



COLLEGE OF  
PSYCHOLOGISTS AND  
BEHAVIOUR ANALYSTS  
OF ONTARIO

# MEETING OF THE COLLEGE COUNCIL

2024.04

**DATE: SEPTEMBER 27, 2024**

**TIME: 9:00AM - 3:00PM**

**LOCATION: TORONTO, ON**

110 Eglinton Avenue West, Suite 500  
Toronto, Ontario, Canada M4R 1A3  
T: 416.961.8817 1.800.489.8388 F:  
416.961.2635 [www.cpbao.ca](http://www.cpbao.ca)



# COUNCIL MEETING AGENDA

## 2024.05

SEPTEMBER 27, 2024

9:00AM to 3:00PM

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.00	<b>CALL TO ORDER &amp; LAND ACKNOWLEDGEMENT</b>			
.00A	Welcome of New Council Members ( <i>T. DeBono</i> )	--	--	--
.00B	Election of Executive Committee Member	<b>Decision</b>	<b>4</b>	<b>S3</b>
.01	<b>APPROVAL OF AGENDA &amp; MINUTES</b>			
.01A	Review & Approval of Agenda ( <i>I. Nicholson</i> )	<b>Decision</b>	<b>2</b>	--
.01B	Declarations of Conflicts of Interest ( <i>I. Nicholson</i> )	<b>Discussion</b>	--	--
.01C	Review & Approval of Minutes a) Council Meeting 2024.02 March 21, 2024 ( <i>I. Nicholson</i> )	<b>Decision</b>	<b>6</b>	--
.01D	Review of Action List ( <i>I. Nicholson</i> )	<b>Discussion</b>	<b>13</b>	--
.01E	Council Meeting Evaluation Report – June 14, 2024 ( <i>I. Nicholson</i> )	<b>Discussion</b>	<b>15</b>	<b>S3</b>
.02	<b>CONSENT AGENDA ITEMS</b>			
.02A	Committee/Working Group Reports	<b>Information</b>	--	--
	(1) Executive Committee Report		<b>17</b>	
	(2) Discipline Committee Report		<b>19</b>	
	(3) Quality Assurance Committee Report		<b>21</b>	
	(4) Client Relations Committee Report		<b>24</b>	
	(5) Fitness to Practice Committee Report		<b>25</b>	
	(6) Finance & Audit Committee Report		<b>26</b>	
	(7) Equity, Diversity, and Inclusion Working Group Report		<b>28</b>	
	(8) ABA Working Group Report		<b>29</b>	
	Barbara Wand Seminar 2024 Report		<b>31</b>	
.02B	Staff Presentations	<b>Information</b>	<b>34</b>	<b>S2</b>
.03	<b>POLICY ISSUES</b>			
.03A	Consultation: Proposed Amendments to College By-law 19 (Cooling off Period) ( <i>T. DeBono</i> )	<b>Decision</b>	<b>35</b>	<b>S1, S3</b>
.03B	RxP – Oral Update ( <i>T. DeBono</i> )	<b>Information</b>	--	<b>S1, S4</b>
.04	<b>BUSINESS ISSUES</b>			
.04A	President's Report ( <i>I. Nicholson</i> )	<b>Information</b>	<b>40</b>	<b>S1</b>

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.04B	Registrar & Executive Director's Report ( <i>T. DeBono</i> )	Information	42	S1
.04C	Registration Committee Quarterly Report ( <i>P. Bieling</i> )	Information	44	S1
.04D	Inquiries, Complaints and Reports Committee Quarterly Report ( <i>Z. Yetnikoff</i> )	Information	47	S1
.04E	2023-2024 Annual Reports ( <i>T. DeBono</i> )	Decision	51	S3
.04F	Audit 2023-2024: Audited Financial Statements Year-Ending May 31, 2024 – Presentation of Audited Financial Statements <i>Ms. Liana Bell and Ms. Joy Lee, Hilborn LLP</i>	--	81	S4
	(1) Approval of Audited Financial Statements	Decision	--	
	(2) Appointment of Auditors for 2023-2024	Decision	--	
.04G	Consultation: Proposed Amendments to College By-law 18 (Fees) ( <i>T. DeBono</i> )	Decision	112	S3
.05	<b>STRATEGIC ISSUES</b>			
.05A	Strategic Direction Implementation: Chart Update ( <i>T. DeBono</i> )	Discussion	118	All
.06	<b>OTHER BUSINESS</b>			
.06A	Next Council Meeting: <ul style="list-style-type: none"> <li>Friday, December 13, 2024 (Virtual)</li> </ul>	Information	--	--
.06B	Proposed Next Council Meeting: <ul style="list-style-type: none"> <li>Thursday, March 20, 2024 (Training Day)</li> <li>Friday, March 21, 2024 (Virtual)</li> </ul>	Decision	--	--
.07	<b>ADJOURNMENT</b>			

Strategic Direction Reflection:

*S1 - Excellence in Care*

*S2 - Membership Engagement*

*S3 - Innovation in Regulation*

*S4 - Continuous Quality Improvement Culture*

---

## BRIEFING NOTE

2024.05.00B

---

### SEPTEMBER 2024 COUNCIL MEETING

## EXECUTIVE COMMITTEE ELECTION OF BEHAVIOUR ANALYST MEMBER 2024-2025

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

---

### PROCEDURE

The first order of business at the Council meeting of September 27, 2024 will be the election of a Behaviour Analyst member of the Executive Committee for 2024-2025. The elections are administered by the Registrar.

As set out in *By-law 21: Committee Composition* [21.1(1)]:

The Executive Committee shall be composed of:

- (a) five members of the Council who are members of the College;
- (b) all titles shall be represented among the members in section (a); and,
- (c) two members of the Council appointed to the Council by the Lieutenant Governor in Council

In keeping with *By-law 4: Election of Members of the Executive Committee (Section 4.7)*, further nominations would be accepted from the floor only if there is no nominee for said position.

The College has received one (1) nomination for the Professional Member - Behaviour Analyst position on the Executive Committee. Therefore, the position will be acclaimed as shown below.

---

### CANDIDATES

Member of the College (Behaviour Analyst): **Olivia Ng, M.A., R.B.A (Ont.), BCBA**

As required by *By-law 4: Election of Members of the Executive Committee* each candidate has provided a biographical statement and candidate statement. These are attached.

---

### ATTACHMENTS

Biographical Statement and Candidate Statement

- Olivia Ng

---

### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

---

## EXECUTIVE COMMITTEE STATEMENT OF INTEREST

---

**Olivia Ng, MA, RBA (Ont.), BCBA – Professional Member**

Biography and Candidate Statement

I am writing to seek a position on the Executive Committee as a Professional Member — Behaviour Analyst. I am a Behaviour Analyst who has supported hundreds of individuals with autism and developmental disabilities across the lifespan for over 20 years in both public and private sectors. Through this work, I have developed a personal philosophy that emphasizes compassionate and collaborative care for every client. Everyone has a story, and each story must be carefully considered in its unique context, while mindfully respecting the privacy, rights, wishes, and ambitions of the client. I have provided clinical mentorship to numerous clinicians and students of behaviour analysis while espousing this very philosophy.

I hold a BA in Psychology and English Literature, MA in Applied Disability Studies (Specialization in ABA), and I am currently pursuing a PhD in Behaviour Analysis. I am a member of the Ontario Association for Behaviour Analysis (ONTABA) and the Association of Professional Behaviour Analysts (APBA).

I am a strong supporter of BIPOC and LGBTQSIA+ rights and look forward to supporting the College's DEI initiatives. Having supported, worked alongside, and collaborated with many individuals from diverse backgrounds, and as a woman of colour, it would be my absolute privilege to bring my unique experiences to Council in the interest of contributing to public protection. I hope to also learn and add to my knowledge during this process. Thank you for reading my statement!

1

---

## COUNCIL MEETING

## 2024.04

2

3

4

To view the Meeting Materials and Briefing Notes corresponding to these Minutes please click [here](#).

5

6

7

**JUNE 14, 2024**

8

9

---

### PRESENT

10

**Ian Nicholson**, Ph.D., C.Psych., President

11

**Peter Bieling**, Ph.D., C.Psych., Vice-President

12

**Wanda Towers**, Ph.D., C.Psych.

13

**Fred Schmidt**, Ph.D., C.Psych.

14

**Jacob Kaiserman**, Psy.D., C.Psych.

15

**David Kurzman**, Ph.D., C.Psych.

16

**Rachel Wayne**, Ph.D., C.Psych.

17

**Conrad Leung**, M.ADS, BCBA

18

**Glenn Webster**, M.Ed., C.Psych.Assoc.

19

**Ilia Maor**, Public Member

20

**Cenobar Parker**, Public Member

21

**Nadia Mocan**, Public Member

22

**Paul Stopciati**, Public Member

23

**Esther Vlessing**, Public Member

24

**Scott Warnock**, Public Member

25

**Pascale Gonthier** Public Member

26

27

### REGRETS

28

**Kendra Thomson**, Ph.D., BCBA-D

29

**Maggie Toplak**, Ph.D., C.Psych.

30

31

### STAFF

32

**Tony Debono**, MBA, Ph.D., C.Psych., Registrar & Executive Director

33

**Barry Gang**, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director, Professional Affairs

34

**Lesia Mackanyn**, Director, Registration

35

**Zimra Yetnikoff**, Director, Investigations and Hearings

36

**Stephanie Morton**, Director, Corporate Services

37

**Odessa Medallon**, Assistant to the Registrar, Recorder

38

39

---

### 2024.04.00 CALL TO ORDER

40

The Registrar called the meeting to order at 9:00AM and began with a land acknowledgement statement in recognition and respect for Indigenous peoples. The meeting was held virtually by Zoom and livestreamed on YouTube.

41

42

43

44

### 2024.04.00A WELCOME OF NEW AND RETURNING COUNCIL MEMBERS

45

The Registrar welcomed new Council members Dr. Rachel Wayne representing District 6 (GTA

46 West), and Dr. Maggie Toplak representing District 8 (Academic).

47

48 **2024.04.00B ELECTIONS TO THE EXECUTIVE COMMITTEE**

49 The Registrar informed the Council that the first order of business was the election of the  
50 Executive Committee and confirmed that Council members had received the *Statements of*  
51 *Interest* submitted by those wishing to run for positions on the Executive.

52

53 The Registrar confirmed that one *Statement of Interest* had been received for each of these  
54 positions: President, Vice President, two Professional Members and two Public Members. Prior to  
55 the election, the Registrar provided Council members with the opportunity to ask questions of  
56 each candidate.

57

58 According to *By-law 4: Election of Members of Executive Committee*, "4.7 Only, if there is no  
59 candidate for a position, members of Council may indicate their willingness to run at the first  
60 meeting of Council following the annual election." Given that there is only one candidate for each  
61 of the six positions on the College Executive Committee, further expressions of interest will not  
62 be entertained at this meeting. Therefore:

63

64 **The Executive Committee for 2023-2024 will be acclaimed as follows:**

65 Ian Nicholson, Professional Member, President

66 Peter Bieling, Professional Member, Vice-President

67 Glenn Webster, Professional Member

68 Fred Schmidt, Professional Member

69 Paul Stopciati, Public Member

70 Scott Warnock, Public Member

71

72 The Registrar congratulated the new Executive Committee and requested that the President, Dr.  
73 Ian Nicholson, take the Chair and conduct the proceedings of Council.

74

75

---

76 **2024.04.01 APPROVAL OF THE AGENDA AND MINUTES**

77

78 **.01A APPROVAL OF AGENDA**

79

80 **It was MOVED by Paul Stopciati**

81 **That the Agenda for the Council Meeting be approved as presented.**

**CARRIED**

82

83 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

84 The President asked if any members of Council wished to declare a conflict of interest pertaining to  
85 the items on the Agenda. The President reminded Council members that the potential for conflicts  
86 should be kept in mind throughout the meeting and declarations made at any time, if appropriate.

87

88 **.01C REVIEW & APPROVAL OF MINUTES**

89

90 **It was MOVED by Scott Warnock**

91 **That the Minutes of Council Meeting 2024.02 March 21, 2024, In-Camera Council Meeting 2024.02**  
 92 **March 21, 2024 - Salary Scales, In-Camera Council Meeting 2024.02 March 21, 2024 -**  
 93 **Registrar's Performance Review, and 2024.03 May 8, 2024, be approved as presented.**

94 **CARRIED**

95  
 96 **.01D REVIEW OF ACTION LIST**

97 The Council reviewed the Action List drawn from the Minutes of the previous meeting and noted  
 98 items that were completed, outstanding or on today's meeting Agenda.

99  
 100 **.01E COUNCIL MEETING EVALUATION REVIEW**

101 The Council reviewed the March 21, 2024, Council Meeting Evaluation results.

---

102  
 103 **2024.04.02 CONSENT AGENDA**

104 The Consent Agenda was received.

---

105  
 106 **2024.04.03 POLICY ISSUES**

107  
 108 **.03A TELEPSYCHOLOGY MEMORANDUM OF UNDERSTANDING WITH MANITOBA**

109 The Registrar provided the Council with a Briefing Note on the proposed that would permit  
 110 psychologists in good standing with the Psychological Association of Manitoba employed by a  
 111 provincial health authority to provide psychological services to residents of a specified region of  
 112 Northwestern Ontario within the interprofessional care model of the hospital. Consistent with  
 113 healthcare inequities more generally, there is limited access to psychological services for residents of  
 114 Northern Ontario. This MOU would permit psychologists within this model of care to see patients via  
 115 telepsychology following initial hospital service.

116  
 117 **It was MOVED by David Kurzman**

118 **To approve the signing, in principle, of a Memorandum of Understanding between Ontario and**  
 119 **Manitoba to enable telepsychology care to residents of Northwestern Ontario for services provided**  
 120 **through Manitoba's provincial health authority that were initially referred by an Ontario physician.**

121 **CARRIED**

122  
 123 **.03B TELEPSYCHOLOGY MEMORANDUM OF UNDERSTANDING (MOU) WITH BRITISH COLUMBIA**  
 124 **(B.C.)**

125 The Registrar provided an update on the potential MOU between Ontario and British Columbia  
 126 (B.C.), where an intention agreement was signed. The signing aims to ensure stability and encourage  
 127 collaboration during the transition period of the newly amalgamated College of Health and Care  
 128 Professionals in B.C., known as "C7", set to launch on June 28th. The MOU will further facilitate the  
 129 flow of healthcare professionals and offer the opportunity of working with B.C. in ensuring quality  
 130 care for the public across the two jurisdictions.

131  
 132 **.03C PROPOSED AMENDMENT TO POLICY III F-2: RESERVE FUNDS**

133 The Registrar provided the Council with a Briefing Note and copy of proposed amendments to *Policy*  
 134 *III – F2 Reserve Funds* for discussion, explaining that the current economic and operational context  
 135 differs significantly from when the Fee Stabilization Fund was created. The Fee-Stabilization Fund was  
 136 created as a financial strategy to minimize or delay the impact of year-over-year changes in revenue  
 137 or expenses on registrant renewal fees. The amendment covers sunseting the Fee Stabilization Fund



138 and reallocating any remaining Fee Stabilization Funds to Contingency Reserve Fund following  
139 payment of the previous year's deficit.

140

141 **It was MOVED by Jacob Kaiserman**

142 **That the Council approve the proposed amendments to Policy III F-2 – Reserve Funds.**

143

**CARRIED**

144

145 **Action Item Registrar**

146 *Update Policy III - F-2: Reserve Funds in the Colleges Policy and Procedures Manual.*

147

148 **.03D POLICIES AND PROCEDURES MANUAL – AMENDMENTS TO INCLUDE ABA**

149 The Registrar provided the Council with a Briefing Note and Summary of Changes to the  
150 College's Policies and Procedures Manual. The primary focus was to update the documents to  
151 include the profession of applied behaviour analysis (ABA). The Registrar pointed out the  
152 inclusion of the Vulnerable Sector Screening Policy specific to ABA which was approved at the  
153 December 2023 Council meeting.

154

155 There was a discussion on the requirement of a Vulnerable Sector Check (VSC) for Behaviour  
156 Analysts when registering with the College and concerns about the administrative burden,  
157 costs of implementation, and whether similar requirements should apply to psychology registrants.

158

159 **It was MOVED by Wanda Towers**

160 **That the Council approve the changes in the College Policies and Procedures Manual to incorporate  
161 the profession of applied behaviour analysis.**

162

**CARRIED**

163 **Action Item Office of the Registrar**

164 Confirm with ACPRO if there are psychology regulatory bodies in Canada requiring a VSC at the  
165 College level and with ASSPB the list of requirements of US and Canadian regulators.

166

167 **.03E EQUITY, DIVERSITY, AND INCLUSION (EDI) WORKING GROUP REPORT– HEALTH EQUITY  
168 IMPACT ASSESSMENT**

169 The Ministry outlined Standards within the College Performance Measurement Framework (CPMF)  
170 considered to be "best practices" of regulatory excellence toward which Colleges are to strive and  
171 against which Colleges will be evaluated. Within the CPMF, it is an expectation that the College has  
172 an Equity, Diversity, and Inclusion (EDI) plan and that they conduct an Equity Impact Assessment to  
173 ensure that decisions are fair, and that policies, programs, or processes are not discriminatory. Prior  
174 to creating an EDI plan, an Equity Impact Assessment will provide baseline data to build upon.

175

176 The EDI Working Group completed the Health Equity Impact Assessment over the course of  
177 two sessions on January 15 and March 18, 2024. The summary of results suggest that the College  
178 has made some important changes in alignment with principles of EDI, such as: establishing a  
179 Working Group, providing consultation to multiple College committees, collecting membership  
180 data, and providing input into Standards of Professional Conduct. Despite these accomplishments,  
181 the College remains committed to a journey of continuous quality improvement with areas of EDI  
182 that would benefit from the College's attention through a specific plan.

183

184 **It was MOVED by Scott Warnock**

185 **That the Health Equity Impact Assessment results be approved by Council and returned to the EDI**  
 186 **Working Group to develop an EDI plan.**

187 **CARRIED**

188 **Action Item Office of the Registrar**

189 Communicate the approval of the Health Equity Impact Assessment with the EDI Working Group to  
 190 develop an EDI Plan.

191

192 **2024.04.04 BUSINESS ISSUES**

193

194 **.04A PRESIDENT'S REPORT**

195 The Council reviewed the President's Report for the fourth quarter of 2023-2024.

196

197 **.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT**

198 The Council reviewed the Registrar's Report for the fourth quarter of 2023-2024.

199

200 **.04C REGISTRATION COMMITTEE QUARTERLY REPORT**

201 The Council reviewed the report for the fourth quarter of 2023-2024.

202

203 **.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT**

204 The Council reviewed the report for the fourth quarter of 2023-2024.

205

206 **.04E DIRECTORS OF CLINICAL TRAINING PROGRAMS MEETING REPORT**

207 Dr. Peter Bieling gave an oral report on the joint meeting of the Directors of Clinical Training and  
 208 Internship Directors that took place on April 18, 2024. Four themes discussed in the meeting were:

209

- Training Finances
- New CPA Accreditation Standards
- Accommodations for Students
- Artificial Intelligence (AI)

210

211

212

213

214 **.04F INTERIM APPOINTMENTS OF BEHAVIOUR ANALYSTS TO COUNCIL AND COMMITTEES**

215 Effective July 1, 2024, the College of Psychologists and Behaviour Analysts of Ontario will expand its  
 216 regulatory mandate to include the profession of applied behaviour analysis (ABA), in accordance with  
 217 the *Psychology and Applied Behaviour Analysis Act, 2021*. At the March 2024 Council Meeting,  
 218 amendments to the By-Laws were approved to reflect this change, including representation of all  
 219 registration titles on statutory committees, including Psychologists, Psychological Associates and  
 220 Behaviour Analysts.

221

222 The inaugural election for District 8 (Behaviour Analysts) will be held from July 8 to September 6,  
 223 2024, with the first meeting of the newly constituted Council on September 27th. To maintain  
 224 operational continuity, it was proposed that interim appointments of Behaviour Analysts to Council  
 225 and Committees be made until formal elections and appointments are completed.

226

227 **It was MOVED by PAUL STOPCIATI**

228 **That Council approve the proposed committee appointments cycle for Behaviour Analysts, to be**  
 229 **held concurrently with the inaugural election in Electoral District 8 (Behaviour Analysts), which**  
 230 **follows proclamation.**

231

**CARRIED**

232

233

**It was MOVED by Glenn Webster**

234

**That, in the interim, the Executive Committee will convene on July 2, 2024, to appoint Behaviour Analyst members (TBD) to the Council, the Executive Committee, the Committee Appointments Working Group, and to the remaining Statutory Committees for the period following proclamation and preceding the September Council meeting.**

235

236

237

238

CARRIED

239

240

#### **.04G COLLEGE BY-LAWS – ADDITIONAL AMENDMENTS TO INCLUDE ABA**

241

To ensure the effective integration of the profession of applied behaviour analysis into the College, additional housekeeping amendments to the By-laws were necessary. These amendments were intended to address minor inconsistencies and operational details that have emerged since the initial By-law amendments were approved. The proposed amendments focused on refining the election procedures of Behaviour Analysts within the College's governance structure.

242

243

244

245

246

247

There was discussion regarding the one-year cooling off period for College members running for elections to Council. It was suggested to revisit this policy and compare to other health regulators.

248

249

250

**It was MOVED by Cenobar Parker**

251

**That the Council approve the additional changes in the College By-Laws to incorporate the profession of applied behaviour analysis.**

252

253

CARRIED

254

255

#### **Action Item Registrar**

256

Update the College By-laws 20 *Election To Council, Qualifications, Terms of Office And Conditions for Disqualification* to reflect the amendment.

257

258

259

#### **Action Item Registrar**

260

Conduct background research on the cooling-off period practices of other health regulators for review of the Executive Committee.

261

262

263

#### **.04G APPOINTMENT OF SIGNING OFFICERS**

264

Where either the President or the Vice-President resides in the Greater Toronto Area (GTA), Council shall appoint as a signing officer one other member of the Council who resides in the GTA. If neither the President nor the Vice-President resides in the GTA, Council shall appoint as signing officers two other members of the Council who reside in the GTA.

265

266

267

268

269

**It was MOVED by Fred Schmidt**

270

**As Dr. Ian Nicholson has been elected President and Dr. Peter Bieling elected as Vice-President; that their names be added to the list of signing officers; and**

271

272

**As Dr. Wanda Towers' term as Council President has ended and Dr. Archie Kwan's term on Council has ended, that their names be removed from the list of Signing Officers as of June 14, 2024; and**

273

274

**As the President and Vice President reside outside of the GTA, that Dr. David Kurzman and Dr. Rachel Wayne be added to the list of signing officers as per Section 9.8.5 of By-law 9: Banking and Finance.**

275

276

277

CARRIED

278

#### **2024.04.05 STRATEGIC ISSUES**

279

280 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

281 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. This  
 282 table is used to chart the work undertaken and accomplished in fulfilling the College's Strategic  
 283 Direction. Items added since the Council Meeting of March 21, 2024, were shown in **Bold**.

284

285 **2024.04.06 OTHER BUSINESS**

286

287 **.06A NEXT COUNCIL MEETINGS:**

288

289 The next meetings of Council will be held on:

290 - September 26, 2024 (Training Day)

291 - September 27, 2024 (In-Person)

292 Proposed:

293 - December 13, 2024

294

295 **It was MOVED by Pascale Gonthier**296 **That December 13, 2024 be set as meeting date.****CARRIED**

297

298 **2024.04.07 ADJOURNMENT**

299

300 There being no further business,

301

302 **It was MOVED by Wanda Towers**303 **That the Council Meeting be adjourned.****CARRIED**

304

305 The Council Meeting was adjourned at 11:00AM.

306

307

308

309 \_\_\_\_\_  
Ian Nicholson, Ph.D., C.Psych., President

310

311

312

313 \_\_\_\_\_  
Peter Bieling, Ph.D., C.Psych., Vice-President

314

315 **Minutes approved at the Council Meeting on September 27, 2024**



## ACTION LIST - COUNCIL

2024.05.01D

Item:	Responsibility:	Action:	Status:
2019.03.03C	College	<ul style="list-style-type: none"> <li>i. To pursue amendments to O.Reg. 74/15 - Registration under the <i>Psychology Act, 1991</i> to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.</li> <li>ii. Submit the Master's Level Registration Report to the Ministry of Health.</li> </ul>	In Process. Research reported to Council, <a href="#">March 2024</a>
2023.04.03B	Registration Committee	Develop a pilot implementation of evaluating CFTA candidates for Autonomous practice	In Process.
2024.02.03A	Office of the Registrar	Examine strategies to increase membership engagement in College consultations.	In Process.
2024.04.03C	Office of the Registrar	Update Policy III - F-2: Reserve Funds in the Colleges Policy and Procedures Manual.	<b>Completed.</b>
2024.04.03D	Office of the Registrar	Confirm with ACPRO if there are psychology regulatory bodies in Canada requiring a VSC at the College level and with ASSPB the list of requirements of US and Canadian regulators.	In Process.
2024.04.03E	Office of the Registrar	Communicate the approval of the Health Equity Impact Assessment with the EDI Working Group to develop an EDI Plan.	<b>Completed.</b> EDI Plan in process.
2024.04.04G	Office of the Registrar	Update the College By-laws 20 Election To Council, Qualifications, Terms of Office And Conditions for Disqualification to reflect the amendment.	Completed.

Item:	Responsibility:	Action:	Status:
2024.04.04G	Office of the Registrar	Conduct background research on the cooling-off period practices of other health regulators for review of the Executive Committee.	Completed. <i>On Agenda</i>

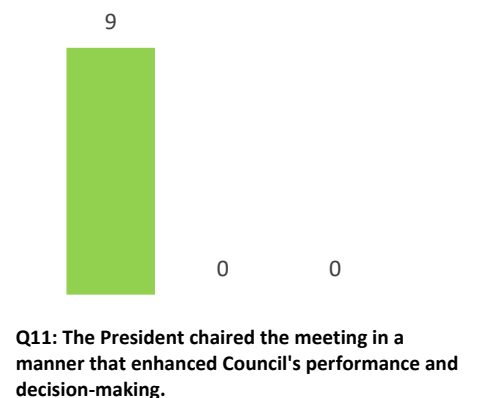
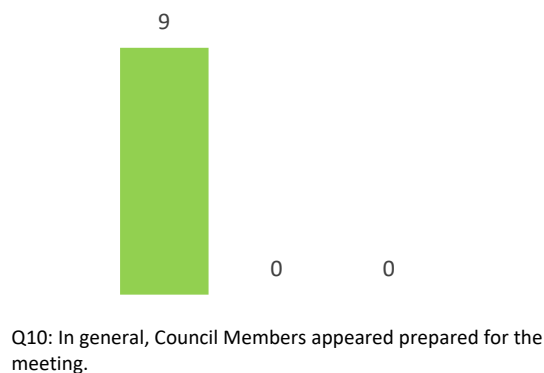
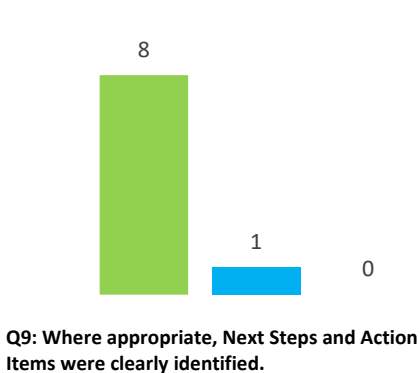
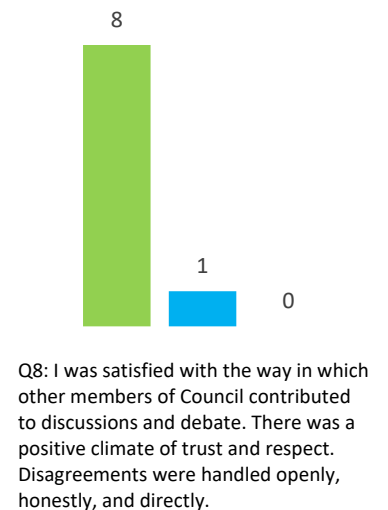
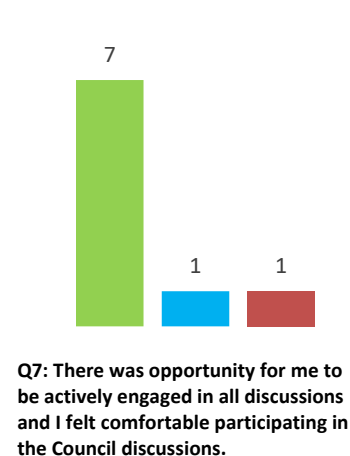
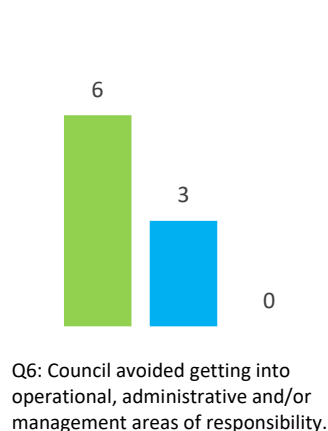
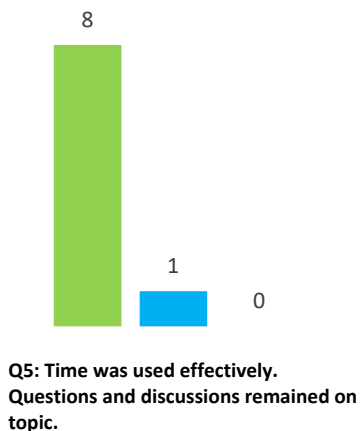
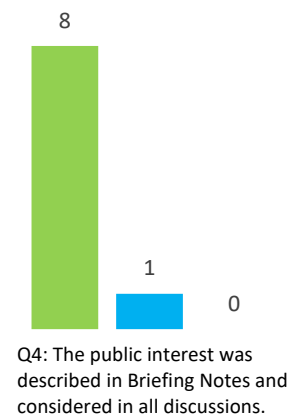
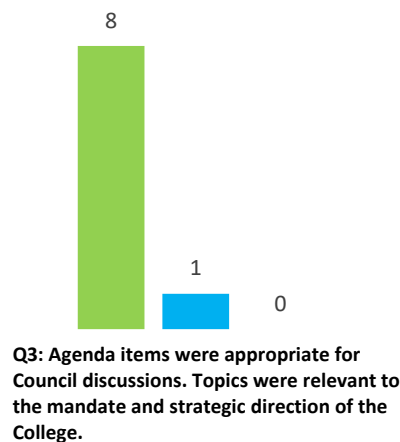
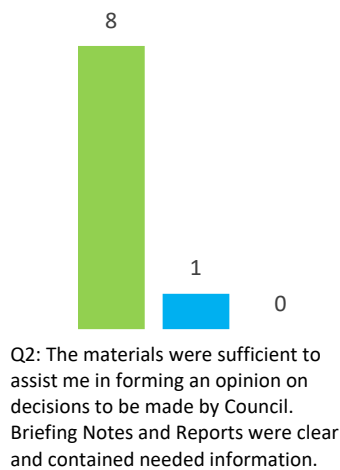
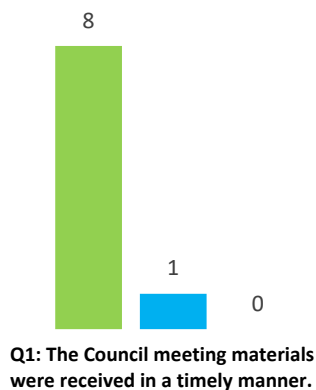
# COUNCIL MEETING EVALUATION REPORT

2024.05.01E

## COUNCIL MEETING JUNE 14, 2024

### 9/17 COUNCIL MEMBERS PRESENT COMPLETED EVALUATIONS

Very Good/Excellent    Good/OK    Needs Improvement



---

**ADDITIONAL COMMENTS**

Q1	No comments
Q2	No comments
Q3	No comments
Q4	No comments
Q5	<ul style="list-style-type: none"> <li>For the first meeting of the newly elected executive things ran very smoothly and completed in a timely manner.</li> </ul>
Q6	No comments
Q7	<ul style="list-style-type: none"> <li>I anticipate this will improve overtime; this is on me.</li> <li>Was called upon to provide my input on a couple of matters.</li> </ul>
Q8	<ul style="list-style-type: none"> <li>Great balanced, discussion today regarding 'cooling off' period.</li> </ul>
Q9	No comments
Q10	No comments
Q11	<ul style="list-style-type: none"> <li>Thank you Dr. Towers for your contributions as the President. Welcome Dr. Nicholson! The meeting was chaired in a manner that allowed for all to contribute to decision making.</li> </ul>
Additional Comments	<ul style="list-style-type: none"> <li>A great meeting!</li> </ul>





# REPORT TO COUNCIL

2024.05.02A(1)

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

## EXECUTIVE COMMITTEE

### COMMITTEE MEMBERS:

Ian Nicholson, Chair	Professional Member of Council
Peter Bieling, Vice-Chair	Professional Member of Council
Fred Schmidt	Professional Member of Council
Paul Stopciati	Public Member of Council
Scott Warnock	Public Member of Council
Glenn Webster	Professional Member of Council

### STAFF

Tony DeBono, Registrar & Executive Director  
Barry Gang, Deputy Registrar & Director, Professional Affairs  
Odessa Medallon, Assistant to the Registrar

### MEETINGS

The Executive Committee met on:

- June 14, 2024
- July 2, 2024
- August 29, 2024

### ITEMS TO COUNCIL FOR DECISION

The Executive Committee discussed the following items which are being brought forward for Council consideration/approval:

- Proposed Amendments to *By-law 18: Fees* and *By-law 19: Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification*
- Draft Audited Financial Statements 2023-2024 and Auditor's Report.

### ACTIONS

The Executive Committee took the following actions:

- Made Committee appointments for the 2024-2025 year, including interim appointments of Behavior Analysts for the period following proclamation and preceding the September Council meeting.
- Appointed Dr. Kendra Thomson to the Council of the College of Psychologists and Behaviour Analysts of Ontario as an academic member for a two-year term.
- Newly appointed public members of the College Council were placed on committees, Ms. Mary Kalantzis on the Discipline and Registration Committees, and Mr. Ken Moreau on the Discipline, Registration, and Client Relations Committees.

- Reviewed the Variance Report and the Unaudited Financial statements to May 31, 2024. The Committee recommended that these documents be presented to the Council. These are included in the Consent Agenda Reports section of the Council Materials package.

---

**SUBMITTED BY**

Ian Nicholson, Ph.D., C. Psych., Chair



---

# REPORT TO COUNCIL

2024.05.04D

---

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

## DISCIPLINE COMMITTEE

---

### COMMITTEE MEMBERS

Janice Currie, College Member, Chair  
Lyzon Babchishin, College Member  
Peter Bieling, Council Member  
Deirdre Boyle, College Member  
Allison Eades, College Member  
Lynette Eulette, College Member  
Robert Gauthier, College Member  
David Gold, College Member  
Pascale Gonthier, Public Member  
Michael Grand, College Member  
Anthony Hopley, College Member  
Jacob Kaiserman, Council Member  
Mary Kalantzis, Public Member  
David Kurzman, Council Member  
Conrad Leung, Council Member  
Maggie Mamen, College Member  
Michael Minden, College Member

Nadia Mocan, Public Member  
Ken Moreau, Public Member (as of Aug 29 2024)  
Olivia Ng, Council Member  
Nicole Neil, Council Member  
Ian Nicholson, Council Member  
Cenobar Parker, Public Member  
Fred Schmidt, Council Member  
Robert Smith, College Member  
Paul Stopciati, Public Member  
Kendra Thompson, Council Member  
Maggie Toplak, Council Member  
Wanda Towers, Council Member  
Esther Vlessing, Public Member  
Scott Warnock, Public Member  
Rachel Wayne, Council Member  
Glenn Webster, Council Member  
Pamela Wilansky, College Member

### STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings

---

### REFERRALS TO DISCIPLINE

There were no referrals to the Discipline Committee in the first quarter.

---

### PRE-HEARINGS

1. **Mr. Eldon Bossin:** [https://members.cpbao.ca/public\\_register/show/21448](https://members.cpbao.ca/public_register/show/21448)

The Pre-Hearing for this matter is scheduled for October 15, 2024.

2. **Ms. Tatiana Zdyb:** [https://members.cpbao.ca/public\\_register/show/21649](https://members.cpbao.ca/public_register/show/21649)

A Pre-Hearing Conference regarding this matter took place on July 30, 2024, with a further Pre-Hearing Conference scheduled for November 20, 2024.

---

**HEARINGS**

1. **Dr. Douglas Misener:** [https://members.cpbao.ca/public\\_register/show/2500](https://members.cpbao.ca/public_register/show/2500)

The Reprimand regarding this matter was issued on August 13, 2024.

---

**ONGOING MATTERS**

1. **Dr. Laura Brown:** [https://members.cpbao.ca/public\\_register/show/20739](https://members.cpbao.ca/public_register/show/20739)

The Hearing for this matter has not yet been scheduled.

2. **Mr. Christopher Heap:** [https://members.cpbao.ca/public\\_register/show/2873](https://members.cpbao.ca/public_register/show/2873)

This matter is currently at the Pre-Hearing Conference stage.

3. **Dr. Frank Kane:** [https://members.cpbao.ca/public\\_register/show/2892](https://members.cpbao.ca/public_register/show/2892)

This matter is currently at the Pre-Hearing Conference stage.

4. **Dr. Irina Trofimova:** [https://members.cpbao.ca/public\\_register/show/20198](https://members.cpbao.ca/public_register/show/20198)

Referrals regarding two related matters are currently at the Pre-Hearing Conference stage.

5. **Dr. Vytas Velyvis:** [https://members.cpbao.ca/public\\_register/show/49563](https://members.cpbao.ca/public_register/show/49563)

This matter is currently at the Pre-Hearing Conference stage.

6. **Dr. Romeo Vitelli:** [https://members.cpbao.ca/public\\_register/show/1461](https://members.cpbao.ca/public_register/show/1461)

Three matters are currently at the Pre-Hearing Conference stage.

---

**SUBMITTED BY**

Janice Currie, Ph.D., C.Psych., Chair



# REPORT TO COUNCIL

2024.05.02A(3)

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

## QUALITY ASSURANCE COMMITTEE

### COMMITTEE MEMBERS

David Howard, M.A., C.Psych., Chair	College Member
Pascale Gonthier	Public Member, Council
Sabrina Hassan, Ph.D., C.Psych.	College Member
David Kurzman, Ph.D., C.Psych.	College Member, Council
Conrad Leung, M.ADS, BCBA	Council Member
Bruno Losier, Ph.D., C.Psych.	College Member
Melanie Morrow, M.A., C.Psych.Assoc.	College Member
Nadia Mocan	Public Member, Council
Wanda Towers, Ph.D., C.Psych.	College Member
Glenn Webster, M.Ed., C.Psych.Assoc.	College Member, Council

### STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs  
David Fierro, Manager, Quality Assurance

### COMMITTEE ACTIVITY

During the first quarter, the Quality Assurance Committee met on August 23, 2024, for orientation. Information was provided by College staff regarding the legislative obligations which apply to the quality assurance matters dealt with by the Committee. It also reviewed the policies and procedures which will be applicable to the work conducted throughout the term. A Vice Chair will be confirmed at the next meeting of the Committee on October 21, 2024.

### REGISTRANT MATTERS

Panels of the Committee met on June 7 and July 31, 2024, to review registrant-specific matters related to compliance with the requirements of the Quality Assurance Program.

#### SELF-ASSESSMENT GUIDE (SAG)

##### Pending

SAG Review, Failure to Declare Completion (Carried Over from Previous Cycles)	2
SAG Review, Failure to Declaration Completion (2024)	13
SAG Requirement Inquiry, Extenuating Circumstances (2024)	2
<b>Total Matters Pending at Beginning of Quarter*</b>	<b>17</b>

##### Concluded

	Q1	Q2	Q3	Q4	YTD
SAG Requirement Inquiry - Complete, Take No Further Action	1				1
<b>Total Matters Concluded</b>					<b>1</b>

\*Further to the above figures, one (1) deferred Declaration of Completion matter from the 2023 reporting period is being monitored and may result in an additional SAG Review.

A Panel reviewed a consideration request regarding a registrant's inability to submit their Declaration of Completion prior to the College deadline. The Committee assessed the extenuating circumstances and determined that no further action would be taken as the registrant's Declaration was ultimately received, attesting to their completion of the self-assessment requirements.

#### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDITS

<b>Planned</b>						
CPD Audit, Failure to Declare Completion (2024)						10
CPD Requirement Inquiry, Extenuating Circumstances (2024)						2
CPD Random Audit, Random Selection (2024)						40
<b>Total Matters Planned*</b>						<b>52</b>
<b>Concluded</b>						
	Q1	Q2	Q3	Q4	YTD	
CPD Audit, Failure to Declare Completion (2023) - Complete, Registrant Retired	1				1	
CPD Random Audit (2023) - Complete, Take No Further Action	1				1	
<b>Total Matters Concluded</b>						<b>2</b>

\*Further to the above figures, one (1) deferred Declaration of Completion matter from the 2021-2023 cycle is being monitored and may result in a CPD Requirement Audit.

In the random audit conducted, the Panel did not identify any concerns related to the registrant's completion of the CPD requirements and took no further action. In the audit initiated in response to a registrant's failure to submit a Declaration of Completion in 2023, the Panel reminded the registrant that all members must fulfill the requirements of the Quality Assurance Program to maintain their competency, regardless of the frequency of their service provision. The Panel acknowledged the registrant's retirement in response to the audit process.

#### PEER ASSISTED REVIEWS (PAR)

<b>Pending at Beginning of Quarter</b>						
PARs Carried Over from Previous Years						17
<b>Planned</b>						
PARs, Random Selection (2024 - 2025)						23
PARs, Stratified Random Selection (2024 - 2025)						10
<b>Total PARs Planned*</b>						<b>50</b>
<b>Concluded</b>						
	Q1	Q2	Q3	Q4	YTD	
PAR - Complete, Take No Further Action	3				3	

\*The number of random selection PARs conducted may vary based upon the outcome of pending Self-Assessment Guide (SAG) Reviews.

Panels of the Committee reviewed three PAR Reports submitted by College Assessors. In one case, the Panel did not identify any concerns and concluded the matter without further action. In two cases, the Panel requested additional information from the registrants to determine adherence to professional standards. The Panel was satisfied with the information received and concluded both review processes without further action.

In the two cases requiring additional information, the Panel provided the following feedback:

- Ensure familiarity with all potential limits of confidentiality and inform clients of all limits prior to the onset of services.
- Inform clients of the advantages and disadvantages of teletherapy, confidentiality risks, and the appropriate steps to take in emergency circumstances.
- Record the modality of each client session in client files to document virtual or in-person services.
- Ensure appropriate alternate supervisors have been designated and are suitable to assume responsibility for the services provided under your supervision in the event of incapacitation.

All pending Peer Assisted Review processes are awaiting the appointment of a suitable College Assessor, scheduled for completion, or have been deferred following a consideration requested reviewed by a Panel of the Committee.

---

**SUBMITTED BY**

David Howard, M.A., C.Psych., Chair



---

# REPORT TO COUNCIL

2024.05.04D

---

**FIRST QUARTER, JUNE 1 – AUGUST 31, 2024**

## CLIENT RELATIONS COMMITTEE

---

### COMMITTEE MEMBERS

Esther Vlessing, Public Member, Chair  
Jacob Kaiserman, Council Member, Vice Chair  
Claude Balthazard, College Member  
Pascale Gonthier, Public Member  
Christine Heger, College Member  
Diana Mandeleew, College Member  
Ken Moreau, Public Member  
Olivia Ng, Council Member  
Rachel Wayne, Council Member

### STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs  
Julie Hahn, Practice Support and Client Relations Coordinator

---

### COMMITTEE ACTIVITIES

The Committee did not meet during this quarter.

Funding for Therapy for Clients Sexually Abused by Members or by Individuals Supervised by Members  
There are currently 10 individuals whose therapy or counselling is being funded by the College.

---

### SUBMITTED BY

Esther Vlessing, Chair  
September 5, 2024





---

# REPORT TO COUNCIL

2024.05.02A(5)

---

**FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024**

## **FITNESS TO PRACTICE COMMITTEE**

---

**COMMITTEE MEMBERS:**

Ian Nicholson, Chair, Council Member

Sandra Jackson, College Member

Conrad Leung, Council Member

Alan Macdonald, College Member

Esther Vlessing, Public Member

Glenn Webster, Council Member

---

The Fitness to Practice Committee held no meetings during the first quarter.



---

# REPORT TO COUNCIL

2024.05.02A(1)

---

**FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024**

## FINANCE AND AUDIT COMMITTEE

---

### COMMITTEE MEMBERS:

Ian Nicholson, Chair	Professional Member of Council
Duncan Day	Professional College Member
David Kurzman	Professional Member of Council
Cenobar Parker	Public Member of Council
Paul Stopciati	Public Member of Council

### STAFF

Tony DeBono, Registrar & Executive Director  
Barry Gang, Deputy Registrar & Director, Professional Affairs  
Stephanie Morton, Director, Corporate Services  
Odessa Medallon, Assistant to the Registrar

---

### MEETINGS

The Finance and Audit Committee met on:

- August 29, 2024

---

### COMMITTEE ACTIVITIES

The Finance and Audit Committee (FAC) met by videoconference on August 29, 2024. The primary purpose of this meeting was to discuss the draft Audited Financial Statements for the year ending May 31, 2024, with the College's Auditors. The Auditors confirmed that the College's accounting practices met standards with no concerns. The FAC agreed to recommend that Council accept the draft Audited Financial Statements as presented. The Auditors will attend the Council meeting to review and discuss the Statements.

The FAC also reviewed the Unaudited Financial Statements and Variance Report to May 31, 2024, the end of the College's fiscal year. In considering the Statement of Revenue & Expenses, the FAC reviewed the Variance Report which explained items that deviated from the budget by the level of materiality set by Council; items which exceeded the expected budget by \$5,000 or were underspent by \$10,000. The Committee was satisfied with the information presented and voted to receive the reports.

The Committee also reviewed the proposed amendments to *By-law 18: Fees* and agreed to recommend it to the Council. An amendment to By-law 18.5.2 is such that the annual membership fees for dual certificate holders, regardless of class of each certificate, should not exceed \$1,200.00. A Briefing Note regarding these proposed amendments is provided to Council separately for consideration.

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period March 1, 2024, to May 31, 2024, was received.

