CANDIDATE NOMINATION PACKAGE

Council Election 2024

- District 1 – West (1 position)
- District 5 – South West (1 position)
- District 6 – Central West (1 position)

CRPO is holding an election for Council members in Districts 1, 5 and 6. If you are a Registered Psychotherapist whose primary practice is in District 1, 5 or 6 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, 2024, via email at elections@crpo.ca.**

The Candidate Nomination Package includes six sections. Please provide sufficient time (approx. 2 hours) to complete <u>all sections</u> of the Candidate Nomination Package before submitting to the CRPO.

- ✓ Section 1: Declaration of Nomination (page 2)
- ✓ Section 2: Eligibility to Stand for Election (page 3)
- ✓ Section 3: Conflict of Interest Questionnaire (page 4-5)
- ✓ Section 4: Completion of pre-candidacy modules and competency assessment (page 6-12)
- ✓ Section 5: Completion of pre-candidacy questionnaire (page 13)
- ✓ Section 6: Candidate Statement (page 13-14)

For more information regarding elections, eligibility to run or vote, nominations, terms of office and electoral districts, 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:	
April 1, 2024	• Notice of elections (including election date, nomination procedures & deadline for submitting nominations)
May 1, 2024	• Nomination Deadline (at noon)
May 2-8, 2024	• Nominations verified by Nominations & Elections Committee • Nominations confirmed with candidates
May 16, 2024	• Candidate platforms and voter information emailed to registrants • Online election open for voting
May 31, 2024	• Last day of election • Online ballots must be received no later than 12:00 noon

Section 1: Declaration of Nomination

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

Current:

Name:	Current affiliation, interest, or relationship:
Role/Relationship:	Starting Date:
Conflict?	

Past:

Name:	Past affiliation, interest, or relationship:
Role/Relationship:	Term End Date:
Conflict?	

If you answered 'yes' in any of the boxes 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: Pre-candidacy modules and competencies

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.

Competencies

Registrants seeking election must review and complete the [Council Competency assessment](#) that has been developed and approved by Council. A fillable PDF of the matrix is included in this nomination package (see the following page). Candidates are encouraged to highlight their competencies in their candidate statement (see Section 6).

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):

- [Slide deck (PDF) on CRPO website](#)
- [Narrated slide show](#) (20 minutes)
- Via live webinar ([register via the website](#))

Council Role Orientation and Council Competency 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 module and Council Competency Assessment

Name of nominee: Nominee's electoral district:

CRPO Council Competency Assessment

For each area of competence indicate whether you possess the core understanding and can demonstrate the competence, using the columns to the right (Yes / No / Somewhat).

Governance

Governance competence supports the provision of strategic direction and oversight for College. 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.

Core Understanding	Yes	No	Somewhat
• 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			
• Knows where authority & accountability lies in the organization			
• Is aware of the processes and practices that are crucial to the smooth operation of the organization			
• Understands the purpose and requirements of reporting obligations of the organization			

Demonstrating the Competence	Yes	No	Somewhat
• 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			
• Knows where authority & accountability lies in the organization			
• Is aware of the processes and practices that are crucial to the smooth operation of the organization			
• Understands the purpose and requirements of reporting obligations of the organization			

Briefly describe how you gained this competency

Finance

Financial competence supports Council in ensuring the prudent use of all assets for the College's effectiveness and sustainability.

Core Understanding	Yes	No	Somewhat
• Has basic financial literacy, including financial concepts and how they relate to the organization and how they should inform Council's decision-making			
• Can understand (with explanation) financial controls and how to read and interpret financial statements			
• Has basic understanding of financial management			

Demonstrating the Competence	Yes	No	Somewhat
• Knows where to obtain further guidance			
• Understand (with explanation) basic finance concepts related to budget and audit presentations			
• Can contribute to group discussions			

Briefly describe how you gained this competency

Technology Skills

Technology skills allow Council members to participate effectively in committee and panel work through efficient use of information and communication technology.

Core Understanding	Yes	No	Somewhat
• Possesses basic computer skills, including ability to open and use word processing, PDF and spreadsheet files			
• 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			
• Able to use board portal software to access schedule, respond to meeting requests and to open, view and annotate files			

Demonstrating the Competence	Yes	No	Somewhat
• Knows where to obtain further guidance			
• Understands how to keep information secure and confidential in an electronic or online environment			
• Basic internet skills, including email, downloading and uploading, using secured Wi-Fi connection			
• Experience downloading, installing and using videoconference software			

Briefly describe how you gained this competency

Diversity & Inclusion

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, 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.

Core Understanding	Yes	No	Somewhat
• Understands and values differences in the values and norms of other cultural frameworks			
• Able to apply this knowledge of the experience of diversity to deliberations and decision-making			

Demonstrating the Competence	Yes	No	Somewhat
• Valuing and actively advocating for diverse perspectives			
• Holding criticisms and comments to hear different views before making decisions			
• Conducting self-assessment to understand how one's own attitudes and values may create bias			

	Yes	No	Somewhat
• Adjusting and adapting communication styles to be effective across diverse contexts (e.g., does not use ethnophaulisms or outdated terms, does use preferred terms)			
• Responding to inappropriate and non-inclusive behavior to re-direct and to build awareness			

Briefly describe how you gained this competency

Risk Management

Risk management competence supports Council in identifying, evaluating and prioritising organisational and regulatory risks and ensuring appropriate action is taken to mitigate them.

Core Understanding	Yes	No	Somewhat
• Understands issues surrounding the identification, management and reporting of risks			
• Understands the principles of risk management			
• Can identify organizational risks and its impact on the public			

Demonstrating the Competence	Yes	No	Somewhat
• Knows where to obtain further guidance			
• Can understand potential issues when identified & escalate where appropriate			
• Can contribute to group discussions			

Briefly describe how you gained this competency

Mentee

Mentee competence supports individual members in effective engagement in professional development to facilitate transition into their new role within the College.

Core Understanding	Yes	No	Somewhat
• Values the knowledge and insights of the mentor in a way that values differences and is open to new ideas			
• Demonstrate self-directed learning by identifying, prioritizing and sharing learning needs			
• Engages in a learning partnership, honoring the commitment to the mentoring relationships			
• Accepts accountability for competence development and regulatory work			

Demonstrating the Competence	Yes	No	Somewhat
• Reflect critically before and after meeting with mentor about motives, attitudes, thoughts and behaviors			
• Provides timely support and understanding when the mentee experiences setbacks			
• Engages in goal setting to ensure learning needs are met and time is used effectively			
• Accepts and provides constructive feedback			

Briefly describe how you gained this competency

Regulatory Knowledge

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.

Core Understanding	Yes	No	Somewhat
• Awareness or knowledge of regulatory climate and evolving regulatory issues, regulated industries and their oversight systems			

Demonstrating the Competence	Yes	No	Somewhat
• Is aware of legislation, regulations, standards and by-laws that govern health care professionals			
• Aware of the College's role in the health care system			

Briefly describe how you gained this competency

Health System Knowledge

Health system knowledge allows Council to understand the opportunities, challenges and external forces affecting the provision of mental health services.

Core Understanding	Yes	No	Somewhat
• Has general understanding of how health care is delivered in Ontario			

Demonstrating the Competence	Yes	No	Somewhat
• Knows where to obtain further guidance			
• Aware of the College's role in the health care system			
• Can contribute to group discussions			

Briefly describe how you gained this competency

Section 5: Pre-candidacy questionnaire

Upon completion of the modules, candidates must 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.

Council Pre-candidacy 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:

Section 6: 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 sent electronically to elections@crpo.ca 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: