



# The College of Psychologists of Ontario

## COUNCIL MEETING

2015.07

December 4, 2015

### **PRESENT:**

Peter McKegney, Public Member, President  
Lynette Eulette, Ph.D., C.Psych., Vice-President  
Ruth Berman, Ph.D., C.Psych.  
Dorothy Cotton, Ph.D., C.Psych.  
Robert Gauthier, M.Sc., M. Ed, C.Psych.Assoc.  
Michael Grand, Ph.D., C.Psych.  
Gilles Hebert, Ph.D., C.Psych.  
Elizabeth Levin, Ph.D., C.Psych.  
Denise Milovan, Ph.D., C.Psych.  
Patricia Minnes, Ph.D., C.Psych.  
Glenn Webster, M.Ed., C.Psych. Assoc.  
Kristin Bisbee, Public Member  
Judy Cohen, Public Member  
D'Arcy Delamere, Public Member  
Jaffar M. Hayat, Public Member  
Astra Josie Rose, Public Member  
Ethel Teitelbaum, Public Member

**Regrets:** Donna McNicol, Public Member

### **Staff:**

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director  
Barry Gang, MBA, Dip.C.S., C.Psych. Assoc.  
Deputy Registrar/ Director: Investigations & Hearings  
Lesia Mackanyyn, Director: Registration  
Stephanie Morton, Manager: Administration  
Paulette Blais, Policy Analyst  
Prema Shankaran, Assistant to the Registrar, Recorder

2015.07.00

### **Call to Order**

.00a The President called the Council meeting to Order and welcomed public member D'Arcy Delamere who was appointed to the College Council on October 21, 2015. The Registrar informed the Council that a second public member, Ms. Donna McNicol, was also appointed to the Council on October 21, 2015 bringing the number



of public members on Council to the maximum of 8. Ms. McNicol was unable to attend this Council meeting and sent her regrets.

The Council congratulated Dr. Rick Morris on his appointment as Registrar and Executive Director and Mr. Barry Gang on his appointment as Deputy Registrar. Mr Gang will be continuing in his role as Director: Investigations and Hearings for the present.

**2015.07.01**

**Approval of the agenda:**

The following changes were made to the agenda:

Moved:

.02b(6) Report from ACPRO meeting to .05d

.02b(2) Government Relations Report to .05e

**It was MOVED Berman**

**That the agenda be approved as amended.**

**CARRIED**

.01b Minutes:

(1) Minutes of the open meeting at the Council meeting 2015.05 on September, 2015

**It was MOVED Cotton**

**That the minutes of the open meeting at the Council Meeting 2015.05 on September 18, 2015 be approved with addition of "be received" at the end of line 460.**

**CARRIED**

Review of Action List

The Council reviewed the Action List and noted the Action Items that were done or on the agenda at this meeting.

(2) Minutes of the **IN CAMERA** Meeting at the Council Meeting 2015.05 on September 18, 2015

The **In Camera** meeting at the Council meeting 2015.05 on September 18, 2015 was held in the absence of the Registrar and the Recorder. The minutes for the **In Camera** meeting were provided by the President.

**It was MOVED Minnes**

**That the minutes of the IN CAMERA Meeting at the Council Meeting 2015.05 on September 18, 2015 be approved as presented.**

**CARRIED**



(3) Minutes of the **IN CAMERA** Council Teleconference 2015.06 on October 28, 2015

This Council teleconference was held in the absence of the Registrar and the Recorder. The minutes for this Council teleconference were provided by the President.

**It was MOVED Eulette  
That the minutes of the IN CAMERA Council Teleconference  
2015.06 on October 28, 2015 be approved as presented.**

**CARRIED**

**2015.07.02**

**Consent Agenda items**

The Council noted that an attachment mentioned in the Discipline Committee report was not included in the materials under Consent agenda. A paper copy of the attachment was provided to Council.

**It was MOVED Levin  
That the Consent agenda items be approved as amended.**

**CARRIED**

**2015.07.03**

**Strategic Issues**

.03a Strategic Direction Implementation: Update

The Council received a copy of the Strategic Direction Implementation update in which the Vision and Mission Statement are shown along with a list of current or recent examples of the activities of the College and examples of tasks which are proposed or are in development with respect to each of the Mission statements.

The Council suggested adding the following, in the section on Enforcing Standards fairly and effectively:

Language Proficiency requirement

**Action Item Staff**

**To add the Language Proficiency Requirement under the section on Enforcing Standards fairly and effectively**

Responding to a question on the difference between Best practices and High Standards, the Registrar commented that the Mission Statement mentions "Supporting members to meet High Standards". The College does not publish Best practices.

The Council agreed to defer the discussion on Best Practices to the review of the Strategic Direction 2016-2021 that is due to be scheduled in 2016.