---

**ATTACHMENTS**

1. Statement of Revenue and Expenses to May 31, 2024
2. Balance Sheet to May 31, 2024 (unaudited)

---

**SUBMITTED BY**

Ian Nicholson, Ph.D., C. Psych., Chair



---

# REPORT TO COUNCIL

2024.05.02A(7)

---

**FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024**

## **EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP**

---

### **COMMITTEE MEMBERS:**

Donna Ferguson, Chair, College Member  
Ian Nicholson, Vice-Chair, Council President  
Kofi Belfon, College Member  
Michael Grand, College Member  
Tae Hart, College Member  
Chris Mushquash, College Member

### **STAFF SUPPORT:**

Tony DeBono, Registrar & Executive Director  
Odessa Medallon, Assistant to the Registrar

---

### **MEETINGS**

The Equity, Diversity, and Inclusion (EDI) Working Group met on:

- July 24, 2023

---

### **FOR INFORMATION**

The Working Group addressed the following:

- Reviewed the Working Group's Action list.
- Started developing an EDI plan based on recently approved equity impact assessment results and grounded in the College's Strategic Direction.
- Discussed ongoing goals for the EDI Working Group including training for College staff and Council and Committee members.

---

### **SUBMITTED BY**

Donna Ferguson, Psy.D., C.Psych., Chair



---

## REPORT TO COUNCIL

2024.05.02A(8)

---

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

### APPLIED BEHAVIOUR ANALYSIS WORKING GROUP

---

#### WORKING GROUP MEMBERS

**Jennifer Cunningham**, M.ADS., BCBA

**Nancy Marchese**, Ph.D., C.Psych., BCBA-D

**Nicole Neil**, Ph.D., BCBA-D, Western University, ABA Program Coordinator

**Adrienne Perry**, Ph.D., C.Psych., BCBA-D, Registration Committee Co-Chair

**Jaime Santana**, M.ADS, BCBA, President, Ontario Association for Behaviour Analysis (ONTABA)

**Kendra Thomson**, Ph.D., BCBA-D, Brock University ABA Faculty

**Wanda Towers**, Ph.D., C.Psych., College President

**Scott Warnock**, Public Member

#### STAFF

**Tony DeBono**, MBA, Ph.D., C.Psych., Registrar & Executive Director

**Lesia Mackanyn**, Director, Registration

**Shannon Elliott**, ABA Coordinator

**Emily Sarmiento**, ABA Coordinator

---

#### MEETINGS

The ABA Working Group has met three times since the May Council meeting; June 5, June 19, and July 31. Following proclamation of the [Psychology and Applied Behaviour Analysis Act, 2021](#) (the “Act”) on July 1, 2024, and interim appointments of Behaviour Analysts to the Registration Committee, the ABA Working Group has no plans to meet again at this stage. ABA Working Group members expressed interest in meeting on an ad hoc basis, if needed.

The College extends its sincere thanks to the members of the ABA Working Group for their dedication and commitment to the development of the Act. Their invaluable insight and countless contributions were integral for welcoming Behaviour Analysts into the College.

---

#### FOR INFORMATION

The mandate of the ABA Working Group is to provide advice to the College’s Council on policy and other matters related to the regulation of Behaviour Analysts. In Spring 2023, the focus of the ABA Working Group shifted from developing the new Regulations to supporting the operational aspects of this process.

On July 1, 2024, the province of Ontario and the College reached a significant milestone as the Act and its associated regulations, the Registration Regulation (O.Reg. 193/23), General Regulation (O.Reg. 194/23) and Professional Misconduct Regulation (O.Reg. 195/23), were proclaimed into law. Concurrently, the College of Psychologists of Ontario was renamed the College of Psychologists and Behaviour Analysts of Ontario to reflect its expanded role. Beginning on July 1, 2024, only ABA practitioners who are registered with the College are allowed to use the title “Behaviour Analyst” in Ontario.

At proclamation, the College welcomed 1,270+ Behaviour Analysts into its membership. To date, this number has increased to approximately 1,445. The College continues to receive and process Transitional Route 1 and 2 applications. The Entry Level Route is expected to open in Fall 2024.

At its recent meetings, the ABA Working Group discussed the following:

- Application updates, e.g. numbers of applications received/processed, and Transitional Route 2 challenges.
- Statutory Committee appointments
- The entry-to-practice examination and the jurisprudence and ethics e-learning module
- Development of “Appendix H – Entry Level Route Competencies for Applied Behaviour Analysis” of the Entry Level Route Registration Guidelines
- Development of required supplementary forms for the Entry Level Route, e.g. Supervisor’s Work Appraisal Form
- Website updates
- Results of the preregistration communications plan
- College staff meetings with various interested, affected, or relevant parties

#### Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA)

College staff continue to collaborate with Meazure Learning to plan the first administration of the examination. It is expected that the opening of the Entry Level Route will assist in reaching the minimum number of eligible candidates required to administer the examination and produce valid results.

#### Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA)

The JECAABA Working Group met in August to review applicants’ responses to the post-completion survey. Most of the feedback was positive. A small percentage of the content was updated to align with the new Standards of Professional Conduct, and to improve readability. Further, College staff are investigating options for adding audio-visual services.

#### Website Development

Since proclamation, many sections of the College’s website have been updated, or are in the process of being updated, to include Behaviour Analysts, e.g. the College’s name and logo, references to the Act, inclusion in the Quality Assurance Program, and so on. Also, the College has updated or added the following:

- Behaviour Analysts are now searchable on the [Public Register](#)
- [Supervised Practice Behaviour Analyst: Appendix H – Entry to Practice Competencies for Applied Behaviour Analysis](#)

---

#### **RECOMMENDATIONS TO EXECUTIVE/COUNCIL**

None currently.

---

#### **SUBMITTED BY**

Shannon Elliott, ABA Coordinator



# REPORT TO COUNCIL

2024.05.02A(9)

## SEPTEMBER 2024 COUNCIL MEETING

## BARBARA WAND SEMINAR IN PROFESSIONAL ETHICS, STANDARDS AND CONDUCT

### SURVEY RESULTS

#### Barbara Wand Seminar in Professional Ethics, Standards and Conduct

June 24, 2024, 9AM – 12PM

#### Medical Assistance in Dying: Ethical Implications

##### Speakers:

Andrea Frolic, Ph.D

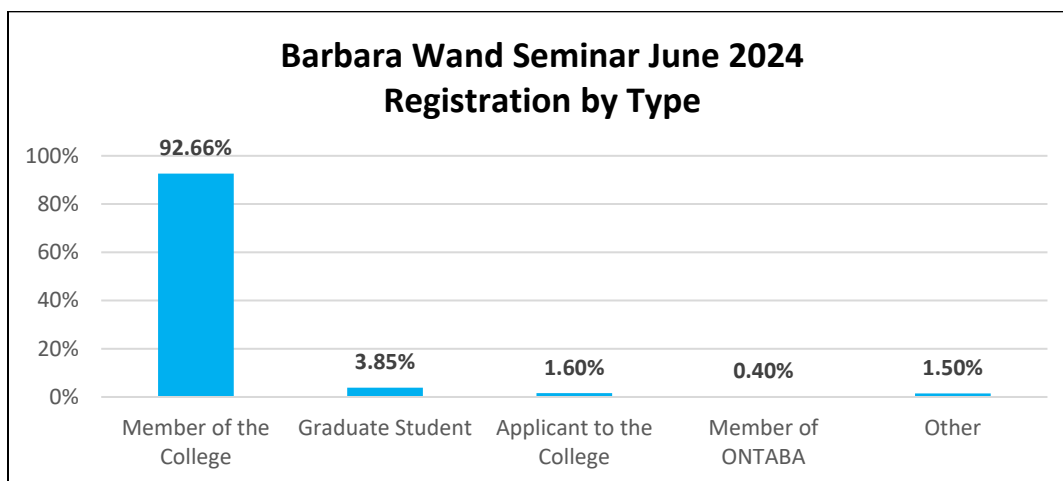
Kathryn Morrison, Ph.D

Tony DeBono, Ph.D., C.Psych.

The Barbara Wand Seminar was held on June 24, 2024 from 9am to 12pm and was provided exclusively via webinar. The Barbara Wand Seminar was offered at no charge in keeping with the College's wish to support and encourage continuing professional development.

There was a total of **2,002 registrations** to view the webinar. This included 1,569 registered as individuals and 382 as groups, with an estimated total viewership estimated at 3,786.

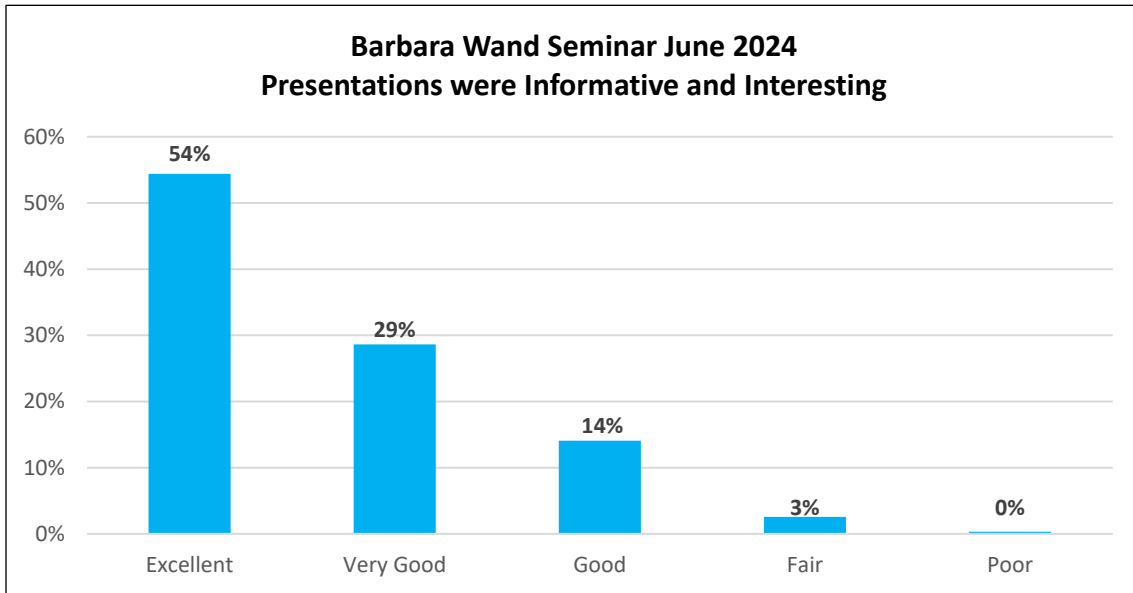
The registrants included members of the College, graduate psychology students, those who were part of interdisciplinary teams led by College members, incoming members of the College and members of the Ontario Association for Behaviour Analysis (ONTABA).



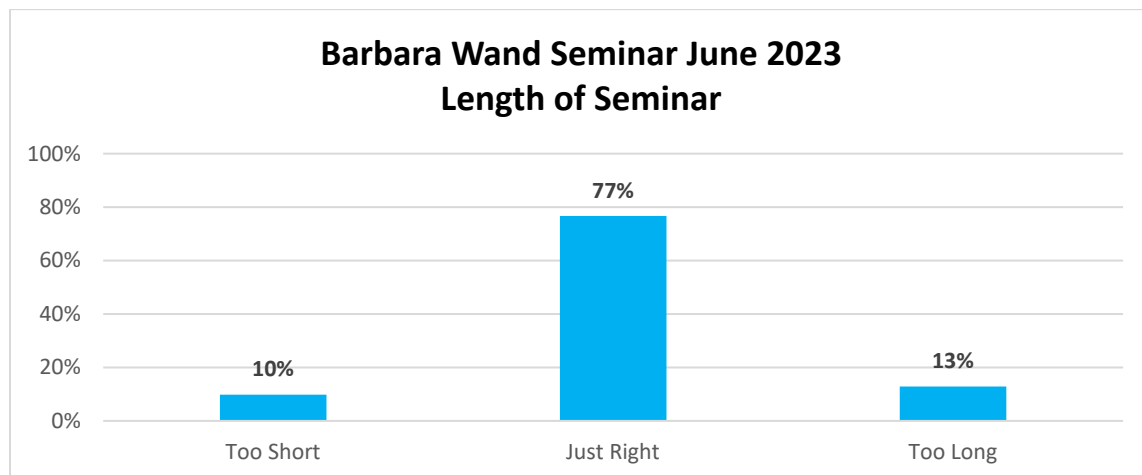
We thank those who responded to our survey.

The evaluation of the Seminar was completed on-line by 632 (17%) of the participants. Their feedback indicated that most attendees found the presentation to be of value.

When asked whether they found the presentations to be “Informative and Interesting”, 57% of respondents reported that the Seminar was Excellent, 29 % found it to be Very Good and 14% Good.

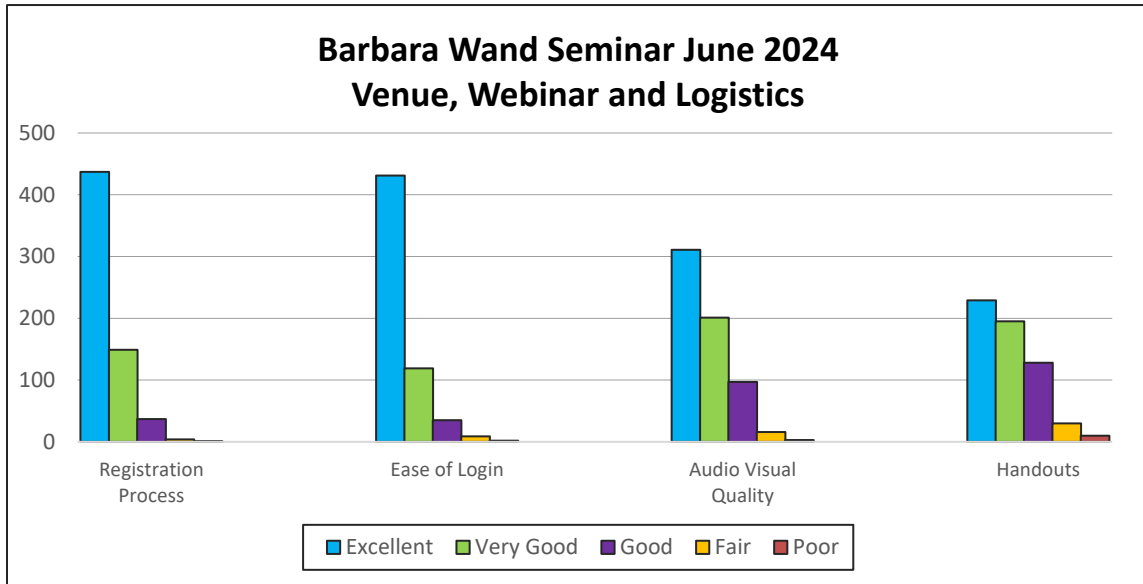


When asked about the length of the Seminar, 77% of respondents indicated that they found it to be Just Right. 10% found it be ‘Too Short’ and 13% found it to be ‘Too Long’.

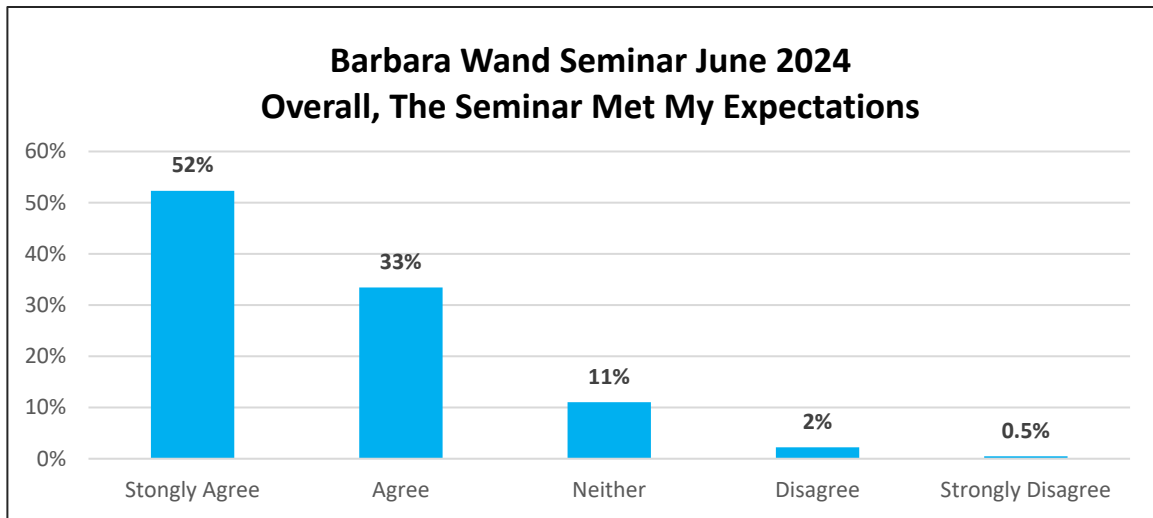




The majority of members rated the registration process, ease of logging in, quality of picture and sound and material handouts as Excellent, Very Good or Good.



