance</p> <p>Can explain basic finance concepts to colleagues</p> <p>Can identify potential issues & escalate where appropriate</p> <p>Can contribute to group discussions</p>	<p>Has a basic understanding of financial management in order to ensure the integrity of financial information received by Council</p> <p>Ability to read and understand financial statements</p> <p>Distinguishes between the role of Council as an oversight body and the role of staff in day-to-day operations</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>		<p>Briefly describe how you gained this competency:</p>	
<p>3. Risk Management <i>Risk management competence supports Council in identifying, evaluating and prioritising organisational and regulatory risks and ensuring appropriate action is taken to mitigate them.</i></p>	<p>Understands issues surrounding the identification, management and reporting of risks</p> <p>Understands the principles of risk management</p>	<p>Knows where to obtain further guidance</p> <p>Can explain basic risk management concepts to colleagues</p> <p>Can identify potential issues & escalate where appropriate</p>	<p>Identifies and prioritizes risk</p> <p>Can articulate how risk should be managed and how to achieve the right balance of risk</p>

Area of Competency	Core Understanding	Entry	Expert
	Can identify organizational risks and its impact on the public	Can contribute to group discussions	
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>		<p>Briefly describe how you gained this competency:</p>	
<p>4. Strategy <i>Strategy competence allows the Council to set vision and direction for the College through planning and prioritising, monitoring progress and managing change.</i></p>	<p>Understands the process of strategic change and the obstacles and enablers to implement it</p>	<p>Knows where to obtain further guidance</p> <p>Can explain basic strategic planning concepts to colleagues</p> <p>Can identify potential issues & escalate where appropriate</p> <p>Can contribute to group discussions</p>	<p>Can distinguish between strategic and operational decisions</p> <p>Demonstrated ability to think critically about systemic issues and the role of the organization in the healthcare system in Ontario</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p>		<p>Briefly describe how you gained this competency:</p>	

Area of Competency	Core Understanding	Entry	Expert
I have this competency at EXPERT level.			
<p>5. Leadership / Change Management <i>Leadership competence enables Council to effectively mobilize to further the mandate of the organization, adapt to changing circumstances, respond to crisis, identify opportunities for change and growth, and create future leaders.</i></p>	<p>Ability to manage and adapt to change and innovation</p> <p>Ability to address and respond to stakeholder scrutiny</p> <p>Understands organizational and boardroom dynamics</p>	<p>Knows where to obtain further guidance</p> <p>Embraces change and innovation</p> <p>Demonstrates a commitment to learning and seeks out opportunities to improve</p> <p>Can identify potential issues & escalate where appropriate</p> <p>Can contribute to group discussions</p>	<p>Provides leadership and support through organizational change</p> <p>Identifies reasons for and benefits of change to stakeholders</p> <p>Ensures change contributes to strategic priorities</p> <p>Supports strategic change and ensures change is in public interest</p> <p>Is inclusive and respectful</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>		<p>Briefly describe how you gained this competency:</p>	
<p>6. Diversity & Inclusion <i>Diversity and inclusion competence supports the ability to shift cultural perspective and adapt one's behavior to function effectively across attributes that include, but are not limited to, gender, ethnicity, religion,</i></p>	<p>Understanding and valuing differences in the values and norms of other cultural frameworks.</p> <p>Ability to apply this knowledge of the experience of diversity to deliberations and decision-making.</p>	<p>Valuing and actively advocating for diverse perspectives.</p> <p>Holding criticisms and comments to hear different views before making decisions</p>	<p>Conducting self-assessment to understand how one's own attitudes and values may create bias.</p> <p>Adjusting and adapting communication styles to be effective across diverse contexts (e.g., does not use ethnophaulisms or outdated terms, does use preferred terms).</p>

Area of Competency	Core Understanding	Entry	Expert
<i>sexual orientation, disability, and socio-economic class. Profession specific diversity may include attributes such as region of practice, practice setting and context, specialization or modality.</i>			Responding to inappropriate and non-inclusive behavior to re-direct and to build awareness.
CHECK ONE: I do not have this competency I have this competency at ENTRY level. I have this competency at INTERMEDIATE level. I have this competency at EXPERT level.		Briefly describe how you gained this competency:	
7. Stakeholder Relations / Communications <i>Stakeholder relations and communications competence supports the Council in being well-informed about the views and needs of key stakeholders, enabling productive relationships.</i>	Well-informed on views and needs of key stakeholders Works in partnership with stakeholders in ways that contribute to achieving the goals of the organization Identifies links that the organization needs to make with larger community Clearly and effectively communicates with stakeholders	Identifies key stakeholders and their relationship with the organization	Identifies the needs of key stakeholders and their relationship with the organization Articulates techniques to better engage with stakeholders Considers the impact of Council's decisions and the effect they will have on the key stakeholder groups Demonstrated ability to communicate a position to the intended audience
CHECK ONE:		Briefly describe how you gained this competency:	

Area of Competency	Core Understanding	Entry	Expert
<p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>			
<p>8. Critical Thinking <i>Critical thinking skills enable the Council to know that the information that they are receiving about the College's performance is accurate, to challenge appropriately where necessary and to hold the College accountable for regulatory outcomes.</i></p>	<p>Skills in locating, critically assessing and evaluating information</p>	<p>Demonstrated ability to analyse and interpret data</p>	<p>Appropriately questions whether the College is collecting the right data to inform regulatory work</p> <p>Challenges appropriately when data collection is not adding value</p> <p>Reviews and analyses a broad range of information and data in order to spot trends and patterns</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>		<p>Briefly describe how you gained this competency:</p>	
<p>9. Technology Skills <i>Technology skills allow Council members to participate effectively in committee and panel work through efficient use</i></p>	<p>Possesses basic computer skills, including daily word processing tasks – editing, printing, formatting</p>	<p>Knows where to obtain further guidance</p> <p>Understands how to keep information secure and confidential in an electronic or online environment</p>	<p>Experience using presentation slides, including graphics and multimedia components</p> <p>Can identify how technology impacts risk and strategy</p>

Area of Competency	Core Understanding	Entry	Expert
<i>of information and communication technology.</i>	Possesses basic internet skills – navigate using links; compose, send, open, read, reply to, and forward messages; attach a file and open an attachment; complete an online form	Basic internet skills, including email, downloading and uploading, using secured Wi-Fi connection Experience downloading, installing and using videoconference software	Ability to troubleshoot and resolve issues
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>		<p>Briefly describe how you gained this competency:</p>	
<p>10. Regulatory Knowledge <i>Regulatory knowledge allows Council clarity about the function and purpose of the RHPA and the College's mandate, and how the Act and Regulations should be interpreted and applied.</i></p>	Awareness or knowledge of regulatory climate and evolving regulatory issues, regulated industries and their oversight systems	<p>Is aware of legislation, regulations, standards and by-laws the govern health care professionals</p> <p>Aware of the College's role in the health care system</p>	<p>Knowledge of College functions and issues facing Council</p> <p>Awareness and knowledge of regulatory trends</p> <p>Identifies when to seek legal advice on statutory and legal responsibilities and ethical aspects of Council's decision-making</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p>		<p>Briefly describe how you gained this competency:</p>	

Area of Competency	Core Understanding	Entry	Expert
<p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>			
<p>11. Health System Knowledge <i>Health system knowledge allows Council to understand the opportunities, challenges and external forces affecting the provision of mental health services.</i></p>	<p>Understanding of how health care is delivered in Ontario</p>	<p>Knows where to obtain further guidance</p> <p>Can contribute to group discussions</p>	<p>Understanding of the workings of government and ability to access government officials</p>
<p>CHECK ONE:</p> <p>I do not have this competency</p> <p>I have this competency at ENTRY level.</p> <p>I have this competency at INTERMEDIATE level.</p> <p>I have this competency at EXPERT level.</p>		<p>Briefly describe how you gained this competency:</p>	