**2015.07.04****Policy issues****.04a Registration Regulation Amendment: Status Update**

The Registrar provided an oral report to Council on the Registration Regulation Amendment that was circulated to the membership for consultation.

A small change was required to correct an error in the Registration Regulation that was approved in April 2015. The College had requested the Ministry of Health and Long Term Care (MOHLTC) for an exemption to the requirement to circulate the amendment but was not granted the exception. The Ministry has been informed that the College has circulated the amendment for consultation. The deadline date for all responses to be received is January 2016.

At this time, the College has received 3 responses, all strongly in favour of the proposed change.

**.04b Shaping the Future: Implementation Plan Timeline**

On March 22, 2013, Council adopted the following proposal from the Task Force on Shaping the Future of Psychology Regulation in Ontario:

Discontinue master's level registration, grandparent Psychological Associates as Psychologists and develop a mechanism for evaluating internationally trained applicants.

- a. Cease to accept master's level applications as of a set date
- b. Register all Psychological Associates as Psychologists on a fixed date, or within a fixed time period.
- c. Develop a mechanism for evaluating internationally trained applicants' competencies for substantial similarity to a CPA accredited program and remediation as needed.

The Registrar provided to the Council a timeline for implementation of the proposed changes. In January 2016, the College will be consulting with the membership about the proposals from the Shaping the Future Task Force. Since this is not a formal consultation of the Registration Regulation amendments, the consultation would be for a shorter period than the mandatory 60 days. The consultation will also be provided to the public members on Council. The College will provide a report on the consultation to the Council meeting on April 1, 2016.

**.04c Transparency Initiatives**

(1) Ministry of Health and Long-Term Care (MOHLTC)  
Transparency Working Group



The Registrar provided to the Council information on the Transparency Working Group (TWG) that has been established by the MOHLTC. The Registrar participated in a teleconference with Ministry Staff and registrars from other health regulatory Colleges.

The Working Group will have 14 members including members from Health Regulatory Colleges, the Health Sector and public/patient representatives. The Colleges do not have the opportunity to volunteer to serve on the Working Group. The Ministry will keep the Colleges informed of the Working Group's activities. The Colleges are asked for their support and cooperation in implementing the Ministry's recommendations.

The Ministry may consider developing a common on-line portal for provincial health services. If needed, the Ministry may reopen the *Regulated Health Professions Act* (RHPA) to make changes to the College processes.

The Ministry's goal is to have consistency across the Colleges in making information available in an easy to understand format and to reestablish public confidence in the regulatory Colleges by helping to make the public understand the College processes.

The Council was provided a copy of the Ministry News Release dated Nov 27, 2015 which states that information should be "Open by Default". The College has provided information to the Ministry on the transparency initiatives being considered for implementation.

In keeping with the Transparency Initiatives, the Council will discuss the issue of materials that are provided to public observers at Council meetings. At this time, public observers are provided with the agenda when they attend the Council meeting or the agenda can be accessed on the College website about a week prior to the meeting. Some Colleges provide the entire Council package on their website in advance of the meeting.

#### (2) College Initiatives: Status Update

The College will be consulting with the membership about the Transparency initiatives that were identified at the Council meeting on September 18, 2015.

#### .04d Standards Review: Status Update

The Registrar provided a brief report on the status of the Standards Review in his report on the activities of the Client Relations Committee. The Committee considered proposing new Standards in the areas of Technology, Electronic Record Keeping and use of



Social media but noted that existing standards do cover these areas but some Guidelines may be needed.

The Committee hoped to provide the revised Standards to the Executive Committee meeting in January 2016 and then to the Council meeting on April 1, 2016.

.04e Supervision Task Force: Status Update

The Council received a status report on the Supervision Task Force. The Task Force has concluded work on the Supervision Standards. The Task Force will provide a policy paper with an overview of the research, analysis and recommendations to the Executive Committee meeting in January 2016. The Supervision Standards will be circulated to the membership for consultation along with the more comprehensive review of the Standards of Professional Conduct that is being conducted by the Client Relations Committee.

.04f Expense Claim Policy: Proposed Amendment

The current Expense Claim policy requires that original receipts be submitted for all expenses over \$10.00. Many receipts are now being issued as digital scans and expense claims submitted by e-mail have attached copies of scanned receipts. In order to provide clarification on whether such copies are acceptable, the proposed amendment to Policy III F-5: Expense Reimbursement will state that Original receipts include digital or scanned copies of receipts.

The Council discussed the proposed amendment and

**It was MOVED Grand**

**That section 2 of Policy III F-5: Expense Reimbursement be amended to state that “Original receipts or a copy of original receipts including digital or scanned copies are required for all expenses above \$10.00”.**

**CARRIED**

.04g Policy on Victim Support

The Registrar provided to the Council the draft of a policy on Support to Witnesses at Hearings and Pre-Hearing Conferences.