Most attendees found the workshop to be informative and interesting and to have met their expectations.




---

**CONTACT FOR QUESTIONS**

Barry Gang, MBA, Dip.C.S., C.Psych.Assoc.  
Deputy Registrar & Director, Professional Affairs



---

# REPORT TO COUNCIL

2024.05.03B

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

## STAFF PRESENTATIONS

---

### **Tony DeBono, Registrar & Executive Director**

- June 24, 2024 – The Barbara Wand Seminar in Professional Ethics, Standards and Conduct - Medical Assistance in Dying (MAiD)

### **Barry Gang, Deputy Registrar & Director of Professional Affairs**

- August 1, 2024 – Virtual Q&A Session with Behaviour Analyst team at Ontario Shores

---

## BRIEFING NOTE

2024.05.03A

---

### SEPTEMBER 2024 COUNCIL MEETING

## AMENDMENT TO COLLEGE BY-LAW 19: APPOINTMENT OF NON-COUNCIL MEMBERS TO COMMITTEES OF THE COLLEGE AND CONDITIONS FOR DISQUALIFICATION

### STRATEGIC DIRECTION REFLECTION

*Innovation in Regulation*

---

### MOTION FOR CONSIDERATION

That the Council approve the amendments to *By-law 19: Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification* for circulation to the membership.

**Moved By** TBD

---

### PUBLIC INTEREST RATIONALE

In December 2020, the Ministry of Health released the College Performance Measurement Framework (CPMF). This document sets out expectations and reporting requirements for all health regulatory colleges in Ontario. Within the CPMF, governance practices are identified as a domain of assessment, including the concept of a *cooling off period*<sup>1</sup>. A *cooling off period* is established to mitigate the risk of real and perceived conflicts of interest in decision-making beyond public protection. A *cooling off period* for participation on Committees serves the same public interest purpose as the existing *cooling off period* for serving on Council.

---

### BACKGROUND

At its March 11, 2022, meeting, the Council passed a motion to adopt amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification*, following consultation with its members. Amendments to these By-laws are necessary to meet the expectations set out in the CPMF. The amendments relate to two CPMF standards stated below:

- Requiring members to participate in an orientation before they submit their nomination to run for Council, and,
- A one-year cooling off period between a member's participation on the leadership of a psychology professional association and running for a Council seat.

The cooling off period came into effect for the 2023 Elections to Council.

---

<sup>1</sup> The CPMF provides the following definition of a cooling off period as: Cooling off period refers to the time required before an individual can be elected to Council where an individual holds a position that could create an actual or perceived conflict of interest with respect to his or her role and responsibility at the college.

At its June 14, 2024, meeting, the Council passed a motion to adopt housekeeping amendments to *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification* to incorporate the profession of applied behaviour analysis (ABA). It was suggested to revisit this policy and compare it with other health regulators.

---

**ADDITIONAL INFORMATION**

In reviewing the other 26 health regulators in Ontario, 25 have a *cooling off period* policy for Council and non-Council Committee members:

- 13 Colleges = 1 year,
- 3 Colleges = 2 years, and
- 9 Colleges = 3 years

To reduce real and perceived conflicts of interest that could adversely impact fairness and impartiality, it is recommended that the Council extend the *cooling-off period* policy as an eligibility requirement when appointing non-Council members to committees.

---

**RISK**

By amending *By-law 19: Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification*, the College can prevent potential real and perceived conflicts of interest. This expansion mitigates risk of perception of bias and perception of professional interest over that of the public.

---

**BUDGETARY IMPLICATIONS**

None.

---

**NEXT STEPS**

If approved by Council, the draft By-law amendments will be circulated to the membership for at least 60 days before final approval by the Council as required by section 94.(2) of the Health Professions Procedural Code being schedule 2 of the Regulated Health Professions Act, 1991.

---

**ATTACHMENT**

- Chart Summary – Cooling off Period of Other Health Regulators in Ontario
- Tracked Changes - *By-law 19: Appointment of Non-Council Members to Committees of the College and Conditions for Disqualification*

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

The College Performance Measurement Framework (CPMF) required by the Ministry of Health includes the following standard: *The College enforces a minimum time before an individual can be elected to Council after holding a position that could create an actual or perceived conflict of interest with respect their Council duties (i.e., cooling off periods).*

<b>College Cooling Off Period for Professional Associations</b>	<b>Council (Eligibility for Election)</b>	<b>Committees (Appointment)</b>
College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO)	1 year	1 year
College of Chiropractors of Ontario (COCOO)	1 year	1 year
College of Chiropractors of Ontario (CCO)	3 years	3 years
College of Dental Hygienists of Ontario (CDHO)	1 year	1 year
College of Dental Technologists of Ontario (CDTO)	1 year	1 year
College of Denturists of Ontario	1 year	1 year
College of Dietitians of Ontario (CDO)	3 years	1 year
College of Homeopaths of Ontario (CHO)	Once elected	Upon appointment
College of Kinesiologists of Ontario (CKO)	3 years	Upon appointment
College of Massage Therapists of Ontario (CMTO)	2 years	Upon appointment
College of Medical Laboratory Technologists of Ontario (CMLTO)	1 year	1 year
College of Medical Radiation and Imaging Technologists of Ontario (CMRITO)	1 year	1 year
College of Midwives of Ontario (CMO)	3 years	3 years
College of Naturopaths of Ontario (CONO)	2 years	2 years
College of Nurses of Ontario (CNO)	3 years	3 years
College of Occupational Therapists of Ontario (COTO)	3 years	3 years
College of Opticians of Ontario (COO)	3 years	3 years
College of Optometrists of Ontario	1 year	1 year
College of Physicians and Surgeons of Ontario (CPSO)	1 year	Upon appointment
College of Physiotherapists of Ontario	1 year	1 year
College of Psychologists of Ontario	1 year	
College of Registered Psychotherapists of Ontario (CRPO)	1 year	Upon appointment
College of Respiratory Therapists of Ontario (CRTO)	1 year	1 year
College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO)	2 years	2 years
Ontario College of Pharmacists (OCP)	3 years	3 years
Royal College of Dental Surgeons of Ontario (RCDSO)	3 years	3 years

## BY-LAW 19: APPOINTMENT OF NON-COUNCIL MEMBERS TO COMMITTEES OF THE COLLEGE AND CONDITIONS FOR DISQUALIFICATION

[Approved by Council December 1999; last amended on March 27, 2009]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

### Appointment

- 19.1 This By-law applies with respect to the appointment of members who are not members of the Council to a committee of the College.
- 19.2
- a. Committee appointments automatically expire at the first meeting of Council following the annual election unless otherwise prescribed in subsection 3(d) of By-law 21: Committee Composition; or any provision to the contrary in the Code, the By-laws or the policies of the College.
  - b. Notwithstanding 2(a) the terms of appointment for members of the Jurisprudence and Ethics Examination Committee automatically expire at the first meeting of Council following the annual election three years after the initial appointments.
- 19.3 A member is eligible for appointment to a committee if, on the date of the appointment:
- a. the member practices psychology and/or applied behaviour analysis in Ontario or resides in Ontario;
  - b. the member is not in default of payment of any prescribed fees;
  - c. the member's certificate of registration has not been revoked or suspended the six years preceding the date of the appointment;
  - d. the member is not and has not been within one year before the date of the appointment, a director, officer, board, committee, or staff of any professional association involved in the advocacy for the professions;
  - e. the member does not hold, and has not held, within one year before the date of the appointment, a position which would cause the member, if appointed as Committee member, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization;
  - ~~e.f.~~ the member has not been an employee of the College (whether on contract or permanent, on a full-time or part-time basis for at least one year preceding the appointment; and
  - ~~d.g.~~ the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action in the two years preceding the date of the appointment; ~~and,~~
  - ~~e.~~ ~~the member does not, as at the deadline for receipt of expressions of interest in serving on College committees, hold any position of employment with the College.~~

### Disqualification

- 19.4. (1) The Council shall disqualify a member appointed to a committee from sitting on the committee if the member:
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;

- b. is found to be an incapacitated member by a panel of the Fitness to Practice Committee;
- c. fails, without cause, to attend two consecutive meetings of the committee or of a subcommittee of which they are a member;
- ~~d.~~ e.d. becomes a director, officer, board, committee or staff of any professional association involved in the advocacy of the professions;
- ~~e.~~ e. fails, without cause, to attend a hearing or review of a panel for which they have been selected; or
- ~~f.~~ e.f. neither practices nor resides in Ontario.

- (2) A member of a College committee may apply for employment with the College so long as they first resign as a committee member.
- (3) A member who is disqualified under subsection (1) or (2) from sitting on a committee ceases to be a member of the committee and the Executive shall appoint a successor as soon after the disqualification as feasible.
- (4) The term of office of a person who is appointed as a successor under subsection (3) expires when the term of office of the person being replaced would have expired.



---

# REPORT TO COUNCIL

2024.05.04A

---

**FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024**

## PRESIDENT'S REPORT

---

First, I need to thank Dr. Wanda Towers, the former President of the College. Not only do I need to thank her for all of her work over the last three years, but also for the time and effort she put into ensuring that the transition to my assuming of the role of President would be as seamless as possible. While there have been a couple of “bumps” in the transition (and thanks to the College staff for their patience with me), the transition would have been much bumpier without her very generous sharing of her knowledge and experience. Now that I have been in this role for three months, I am only beginning to appreciate how much she has done for us during her time as President and how fortunate we have been for all she had done on our behalf.

---

## CHANGES AT COUNCIL

As we move into the first meeting of the Council of the College of Psychologists and Behaviour Analysts of Ontario, we have new council members joining us. I want to offer a warm welcome to our new Council members.

**Mary Kalantzis**, Public Member, (1 year term), comes to the CPBAO Council from Richmond Hill with a background in accounting and office administration.

**Conrad Leung**, M.ADS., R.B.A (Ont.), BCBA (3 year term) joins us as voting member of Council as a Behaviour Analyst (District 8), after having served as a non-voting member of Council in recent years as we transitioned to the inclusion of Behaviour Analysts. He comes to us with experience in a variety of public and private settings: in clinic, residential care, and educational settings within Ontario and internationally. His services included the provision of direct services, supervision of services, and provision of consultative supports.

**Ken Moreau**, Public Member, (1 year term) joins the CPBAO Council from Ottawa where he currently works in Public Safety Canada and has previous health regulation experience with three years as the public member on the College of Physiotherapists of Ontario's Discipline Committee.

**Kay Narula**, R.B.A. (Ont.), BCBA (2 year term) joins the Council as a Behaviour Analyst (District 8). She is the Clinical Director of Hope Autism Services. For over 15 years, she has been a pivotal leader in developing and implementing individualized therapy services for children and adults in the field of Behavior Analysis. In her career she has had a number of diverse roles, such as teaching at Seneca College, serving as Assistant Clinical Supervisor at Dr. Dan Dalton & Associates, and working at Kinark Child and Family Services.

**Olivia Ng**, M.A., R.B.A (Ont.), BCBA (3 year term) is joining Council as a Behaviour Analyst (District 8). With over 20 years experience in public and private sectors. She currently works in Progressive Steps Training and Consultation, Inc. in Ajax.



**Kendra Thomson**, R.B.A. (Ont.), BCBA (2 year term) also rejoins the Council after having served as a non-voting member during the transition period in recent years. She is one of the three academic members of Council (District 9). She is an Associate Professor within the Department of Applied Disability Studies at Brock University and holds a part-time Scientist position at the Azrieli Adult Neurodevelopmental Centre, in the Centre for Addiction and Mental Health in Toronto.

---

**Association of Canadian Psychology Regulatory Organizations (ACPRO)**

I represented CPBAO of a meeting of representatives of the ACPRO members with Canadian Institute of Health Information (CIHI) analysts for health workforce information. It was a very introductory meeting where they introduced the possibility of Canadian Psychology participating in CIHI's Data Readiness Project. At the present time, CIHI has full information on 5 professions but is looking to expand the Health and Human Resource data for other professions, including Psychology. However, at this very early stage, they are wanting to determine what information the regulators in Canada are collecting on its members. This brief introductory meeting was to introduce the idea of possibly having the regulators provide more information in the future to CIHI including investigating what data is collected by each Psychology regulator.

---

**SUBMITTED BY**

Ian Nicholson, Ph.D., C. Psych.

---

## REPORT TO COUNCIL

2024.05.04B

---

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

### REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

---

#### REGISTRAR'S OUTREACH ACTIVITIES

##### June 2024

- June 6 & 7 - ACPRO Meeting, St. John's, Newfoundland and Labrador
- June 13 - Registrar's Visit to Northwestern Ontario Psychology, Thunder Bay
- June 21 – Canadian Psychological Association Convention, Ottawa (attendee)
- June 24 – Barbara Wand Seminar, Toronto (Presenter) – Medical Assistance in Dying (MAiD)

##### ABA Meetings

- June 4 – Waypoint Centre for Mental Health Care
- July 8 – The Ottawa Hospital
- July 18 – Colleges Ontario

---

#### PROCLAMATION OF THE PSYCHOLOGY AND APPLIED BEHAVIOUR ANALYSIS ACT

The College reached a historic milestone on July 1, 2024, with the proclamation of the *Psychology and Applied Behaviour Analysis Act (2021)* and welcoming Behaviour Analysts to the new College of Psychologists and Behaviour Analysts of Ontario. The College staff along with the ABA Working Group worked tirelessly to ensure that the required operational infrastructure was in place for proclamation. A special thanks to Deputy Registrar, Barry Gang, who led the Standards Working Group to ensure the inclusion of ABA in addition to modernizing the standards of professional conduct for psychology. The College also owes a debt of gratitude to the Executive Committee and the Council, who met over and above their previously scheduled meetings to provide relevant approvals. Behind the scenes, the College's Director of Corporate Services, Stephanie Morton, and IT administrator, Gnana Fernando, were instrumental in the digital infrastructure required for launch. Under the leadership of Lesia Mackanyn, Director of Registration, the College's ABA coordinators, Shannon Elliott and Emily Sarmento worked above and beyond with key parties, such as the MCCSS, Autism Ontario, and ONTABA to ensure as smooth of a transition process as possible. The College recently conducted its inaugural election cycle for Behaviour Analysts, which was made a success due to the excellent work of my teammate, Odessa Medallon. Since launching on July 1, 2024, the College will now be focused on continuous quality improvement to ensure that ABA regulation meets the needs of Ontarians, now, and into the future.

---

#### REGISTRAR'S OUTREACH INITIATIVES

In addition to the proclamation of the new *Act*, the last quarter provided me with an opportunity to continue outreach initiatives. I, along with Barry Gang, met with Colleges Ontario, the association that represents community colleges, to discuss the impacts of regulation on their graduates. We made it clear that the Ontario public will continue to benefit from highly skilled supervised staff of Behaviour Analysts. From a psychology perspective, I was honoured to visit Northwestern Ontario where I met with a number of psychology practitioners to listen and learn from their experiences. I had the great pleasure of co-presenting with interprofessional colleagues at the Barbara Wand Seminar on a sensitive and important topic, Medical Assistance in Dying.

