

Summary of Proposed Amendments to the CRTO By-Laws

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General organizational changes

- The existing by-law has been regrouped into three separate by-laws:
 1. By-Law #1: General CRTO Administration
 2. By-Law #2: Council and Committees
 3. By-Law #3: Membership
- References to “his/her” have been replaced with gender neutral terms throughout the by-laws.
- Changes have been made to reflect digitization and modernization of communication. For example, references to “in-person” meetings and “mail-in” ballots have been replaced to allow for current operations.

By-Law #1: General CRTO Administration

Section (new layout)	Topic	Proposed change	Rationale
Definitions	Annual General Meeting (AGM)	References to AGM have been removed from the by-laws.	An AGM is not required for <i>RHPA</i> colleges. The CRTO stopped officially presenting previously defined AGM items (i.e. financial audit report approval, annual report approval, selection of Auditor, etc.) under the banner of an AGM in 2018. Approval of these items now part of the May/June Council.
2	Seal	A reference to the logo and name mark depicted on the CRTO website has been included in the by-laws.	Added to confirm that the CRTO asserts all intellectual property rights over the logo and name mark
4	Registrar	Minor changes to the duties of the Registrar have been made to reflect current practice.	Changed to reflect current practice
9	Investment	Removed specific details that are in the investment policy. High level information remains in By-Laws reducing duplication.	Update to reflect moving to policy
15	Appointment of Inspectors	Moved up in the by-laws to remain part of By-Law 1.	Part of reorganizing and grouping By-Laws.

By-Law #2: Council and Committees

Section (new layout)	Topic	Proposed change	Rationale
Definitions	Non-Council Committee Members	The term “Non-Council Committee Member” has been re-labeled as “Professional Committee Appointee.”	This term is consistently used by other Colleges and provides a clearer description of “a Member of the CRTO who is not a member of the Council, and who has been acclaimed, appointed, or elected to the pool of Members available to serve on committees.”
2.09	Eligibility for elections	Enhancement of requirements for eligibility for election within the 12-month cooling off period. Added clarification with respect to conflict of interest.	This has been added for clarity to confirm that any conflict of interest, beyond those already listed in the existing by-laws, would make a member ineligible for election.
2.29	Council Member employment with the CRTO	The by-law has been amended to ensure that a Council Member or Professional Committee Appointee who wishes to apply for employment with the CRTO must resign from the Council or Committee position before applying to the CRTO for employment.	The purpose of this amendment is to avoid conflict of interest.
4.04	Council meetings – posting of materials	The by-laws have been amended to state the expectation that Council meeting materials be posted publicly 2 weeks prior to the meeting date.	To avoid having multiple documents with the same purpose, the existing Policy is being consolidated into the by-laws. In addition, public posting of Council materials is an expectation of the CPMF.
4.14	In-Camera	A definition of In-Camera has been included, and references to the existing In-Camera protocols have been added.	To avoid having multiple documents with the same purpose, the existing Policy is being consolidated into the by-laws.
5	Executive Committee	Detail from the Election Process – Executive Committee Policy has been added into the by-laws, to consolidate existing policy and by-law.	To avoid having multiple documents with the same purpose, the existing Policy is being consolidated into the by-laws.
5.08	Appointment of Committee members	In selecting the members for each Statutory Committee, the by-law has been amended to	In addition to supporting good governance, moving towards

		include consideration of the skills and competencies of the members	skills-based committees is an expectation of the CPMF
7	Committees – Appointment and role of Chairs	Detail from the existing Chairs Policy has been added into the by-laws, to consolidate existing policy and by-law.	To avoid having multiple documents with the same purpose, the existing Policy is being consolidated into the by-laws.
13	Patient Relations Committee	The detail regarding sexual abuse therapy and counselling has been removed from the by-law, as it already exists elsewhere.	Removed for clarity and to reduce duplication.
14	Professional Practice Committee	Remove from by-laws.	Committee had been dissolved previously and is not a statutory committee.
15	Committee Meetings Materials Minutes	The by-laws have been amended to require that Committee meeting materials be posted 1 week prior to the meeting date. The requirement that Minutes of all Committee Meetings remain confidential has been removed.	This does not imply that all committee materials be posted publicly. However, the CPMF expects certain Committee material to be public. The CPMF expects that all Committee minutes, agendas, Terms of Reference, and other related documents be publicly available. Although the amendments to the by-laws do not currently reflect this, the removal of confidentiality expectations will allow for the CRTO to transition towards this goal of transparency.
Schedule A (Article 1)	Conduct and Duties of Council Members and Non-Council Committee Members	The Code of Conduct and Rules of Order that had previously been included as separate policies for Council/Committees have been standardized and included as a Schedule to the by-law. Once approved, this will require rescinding the existing Policy, Code of Conduct for Council Members and Non-Council Members of Committees	This is an expectation of the CPMF, and ensures and enforces standard expectations through Council and all Committees
Schedule A (Article 2)	Conflict of Interest (Council and non-	Expectations regarding Conflict of Interest have been made	This is an expectation of the CPMF, and ensures and

	Council committees)	clearer (as a Schedule to the By-law)	enforces standard expectations through Council and all Committees
Schedule B	Rules of order of Council and Committees	See above (Code of Conduct).	

By-Law #3: Membership

Section (new layout)	Topic	Proposed change	Rationale
2	Contents of the Register	Removal of the duplicative information that repeats what is required according to the Code to be included in the Contents of the Register.	The requirements for the Public register were introduced to the Code in 2009, and the by-laws had not be adjusted to reflect the redundancy.
2.02	Publicly available information that must be available on the register	Amendments to the publicly available information that must be available on the register, to remove duplication with existing code requirements.	The requirements for the Public register were introduced to the Code in 2009, and the by-laws had not be adjusted to reflect the redundancy.
2.14	Register – Considerations	Changes have been made to allow for the following considerations (changes underlined): <i>In the event that the Member's business address is the same as the Member's residential address, the Member shall <u>provide a designated business address if the Member does not want their residential addressed to be posted as their business address</u></i>	This change has been made for the purpose of transparency, to ensure the place of business is clear.
2.17 & 2.18	Removal of information from the Register	Details regarding removal of information from the Register (such as when a Member has completed the requirements of a panel) have been removed.	Existing by-law is not in keeping with the CRTO's public protection mandate.
3	Duty to Provide Information	Changed title from Duty to Report to Duty to Provide Information.	Better reflect section and less likely to cause confusion with the other reporting obligations

		Minor changes have been made to the process required when a name change is requested.	To align with the CRTC's Name Change Form and Name Change Policy .
4.15	Other Fees	NSF fees	Added to allow ability to rescind NSF policy and have all fee info in one location.
6, 7	Honorary and lifetime memberships	References to Honourary Certificates and Lifetime Memberships have been removed from the by-laws.	Council confirmed in June 2018 that the CRTC would no longer accept these applications and rescind the appropriate policies as they are more fitting with an association and not within the mandate of the CRTC.
8	Professional liability insurance	Professional Liability Insurance requirements have been transferred from the existing Professional Liability Insurance Policy into the by-law, to ensure the expectations are clear. This includes a requirement for a maximum \$1,000 deductible. In addition, a new requirement has been added to accommodate sexual abuse therapy and counselling .	These expectations are consistent with several other Colleges, and with the College's public protection mandate. It should be noted that if approved, these changes will not take effect until after the next renewal cycle (January 2023), which will provide time for Members to ensure they are appropriately covered.