There have been previous Council decisions in 2000 and 2001 on the College providing support for witnesses. Although a specific policy had not been developed, the Registrar confirmed that this

has been the practice at the College. This is not a very frequent occurrence and there are no significant financial implications.

A new policy is being proposed by the Discipline Committee that includes the provision of a private room and a translator for witnesses, if needed. A new section has been added to provide funding for a support person to accompany a vulnerable witness who requires emotional support in order to provide testimony during the hearing.

The Council reviewed the proposed policy and recommended that the policy state that any fee charged by the professional support person not to exceed the recommended rate set by the professional associations.

**It was MOVED Gauthier**

**That section 1(c) of the policy be revised as follows:**

**Funding for a professional support person to attend during the hearing for a vulnerable witness who requires emotional support in order to provide testimony. Any fee, if applicable, will be at the rate normally charged by the support person to the witness, not to exceed the recommended rate set by the professional associations.**

**CARRIED**

.04h Policy Review

A number of College policies that were at or past their review date in 2015 were reviewed by the College Committees. Policies that required substantive changes were brought forward individually to the Council for approval.

The following policies required only an update to the “Reviewed date” and the insertion of the next Review date.

**(1) Executive Committee**

Policy #	Name
<b>Framework and Governance</b>	
I-2	Council Orientation and Training
I-3	Committee Meetings
I-4	Observers at Council Meetings: Procedures and Materials
I-6	Conflict of Interest and Apprehension of Bias
I-6a	Declaration, Undertaking and Agreement
I-8	Task Forces
I-9	Annual Reports



I-10	Authority to Speak on Behalf of the College
<b>Operational Administrative</b>	
III A - 3	Disaster Recovery Policy
III A - 5	Records Management

## (2) Finance and Audit Committee

Policy #	Name
<b>Operational Financial</b>	
III F - 1	Budget Development
III F - 2	Reserve Funds
III F - 3	Financial Reporting
III F - 6	Registrar's Expense Approval
<b>Operational Personnel</b>	
III P - 1	Employee Compensation and Benefits
III P - 3	Presentation Honoraria and Expenses

### It was **MOVED Eulette**

**That the policies listed above be approved with the update to the "Reviewed date" and addition of the next review date.**

**CARRIED**

Policy II-10(i) Jurisprudence and Ethics Examination Committee  
The Jurisprudence and Ethics Examination Committee proposed some amendments to the Terms of Reference of this policy to provide clarification for the following:

- "Recently registered" as being registered within the past decade
- Committee appointments are made by the Executive Committee
- A public member will be appointed to the Committee as an observer
- The Committee will consult with Staff, but not oversee, the development and review of materials
- Update the exam based on legislation

### It was **MOVED Eulette**

**That the proposed amendments to Policy II-10(i) Jurisprudence and Ethics Examination Committee be approved.**

**CARRIED**



**2015.07.05****Business Issues**

.05a

**Financial:****(1) Variance Report to August 31, 2015**

The Council received the Variance Report to August 31, 2015 and narrative for items that are projected to exceed the budgeted amount by more than \$2,000. The Registrar provided an update to the Council with information to October 31, 2015.

Under Governance, there were Special projects: Search Committee and Supervision Task Force.

Legal Costs were higher because of 3 Health Professions Appeal and Review Board (HPARB) reviews dealing with Registration issues and it is anticipated that the overspend may continue to the end of the year. In response to a question, the Registrar confirmed that although HPARB may uphold the College decisions, there is no cost recovery on the legal costs. Applicants are now being assessed under the new Registration Regulations approved in April 2015.

There was an overspend due to updates to the Home page of the College's website.

Based on figures at October 31, 2015, it is projected that the deficit at the end of the year will be much less, \$63,025, than the deficit of \$185,500 that was approved in the Budget for 2015-2016.

**It was MOVED Grand****That the Variance Report to August 31, 2015 be received.****CARRIED****(2) Report from the Finance and Audit Committee (FAC)**

The Council received a report from the Finance and Audit Committee (FAC) on their teleconference on November 18, 2015.

**It was MOVED Eulette****That the report from the Finance and Audit Committee (FAC) be received.****CARRIED****(3) Budget Planning 2016-2017**

The draft Budget for 2016-2017 will be prepared by the Staff and reviewed by the FAC and then provided to the Executive Committee at the meeting on January 29, 2016. The Executive Committee will review the budget and bring it forward to the Council meeting on April 1, 2016 for approval.



Responding to a question on whether the College expects additional HPARB reviews in 2016-2017, the Registrar commented that it is difficult to anticipate but will make additional allocation for that Budget line.

- .05b Report from meetings with Training Program and Internship Program Directors  
On November 27, 2015, the Training Program and Internship Program Directors held a Joint meeting at the College and the two groups also met separately on the same day.

Dr. Patricia Minnes chaired the Joint meeting and the meeting of the Training Program Directors and Dr. Dorothy Cotton chaired the meeting of Internship Program Directors and provided an oral report to Council on the meetings. Council members Dr. Michael Grand and Dr. Lynette Eulette attended the meetings. Dr. Minnes reported that the meetings were well attended. Both groups find the meetings very helpful in providing a forum for discussions.

The Registrar provided an update about the Transparency initiatives being considered by the Ministry of Health and Long Term Care and the College.

There was discussion about preparing students during Graduate School for Registration. The suggestions included creating a webinar providing information on Registration requirements, addressing issues such as language fluency and having programs set requirements that have to be met for competence. The College has recently adopted a requirement for Language Proficiency for Registration.

The meeting discussed the difficulty of recruiting academic members on Council and suggested working with Heads of Departments and Deans to stress the role of Academic Members on Council. Having recently retired members serve as Academic members was considered. The Registrar will review the eligibility requirements of Academic members for serving on Council.

**Action Item Registrar to review the eligibility requirements of Academic members for serving on Council**

The Internship Program Directors discussed practical issues with respect to Internships and the role of the Interns in different settings.



**It was MOVED Cohen  
That the report from the meetings with Training Program and  
Internship Program Directors be received.**

**CARRIED**

.05c Barbara Wand Seminar

The Registrar provided to the Council a report on the Barbara Wand Seminar in Professional Ethics, Standards and Conduct held on October 23, 2015. The Seminar was also offered as a Webinar and it was found that the number registered for the Webinar was significantly higher than the In-person registrants. It is difficult to track exactly how many people participated at each site that registered for the Webinar.

This year, the Seminar resulted in a small net deficit of about \$1,100. In previous years, there has been a small profit or it has been at break-even. The Council received the feedback provided by the attendees and noted that the responses are very positive. The Council suggested that students who participated in the seminar may wish to receive a Certificate of Attendance.

.05d Report from the Association of Canadian Psychology Regulatory Organizations (ACPRO) meeting

This item was moved from the Consent agenda for further discussion.

The Registrar provided a report to Council on the meeting of Association of Canadian Psychology Regulatory Organizations (ACPRO) held in Montreal on November 7-8, 2015. The Board meeting was held on November 7 and the Working Group of jurisdictions supporting the National Standards met on November 8, 2015. It was noted that it was not possible to get consensus on the National Standard as Alberta does not endorse the National Standard.

There is concern regarding the Entry to Practice criteria being used by Alberta because applicants registered in Alberta can apply to any other jurisdiction under the Agreement on Internal Trade (AIT), and will need to be granted registration.

No action is required by the College at this time on the Foreign Qualification Recognition Action Plan.

**It was MOVED Levin  
That the report on the Association of Canadian Psychology  
Regulatory Organizations (ACPRO) meeting be received.**

**CARRIED**



- .05e Government Relations Report  
This item was moved from the Consent agenda for further discussion.

Responding to a question on the Psychotherapy Working Group, the Registrar commented that the Group was established at the request of the Ministry of Health and Long Term Care to clarify the definition of Psychotherapy. The Ministry has confirmed that the definition of Psychotherapy in the *Regulated Health Professions Act* (RHPA) was not open to changes but the Group should work on providing clarification. The Working Group hopes to provide a report to the Ministry by the end of the year.

## 2015.07.06

### Other Business

.06a

Set Date for Elections in 2016

The Council confirmed that Elections in Districts 1, 2 and 3 would be held on March 31, 2016.

**It was MOVED Minnes**

**That the Elections to Council in Districts 1, 2 and 3 be held on March 31, 2016.**

**CARRIED**

.06b

Dates of the next Council meetings

(1) Confirmed dates for Council meetings

The Council noted the following confirmed dates for Council Meetings:

- Council Meeting on Friday April 1, 2016
- Council Training on Thursday March 31, 2016
- Council Meeting on June 17, 2016

(2) Proposed date for Council Meeting in September 2016

The Council confirmed the following dates:

- Council Meeting on September 30, 2016
- Council Training on September 29, 2016

## 2015.07.07

### Adjournment

Prior to adjournment, the Council discussed an issue raised by a Public member regarding an addendum to a Discipline Proceeding.



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The Council agreed that the matter proposed in the addendum was outside of the mandate of the College. The decision and the Addendum have been posted on the Public Register.

The Council directed that the Executive Committee discuss the issue at their meeting in January 2016. The public member will send further information to the Executive Committee.

There being no further business,

**It was MOVED Cohen  
That the Council meeting be adjourned.**

**CARRIED**

The Council meeting was adjourned at 3:11 PM.

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Peter McKegey, President

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Lynette Eulette, Ph.D., C. Psych., Vice-President

**Minutes approved at the Council meeting on April 1, 2016**