I trust that this seminar provided our membership with factual information regarding their duties to the public and insights on how to navigate this issue with professionalism and dignity. With Fall upon us, I am looking forward to meeting many of our trainees and registrants through seminars that I will be providing on a number of regulatory and ethics topics.

**MODERNIZING REGISTRATION PRACTICES**

The College has a proud history of regulating the profession of psychology (and now, ABA). The College is known for its rigorous registration requirements in psychology, including supervised practice, and three examinations. While we must honour our legacy, we must also embrace change, particularly in the area of psychology registration. The College is working collaboratively with the Office of the Fairness Commissioner to address their feedback regarding the College's registration processes. Change can be difficult; however, I am confident that with the leadership of our Council, we will meet the challenge. As can be expected of the College, we will proceed mindfully and with a commitment to public protection.

---

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych. Registrar  
& Executive Director



---

# REPORT TO COUNCIL

2024.05.02A(3)

---

**FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024**

## REGISTRATION COMMITTEE

---

### COMMITTEE MEMBERS

Peter Bieling, Ph.D., C.Psych.	Co-Chair, Academic Member of Council
Frederick Schmidt, Ph.D., C.Psych.	Co-Chair, Member of Council
Kelly An, Ph.D., C.Psych.	Professional Member
Gani Braimoh, Psy.D., C.Psych.	Professional Member
Nezihe Elik, Ph.D., C.Psych.	Professional Member
Mary Kalantzis	Public Member of Council
Conrad Leung, M.ADS., R.B.A. (Ont.)	Member of Council
Nadia Mocan	Public Member of Council
Ken Moreau	Public Member of Council
Adrienne Perry, Ph.D., C.Psych., R.B.A. (Ont.)	Professional Member
Jasmine Peterson, M.A. C.Psych.Assoc.	Professional Member
Paul Stopciati	Public Member of Council
Sheila Tervit, Ph.D., C.Psych.	Professional Member
Kendra Thomson, Ph.D., R.B.A. (Ont.)	Academic Member of Council
Maggie Toplak, Ph.D., C.Psych.	Academic Member of Council
Mark Watson, Ph.D., C.Psych.	Professional Member

### STAFF

Lesia Mackanyn	Director, Registration
Myra Veluz	Senior Registration Assistant
Deneika Greco	Registration Assistant
Janine Persaud	Registration Assistant
Wahiba Akhtar	Registration Assistant
Anna Miller	Registration Assistant
Shannon Elliott	ABA Coordinator
Emily Sarmiento	ABA Coordinator
Nuzhat Ahmed	Registration Assistant

---

### COMMITTEE ACTIVITIES

#### July 11, 2024: Plenary Session

A Plenary Session was held on the morning of July 11 and included an orientation session for new and returning Committee members, and discussed on-going projects and goals for the new term. Meeting dates for the 2024-25 term were also selected.

#### July 11, 2024: Panel A

The Registrar referred a total of 29 cases to Panel A.

These cases included:

- 2 cases involving academic credential reviews (2 masters);

- 14 cases involving training for supervised practice members or eligible candidates (5 doctoral, 9 masters);
- 3 cases involving examination outcomes (2 oral exam, 1 EPPP);
- 10 cases involving requests for change of area of practice.

**July 12, 2024: Panel B**

The Registrar referred a total of 39 cases to Panel B.

These cases included:

- 1 case involving academic credential reviews (1 masters);
- 19 cases involving training for supervised practice members or eligible candidates (7 doctoral, 12 masters);
- 4 cases involving examination outcomes (1 EPPP, 3 oral exam);
- 1 case involving reciprocity application;
- 14 cases involving requests for change of area of practice.

**July 2024: Panel C**

There were no behaviour analyst application cases referred to Panel C for the July 2024 meeting.

**September 12, 2024: Plenary Session**

The Committee was provided with updates from the College which included information about the work completed to date regarding registration of behaviour analysts. The Committee reviewed a proposal from a registrant planning to offer a graduate level course equivalent in adult forensic/correctional psychology. Lastly, the Committee reviewed a decision from the Health Professions Appeal and Review Board (HPARB) in which the Committee's decision to refuse registration to an applicant whose academic credentials did not meet the College's requirements was upheld.

**September 12, 2024: Panel A**

The Registrar referred a total of 31 cases to Panel A.

These cases included:

- 4 cases involving academic credential reviews (4 masters);
- 16 cases involving training for supervised practice members or eligible candidates (7 doctoral, 9 masters);
- 1 case involving examination outcomes (EPPP);
- 1 case involving an application for removal or modification of limitation and/or condition;
- 8 cases involving requests for change of area of practice;
- 1 case involving return to autonomous from inactive certificate.

**September 13, 2024: Panel B**

The Registrar referred a total of 34 cases to Panel B.

These cases included:

- 5 cases involving academic credential reviews (1 doctoral, 4 masters);
- 17 cases involving training for supervised practice members or eligible candidates (7 doctoral, 10 masters);
- 3 cases involving examination outcomes (oral exam);
- 1 case involving an application for removal or modification of limitation and/or condition;
- 8 cases involving requests for change of area of practice.

**September 12, 2024: Panel C (Behaviour Analyst Registration Cases)**

The Registrar referred a total of 16 cases to Panel C.

These cases included:

- 15 cases involving Transitional Route 2 Entry applications;
- 1 case involving an applicant's Declaration of Good Character.

---

**SUBMITTED BY**

Peter Bieling, Ph.D., C.Psych., Co-Chair

Fred Schmidt, Ph.D., C.Psych., Co-Chair

---

**REGISTRATION RELATED TERMS**

- **Academic Credential Review (psychology registrants):** Cases where after an initial review, the Registrar has referred an application for supervised practice to the Registration Committee for a further review to determine whether the applicant has an acceptable graduate level psychology degree.
- **Training Plan (psychology registrants):** Applies to supervised practice members and eligible candidates. If after an initial review, it appears that a candidate is missing required components in the area for which they have declared competence to practise, the Registrar will refer the candidate's application to the Registration Committee for a review of their education and training. The Committee will determine whether the candidate must augment their knowledge and skills via a training plan.
- **Change of Area of Practice (psychology registrants):** Autonomous practice psychologist or psychological associate members who wish to be authorized to practice psychology in a new area and/or with a new client group.
- **Examination Outcome:** Individual cases that require a review of the outcome of, or an issue with, the Oral Examination, JEE, EPPP, or OEPPABA.
- **Reciprocity Application:** Reviews of cases where an applicant has applied from a jurisdiction in which the College has entered into a written reciprocity agreement.
- **Removal or modification of limitation and/or condition:** Autonomous practice members who wish to have a registration related limitation and/or condition removed (or modified) from their certificate of practice.
- **Return to Autonomous Certificate from Inactive Certificate:** Members who have held an Inactive Certificate of Registration for longer than 2 years and who wish to return to a Certificate of Registration Authorizing Autonomous Practice.
- **Transitional Route Entry Application (behaviour analyst registrants):** Cases where after an initial review, the Registrar has referred an application for transitional route entry to the Registration Committee for a further review to determine whether the applicant has met the minimum criteria.



# REPORT TO COUNCIL

2024.05.04C

FIRST QUARTER, JUNE 1, 2024 – AUGUST 31, 2024

## INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

### COMMITTEE MEMBERS:

Allyson Harrison, College Member, Chair  
 Lixian Bao, College Member  
 Kirsten Barr, College Member  
 Tanaya Chatterjee, College Member  
 Oliver Foese, College Member  
 Jacob Kaiserman, Council Member  
 Marilyn Keyes, College Member  
 Karen MacLeod, College Member  
 Ilia Maor, Public Member (to July 7)  
 Denise Milovan, College Member

Cenobar Parker, Public Member  
 Naomi Sankar-DeLeeuw, College Member  
 Kendra Thompson, Council Member  
 Esther Vlessing, Public Member  
 Scott Warnock, Public Member  
 Darlene Walker, College Member  
 Rachel Wayne, Council Member  
 Christie Yao, College Member  
 Leah Zalan, College Member

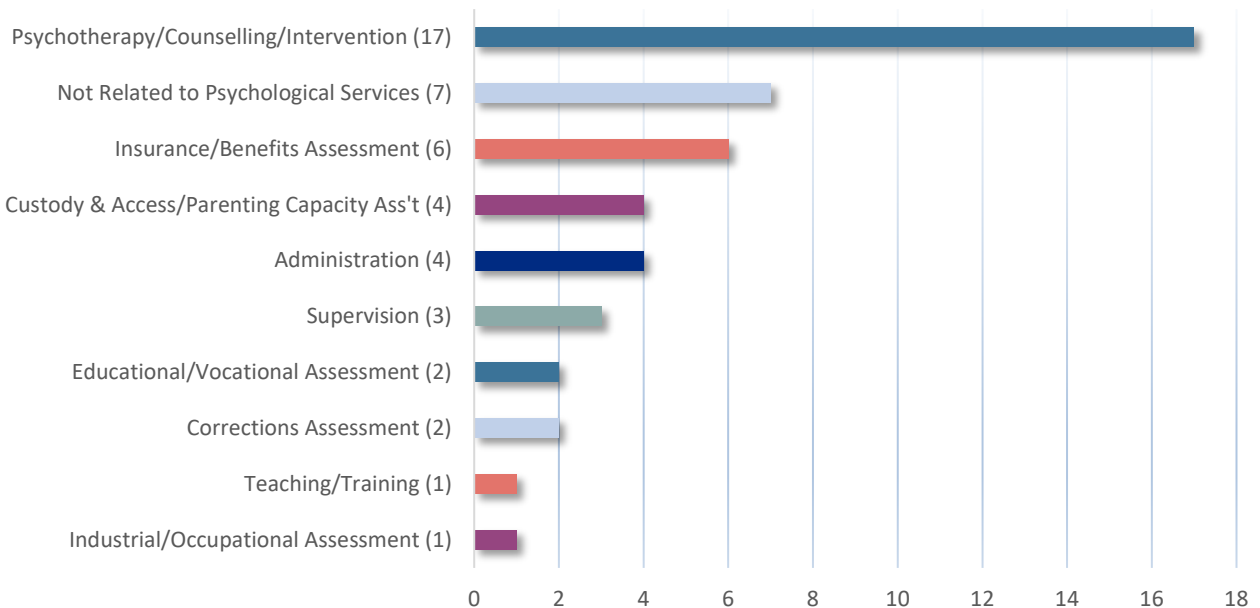
### STAFF:

Zimra Yetnikoff, Director, Investigations & Hearings

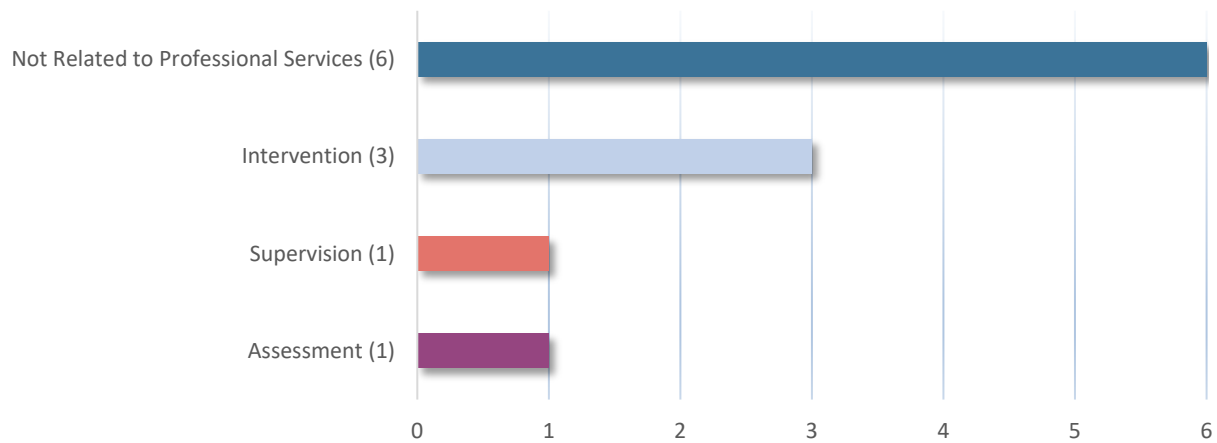
### COMMITTEE ACTIVITIES

#### New Complaints and Reports

In the 1<sup>st</sup> Quarter, the College received 45 new complaints and initiated two Registrar’s Investigations related to the psychology profession. The nature of service in relation to these matters is as follows:

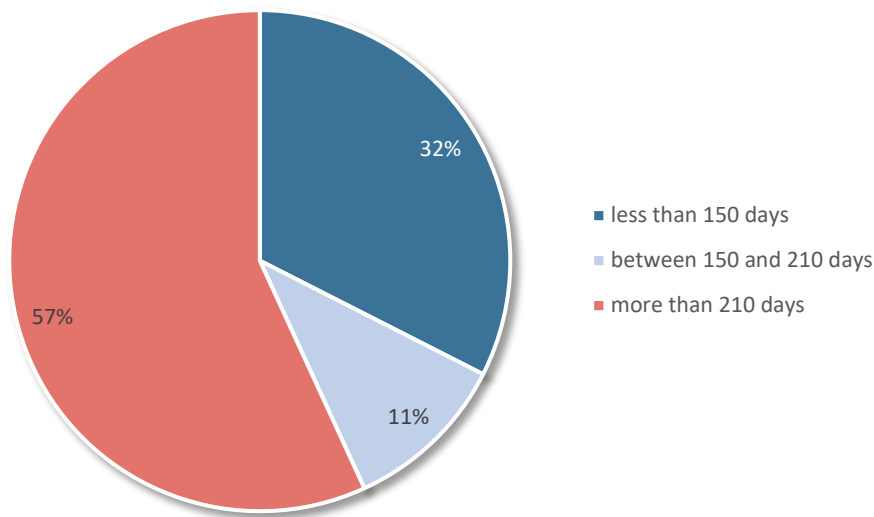


The College also received 11 complaints related to applied behaviour analysis (ABA). The nature of service in relation to these matters is as follows:



**Timeline Snapshot**

There are currently 197 open psychology complaints and reports being actively investigated.



There are also ten open ABA complaints being actively investigated. They complaints were all received less than 150 days ago.

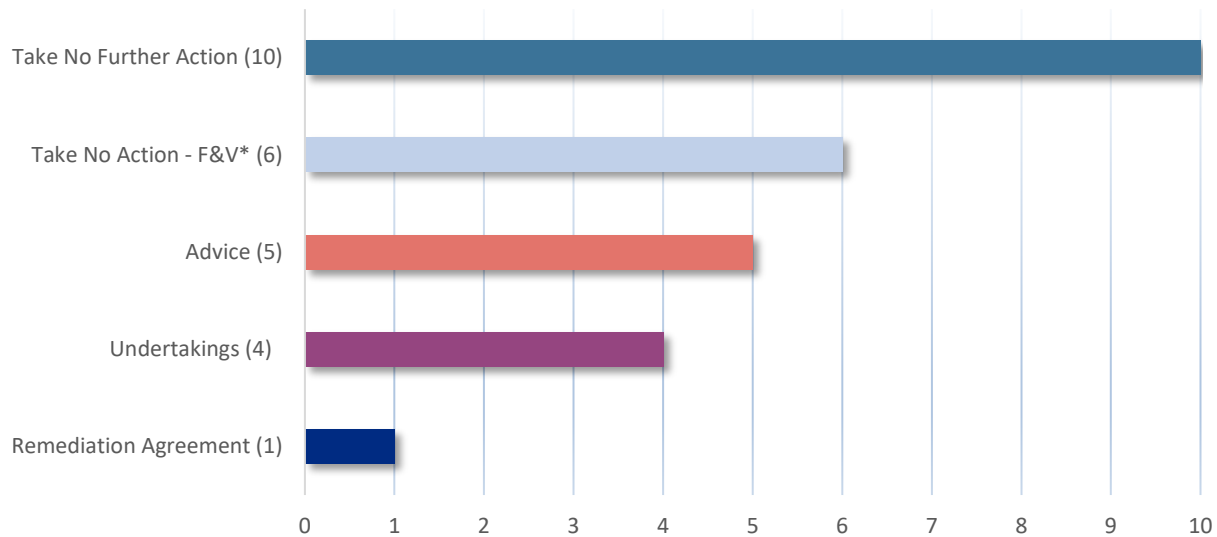
**ICRC Meetings**

The ICRC met on June 6, July 19, and August 21, 2024, to consider a total of 29 cases. In addition, the ICRC held 17 teleconferences to consider 27 cases. The next ICRC meeting is scheduled for September 17, 2024, with 8 cases on the agenda.



**ICRC Dispositions**

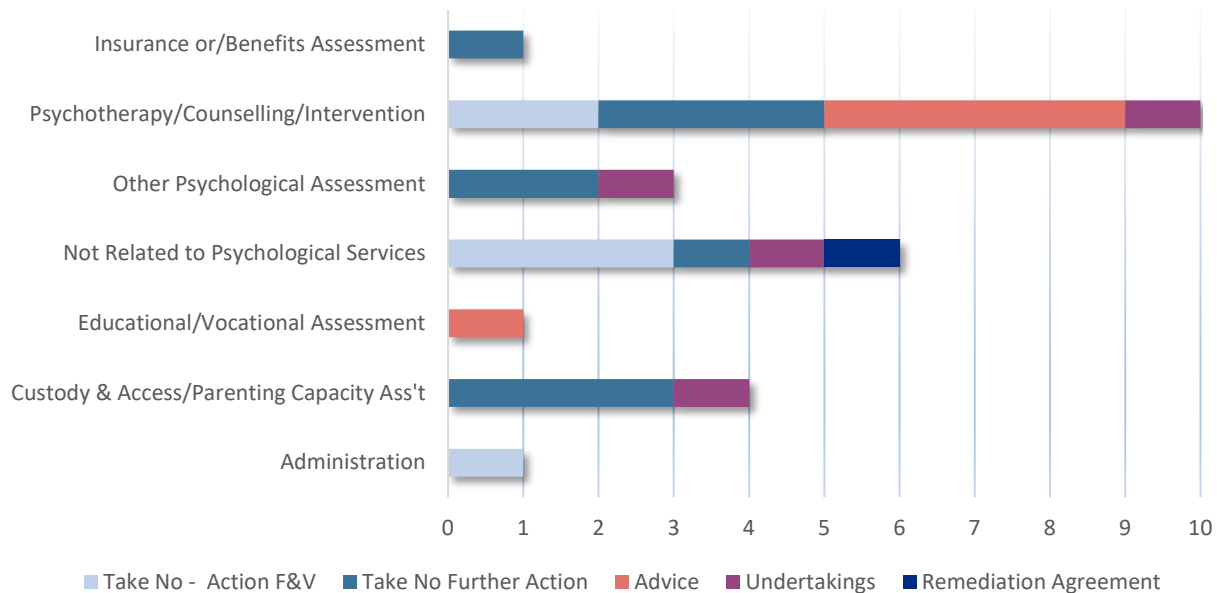
The ICRC disposed of 26 psychology cases during the 1<sup>st</sup> Quarter, as illustrated below. The ICRC took some action, which can range from providing advice to a referral to the Discipline Committee, in 10, or 38%, of these cases:



\*F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code.

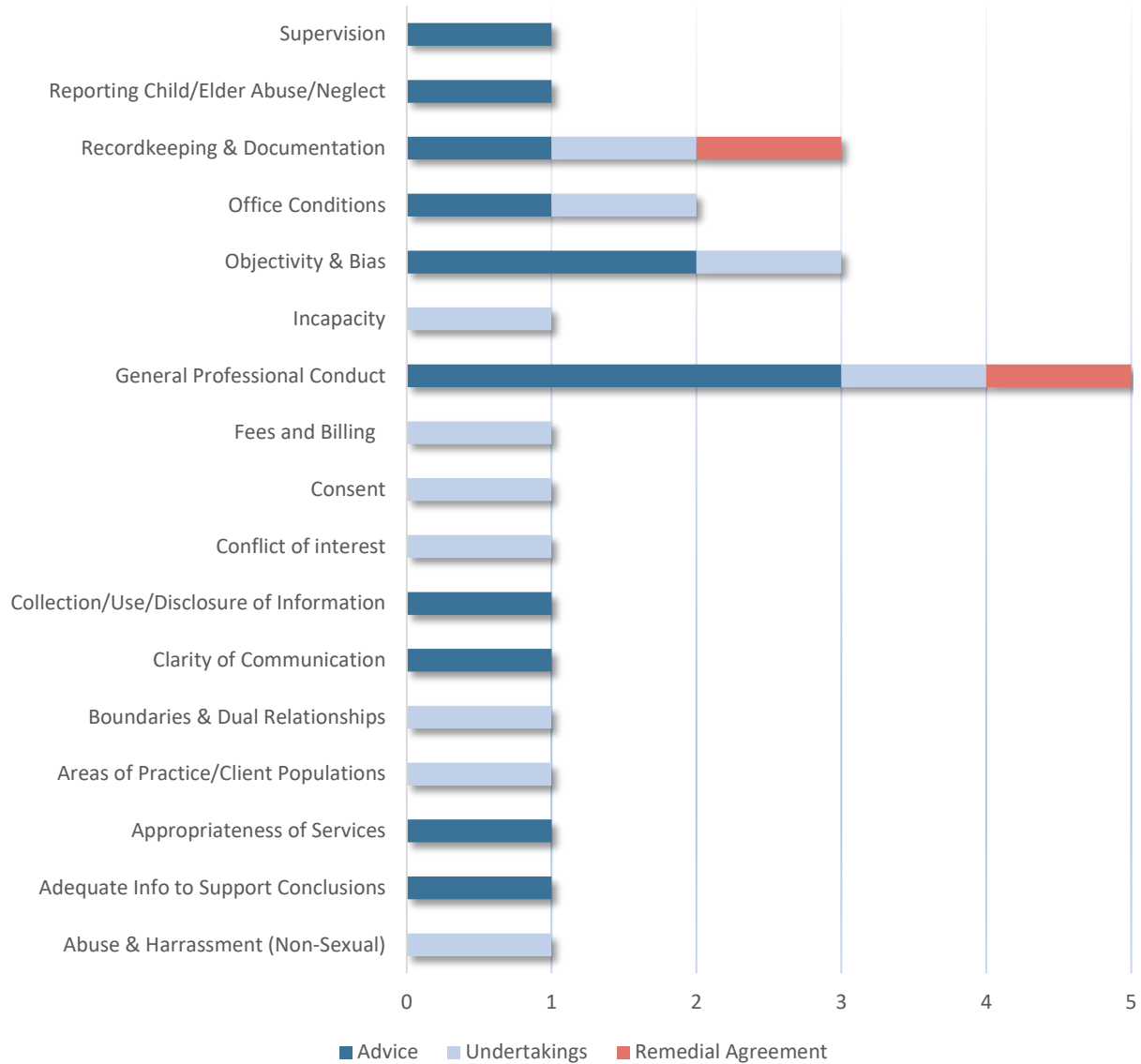
Only one ABA case has been disposed of to date, by way of the complaint having been withdrawn. This complaint was related to an Assessment. All of the remaining ten ABA cases are in the process of being investigated.

The dispositions of the 26 psychology cases, as they relate to nature of service, are as follows:



**Disposition of Allegations**

The 26 cases disposed of included the consideration of 102 allegations. The ICRC took some action with respect to 26, or 25.5%, of these allegations.



**Health Professions Appeal and Review Board (HPARB)**

In the 1<sup>st</sup> Quarter, three HPARB reviews of ICRC decisions were requested. The College did not receive any HPARB decisions.

**SUBMITTED BY**

Allyson Harrison, Ph.D., C.Psych., Chair



---

## BRIEFING NOTE

2024.05.04E

---

### SEPTEMBER 2024 COUNCIL MEETING

### ANNUAL REPORTS 2023-2024

#### STRATEGIC DIRECTION REFLECTION

*Excellence in care*

---

#### MOTION FOR CONSIDERATION

That the 2023-2024 Annual Reports for the College's statutory and non-statutory Committees and Working Groups be approved.

**Moved By** TBD

---

#### ATTACHMENTS

Annual Reports for:

- Council
- Executive Committee
- Registration Committee
- Inquiries, Complaints and Reports Committee
- Discipline Committee
- Quality Assurance Committee
- Client Relations Committee
- Fitness to Practice Committee
- Finance and Audit Committee
- Jurisprudence and Ethics Examination Committee
- ABA Working Group
- Equity, Diversity, and Inclusion Working Group

---

#### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director



---

# REPORT TO COUNCIL

2024.05.04D

---

## ANNUAL REPORT 2023-2024

### COUNCIL

---

#### COUNCIL MEMBERS

Wanda Towers, President	Electoral District 3 (Central)
Ian Nicholson, Vice-President	Electoral District 2 (Southwest)
Peter Bieling	District 8 (Academic)
Pascale Gonthier	Public Member
Jacob Kaiserman	Electoral District 4 (East)
David Kurzman	Electoral District 5 (GTA East)
Archie Kwan	Electoral District 6 (GTA West)
Conrad Leung	ABA (Non-Voting)
Ilia Maor	Public Member
Nadia Mocan	Public Member
Melanie Morrow	Non-Voting Psychological Associate
Cenobar Parker	Public Member
Adrienne Pery	District 8 (Academic)
Fred Schmidt	Electoral District 1 (North)
Paul Stopciati	Public Member
Kendra Thomson	ABA (Non-Voting)
Esther Vlessing	Public Member
Scott Warnock	Public Member
Glenn Webster	Electoral District 7 (Psychological Associates)

---

#### INTRODUCTION

The Council is the Board of Directors of the College of Psychologists of Ontario and, as set out in statute, is responsible for managing and administering the affairs of the College.<sup>1</sup> **This report covers the fiscal year June 1, 2023 to May 31, 2024.** All meetings of the College Council were held virtually and livestreamed to the public.

---

#### ACTIVITIES

##### ABA Regulations – Consultations and Submission

The College continued its work towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the *Psychology and Applied Behaviour Analysis Act, 2021*. To prepare for proclamation on July 1, 2024, the College developed the temporary emergency regulation related to Behaviour Analysts. Council approved a consultation package with draft amendments to the College's, *Ontario Regulation 193/23 Registration (Temporary Emergency Class of Certificate of Registration)*. This consultation was circulated publicly between November 2023 and January 2024. Following the closing of the consultation, Council approved the final draft amendments

---

<sup>1</sup>(s. 4. Health Professions Procedural Code being Schedule 2 of the [Regulated Health Professions Act, 1991](#))

for submission to the Ministry of Health. A submission was made to the Ministry of Health on February 7, 2024.

Council approved circulation of the draft Standards of Professional Conduct and amended By-laws to College members and other relevant stakeholders for consultation. The amended By-laws and draft Standards of Professional Conduct were circulated to the membership in December 2023 and February 2024, respectively.

#### ABA Inclusion in Governance Documents

Following consultations and in anticipation of proclamation of the *Act*, the College amended the following governance documents to include the profession of applied behaviour analysis:

- By-laws
- Standards of Professional Conduct 2024
- Policies and Procedures Manual

In addition, Council approved the following new policy:

- *Policy II-2(vi): Screening Policy for Behaviour Analysts*

#### ABA Transitional Guidelines for Registration

The Council approved Transitional Route Guidelines for Behaviour Analysts.

#### EPPP and Examination Review Working Group

The Council approved the mandate for the Examination for Professional Practice in Psychology (EPPP) Working Group to include the other two psychology entry-to-practice examinations, if required to develop recommendations.

#### Closure of Master's Level Registration Report

The Council approved a White Paper on Master's-Level registration related to the Council's motion in September 2019 to discontinue Master's-level registration.

#### Interjurisdictional Matters

The Council approved the College's participation in three MOU's for the provision of telepsychology services in multiple jurisdictions in Canada.

#### New Strategic Direction 2023 – 2028

The College's strategic direction (2017-2022) expired and was due for revitalization. The Council approved an updated strategic plan (2023-2028) at their June 2023 Council meeting.

#### Business

The Council received quarterly and annual reports from the statutory and non-statutory Committees.

Council approved the 2023 *College Performance Management Framework Report* for submission to the Ministry of Health.

#### Financial

The Council appointed signing officers for the year, received quarterly financial statements, approved the audited financial statements for the fiscal year ending May 31, 2022, and appointed the auditors for the upcoming year. In March 2023, the Council approved the annual budget for 2023-2024.

The need to increase annual membership fees was considered to take effect the fiscal year of *June 1, 2024 to May 31, 2025*. The Council approved amendments to *By-law 18* for public consultation. The proposed amendments to *By-law 18: Fees*, were circulated to the membership for 60 days and then approved at the September 2023 Council meeting.

#### Training

Council members received training in the application of right touch regulation principles at the College. Additionally, they participated in training focused on governance structures and decision making within a two profession College.



---

# REPORT TO COUNCIL

2024.05.05(1)

---

## ANNUAL REPORT 2023-2024

### EXECUTIVE COMMITTEE

---

#### COMMITTEE MEMBERS

Wanda Towers, President	Professional Member of Council
Ian Nicholson, Vice-President	Professional Member of Council
Fred Schmidt	Professional Member of Council
Paul Stopciati	Public Member of Council
Glenn Webster	Professional Member of Council
Scott Warnock	Public Member of Council

---

#### INTRODUCTION

The Executive Committee of the College of Psychologists of Ontario is elected annually from, and by, the members of the College Council. Its role is to monitor and coordinate the work of the College Committees and to ensure that the Council has all the pertinent information it requires for effective decision-making. The Executive Committee held five regular meetings during 2023-2024.

---

#### ACTIVITIES

Following their election at the Council meeting on June 16, 2023, the Executive Committee met to appoint members of Council and professional members of the College to the six additional statutory Committees and the two non-statutory Committees: Jurisprudence and Ethics Examination, and Finance and Audit.

The Executive Committee reviewed implementation of the Strategic Direction 2023-2028, monitored the progress of various College initiatives, and brought policy issues to the attention of Council for consideration. The Executive, in conjunction with the Finance and Audit Committee, met with the College Auditors to review the draft *Audited Financial Statements for 2022-2023* in preparation for presentation to Council. Following reviews by the Finance and Audit Committee, the Executive Committee recommended Council approve the draft 2024-2025 budget as well as amendments to *By-law 18* on fees.

A variety of topics were addressed by the Executive Committee including:

- Consideration and approval of the 2023 College Performance Management Framework (CPMF).
- Approved Council Training Days in alignment with the Fall 2023 and Spring 2024 Council meetings.
- Approved, on behalf of Council, a 60-day public consultation on draft Registration Regulation amendments, in order to expand the “Temporary Emergency Class of Certificates of Registration” to include Behaviour Analysts.
- Reviewed and recommended for Council approval: Registration guidelines for Behaviour Analysts, the Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA), and the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA).
- Reviewed and recommended for Council approval an extended mandate for the EPPP Working Group to include a review (including recommendations) of the College’s psychology entry-to-practice examinations.
- Reviewed the Council Voting and Committee Composition in preparation for ABA Inclusion.
- Recommended for Council to approve periodic review processes on Council and Committee composition to assess effectiveness and ensure continuous improvement.

- Reviewed the Closure of Master’s Level Registration White Paper and forwarded it with its recommendations for Council consideration.
- Recommended for Council to approve MOU’s with a variety of Canadian jurisdictions for regulation of services provided via telepsychology.
- Reviewed and recommended for Council approval an updated Standards of Professional Conduct for the practice of psychology and applied behaviour analysis.

The President and the Registrar & Executive Director represented the College at meetings of the Association of Canadian Psychology Regulatory Organizations (ACPRO) and the Association of State and Provincial Psychology Boards (ASPPB).





---

# REPORT TO COUNCIL

2024.05.04E(3)

---

## ANNUAL REPORT 2023-2024

### REGISTRATION COMMITTEE

---

#### COMMITTEE MEMBERS

Adrienne Perry, Ph.D., C.Psych.	Co-Chair, Council Member
Marjory Phillips, Ph.D., C.Psych.,	Co-Chair, Council Member
Peter Bieling, Ph.D., C.Psych.,	Professional Member
Pascale Gonthier,	Public Member
Marie Christine Heger, M.Sc., C.Psych.Assoc.	Professional Member
Archie Kwan, Ph.D., C.Psych.	Professional Member
Samantha Longman-Mills, Ph.D., C.Psych.	Professional Member
Nadia Mocan	Public Member
Fred Schmidt, Ph.D., C.Psych.	Professional Member
Paul Stopciati	Public Member
Sheila Tervit, Ph.D., C.Psych.	Professional Member
Kendra Thomson, Ph.D., BCBA-D	Council Member
Mark Watson, Ph.D., C.Psych.	Professional Member

---

#### INTRODUCTION

The primary role of the Registration Committee is to:

- (1) Review all applications for registration of Psychologists and Psychological Associates referred by the Registrar & Executive Director, at all steps in the registration or appeals process, and to make individual registration decisions;
- (2) Review applications under section 19 of the *Regulated Health Professions Act, 1991 (RHPA)* for removal or modification of a term, condition or limitation;
- (3) Review applications for change of area of practice or change of status for autonomous practice members; and
- (4) Recommend registration policy and procedures consistent with the *RHPA*, with *Ontario Regulation 74/15, Registration*, with applicable federal/provincial agreements such as the amended *Canadian Free Trade Agreement (CFTA)* and the *Ontario Labour Mobility Act, 2009*, or international agreements such as the Association of State and Provincial Psychology Board's (ASPPB) Reciprocity Agreement.

---

#### ACTIVITIES

##### Meetings

The Registration Committee is comprised of two panels which meet to consider and review individual cases. Each panel met six times. In addition, the full Committee met in plenary sessions on six occasions to consider a variety of broader policy issues.

##### Panel Deliberations

All cases referred by the Registrar & Executive Director to the Registration Committee require thorough preliminary staff review with multiple interactions between the applicants and staff. Many cases require

multiple reviews by a panel of the Registration Committee during the period of supervised practice and for approval to participate in the oral examination. In some instances, where the decision is not favorable to the applicant, appeals are made to the Health Professions Appeal and Review Board (HPARB).

#### **Plenary Session Activities (June 2023- May 2024)**

The Committee received decisions of the Health Professions Appeal and Review Board (HPARB) regarding psychology registration appeals, in all cases the Committee's decision was upheld. The Committee reviewed the Office of the Fairness Commissioner (OFC) risk assessment and compliance framework which includes an action plan for the College in terms of its registration practices. The Committee plans to continue its consideration of the OFC's feedback and recommendations at future Plenary Sessions. The Committee created a template for registrants of the College interested in creating a graduate level psychology course equivalent in an area where coursework may be difficult to obtain. The Committee completed its work on updating language in the Training Plan Manual used for psychology candidates and supervised practice registrants undertaking training plans, as well as its work on developing a form for autonomous practice psychology registrants to use when requesting to expand their authorized areas/client groups.

### **Summary of Registration Activities For 2023-2024**

#### **Psychology Applications Received by the College: June 1, 2023 to May 31, 2024**

##### **Applications for a certificate authorizing Supervised Practice:**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	43	7	11	25	86
Psychologist	81	20	19	15	135
Total	124	27	30	40	<b>221</b>

#### **Supervised Practice Applications: Comparisons by Year**

Title	2018-19	2019-20	2020-21	2021-22	2022-23	<b>2023-24</b>
Psych.Assoc.	98	103	94	105	111	86
Psychologist	120	159	147	105	132	135
Total	218	262	238	210	243	<b>221</b>

#### **Interim Autonomous/Autonomous Practice Applications**

##### From Other Canadian Jurisdictions:

The College received **55** applications for a certificate authorizing autonomous practice/interim autonomous practice from Canadian Labor Mobility/Canada Free Trade Agreement applicants already fully registered to practice psychology in another Canadian jurisdiction.

Temporary Interim Autonomous Practice Applications (Limited Telepsychology Practice) From Other Canadian Jurisdictions:

The College received **41** applications for a certificate authorizing interim autonomous practice (temporary) from out of province psychologists to register to provide services to an existing client located in Ontario for a period of up to 12 months.

From USA:

The College received **3** applications for a certificate authorizing interim autonomous practice from psychologists already licensed to practice in the USA.

From Ontario:

The College received **22** applications from Psychological Associates currently registered with the College of Psychologists of Ontario to be registered for the title Psychologist based upon their registration as a psychologist (master's level) in another Canadian jurisdiction.

**Psychology Certificates of Registration Issued by the College: June 1, 2023 to May 31, 2024**

**Certificates Authorizing Supervised Practice Issued: June 1, 2023 to May 31, 2024**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Assoc.	22	5	3	13	43
Psychologist	87	18	17	18	140
Total	109	23	20	31	<b>183</b>

**Certificates Authorizing Interim Autonomous Practice Issued: June 1, 2023 to May 31, 2024**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Assoc.	0	0	0	0	0
Psychologist	14	48	16	9	87
Total	14	48	16	9	<b>87</b>

--	--	--	--	--	--

**Certificates Authorizing Autonomous Practice Issued: June 1, 2023 to May 31, 2024**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Assoc.	6	6	2	3	17
Psychologist	114	63	35	19	231
Total	120	69	37	22	<b>248</b>

**Psychology Examination Activity: Comparisons by Year**

**Examination for Professional Practice in Psychology (EPPP)**

	2018-19	2019-20	2020-21	2021-22	2022-23	<b>2023-24</b>
Applications approved by College and submitted to ASPPB	187	160	189	155	146	180
Scores received from ASPPB	191	147	190	166	145	<b>168</b>

**Jurisprudence & Ethics Examination (JEE)**

Exam Session	2018-19	2019-20	2020-21	2021-22	2022-23	<b>2023-24</b>
Fall	108	104	93	112	132	119
Spring	129	152	119	153	152	173
Total for the year	237	256	212	265	284	<b>292</b>

**Oral Examinations June 2023 and December 2023**

Exam Session	2018	2019	2020	2021	2022	2023
June	62	44	49	54	51	52
December	89	85	96	87	85	78
Total for the year	151	129	145	141	136	<b>130</b>

**Psychology Registration Interviews: June 1, 2023 to May 31, 2024**  
 (these include mobility, term/condition/limitation, or change of area)

Title	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Psychological Associate	2	0	1	1	2	0
Psychologist	13	9	15	9	12	16
Total for the year	15	9	16	10	14	<b>16</b>

**Psychology Supervised Practice Applicants Referred to Registration Committee for Training Plans**  
**(Initial Referral)**  
**June 1, 2023 to May 31, 2024**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	16	2	1	15	34
Psychologist	22	5	7	8	42
Total for the year	38	7	8	23	<b>76</b>

**Psychology Supervised Practice Applications Refused: June 1, 2023 to May 31, 2024**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	7	1	5	9	22
Psychologist	2	0	2	1	5
Total for the year	9	1	7	10	<b>27</b>

**Applied Behavioural Analysis - Pre-Registration Transitional Route Applications Received: June 1, 2023 to May 31, 2024**

Transitional Route Type	Number of applications received
Route 1	960
Route 2	12
Total	<b>972</b>



---

# REPORT TO COUNCIL

2024.05.04E(4)

---

## ANNUAL REPORT 2023-2024

### DISCIPLINE COMMITTEE

---

#### COMMITTEE MEMBERS

Janice Currie, Chair	College
Glenn Webster, Vice-Chair	Council
Peter Bieling	Council
Deidre Boyle	College
Lisa Couperthwaite	College
Lynette Eulette	College
Jennifer Felsher	College
Robert Gauthier	College
Pascale Gonthier	Public Member
Michael Grand	Council
Philip Grandia	College
Anthony Hopley	College
Sandra Jackson	College
Jacob Kaiserman	Council
David Kurzman	Council
Archie Kwan	Council
Ilia Maor	Public Member
Nadia Mocan	Public Member
Melanie Morrow	College
Ian Nicholson	Council
Cenobar Parker	Public Member
Adrienne Perry	Council
Fred Schmidt	Council
Robert Smith	College
Paul Stopciati	Public Member
Wanda Towers	Council
Esther Vlessing	Public Member
Scott Warnock	Public Member
Pamela Wilansky	College

---

#### INTRODUCTION

The Discipline Committee conducts Hearings into allegations of professional misconduct and incompetence, referred by the Inquiries, Complaints and Reports Committee. The Committee is also responsible for holding Hearings of applications for the reinstatement of a Certificate of Registration which had been revoked as a result of a disciplinary proceeding.

---

## HEARINGS

Two Hearings took place during the 2023-2024 fiscal year:

1. **Dr. Darren Schmidt:** [https://members.cpo.on.ca/public\\_register/show/21702](https://members.cpo.on.ca/public_register/show/21702). A written hearing was held on October 26, 2023.
2. **Dr. Douglas Misener:** [https://members.cpo.on.ca/public\\_register/show/2500](https://members.cpo.on.ca/public_register/show/2500). A hearing was held on March 25, 2024, and a reprimand delivered on August 13, 2024.

---

## REFERRALS

Eleven matters were referred to the Discipline Committee in the 2023-2024 fiscal year:

1. **Dr. Laura Brown:** [https://members.cpo.on.ca/public\\_register/show/20739](https://members.cpo.on.ca/public_register/show/20739)

This matter was referred to the Discipline Committee on June 30, 2023, and the hearing is currently being scheduled.

2. **Dr. Frank Kane:** [https://members.cpo.on.ca/public\\_register/show/2892](https://members.cpo.on.ca/public_register/show/2892)

A referral was made to the Discipline Committee on December 18, 2023. This matter is currently at the Pre-Hearing Conference stage.

3. **Ms. Tatiana Zdyb:** [https://members.cpo.on.ca/public\\_register/show/21649](https://members.cpo.on.ca/public_register/show/21649)

A referral was made to the Discipline Committee on December 20, 2023. This matter is currently at the Pre-Hearing Conference stage.

4. **Dr. Irina Trofimova:** [https://members.cpo.on.ca/public\\_register/show/20198](https://members.cpo.on.ca/public_register/show/20198)

Referrals regarding two related matters were made to the Discipline Committee on January 10, 2024. These matters are currently at the Pre-Hearing Conference stage.

5. **Mr. Christopher Heap:** [https://members.cpo.on.ca/public\\_register/show/2873](https://members.cpo.on.ca/public_register/show/2873)

A referral was made to the Discipline Committee on March 28, 2024. This matter is currently at the Pre-Hearing Conference stage.

6. **Mr. Eldon Bossin:** [https://members.cpo.on.ca/public\\_register/show/21448](https://members.cpo.on.ca/public_register/show/21448)

A referral was made to the Discipline Committee on April 23, 2024. This matter is currently at the Pre-Hearing Conference stage.

7. **Dr. Romeo Vitelli:** [https://members.cpo.on.ca/public\\_register/show/1461](https://members.cpo.on.ca/public_register/show/1461)

Referrals regarding 3 matters were made to the Discipline Committee on May 8, May 15 and May 16, 2024. These matters are currently at the Pre-Hearing Conference stage.



8. **Dr. Vytas Velyvis:** [https://members.cpo.on.ca/public\\_register/show/49563](https://members.cpo.on.ca/public_register/show/49563)

A referral was made to the Discipline Committee on May 15, 2024. This matter is currently at the Pre-Hearing Conference stage.



---

# REPORT TO COUNCIL

2024.05.04E(5)

---

## ANNUAL REPORT 2023-2024

### INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

---

#### COMMITTEE MEMBERS:

Melanie Morrow, Chair	College
Scott Warnock, Vice-Chair	Public Member
Tanaya Chatterjee	College
Karen Cohen	College
Adam Ghemraoui	College
David Gold	College
Allyson Harrison	College
Jacob Kaiserman	Council
Marilyn Keyes	College
Karen MacLeod	College
Ilia Maor	Public Member
Denise Milovan	College
Conrad Leung	Observer
Ian Nicholson	Council
Cenobar Parker	Public Member
Jasmine Peterson	College
Rana Pishva	College
Naomi Sankar-DeLeeuw	College
Esther Vlessing	Public Member

---

#### INTRODUCTION

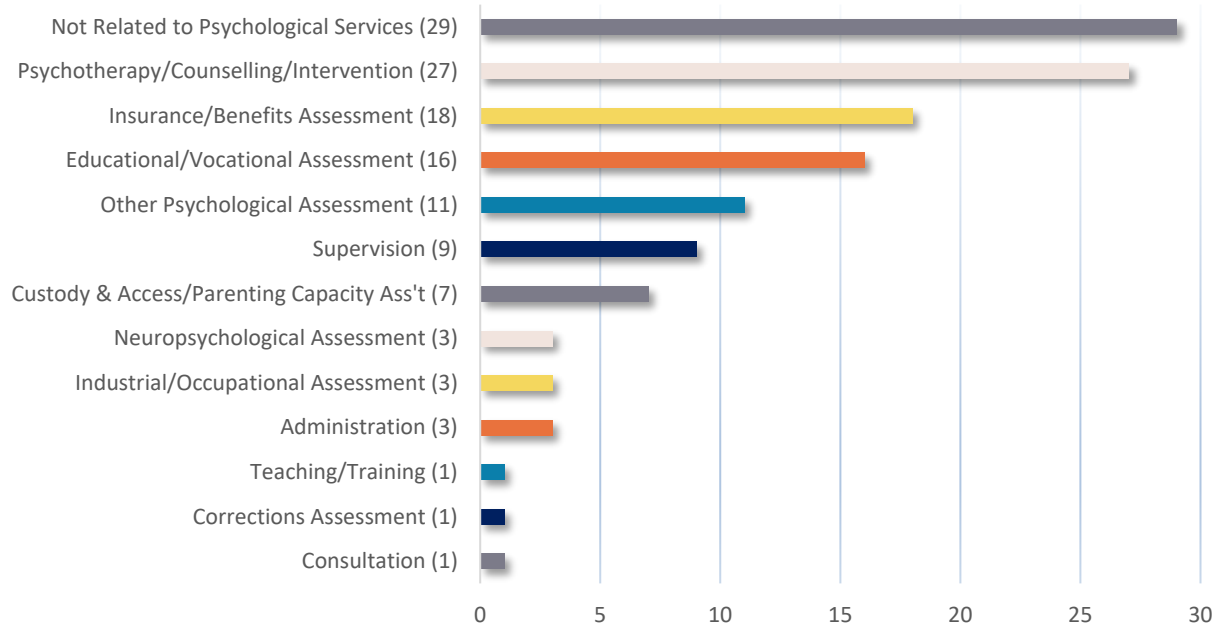
The Inquiries, Complaints and Reports Committee (ICRC) is responsible for investigating matters regarding members' conduct and competence. It is also responsible for inquiries into whether a member may be incapacitated. As required by law, every matter is considered by a panel of the ICRC. A panel is composed of one public and two professional members. Public members are appointed to the College by the Lieutenant Governor in Council.

A panel decides how to proceed after considering all the relevant information. This can range from taking no further action to referring the matter to the Discipline Committee. In some cases, the panel may decide that remediation is appropriate, which can include advice or a program of continuing education. Every decision includes reasons, except if the decision is to refer the matter to the Fitness to Practice or Discipline Committees.

A party to a complaint may request that the Health Professions Appeal and Review Board (HPARB) review an ICRC decision. HPARB will consider whether the ICRC's investigation was adequate and its decision reasonable.

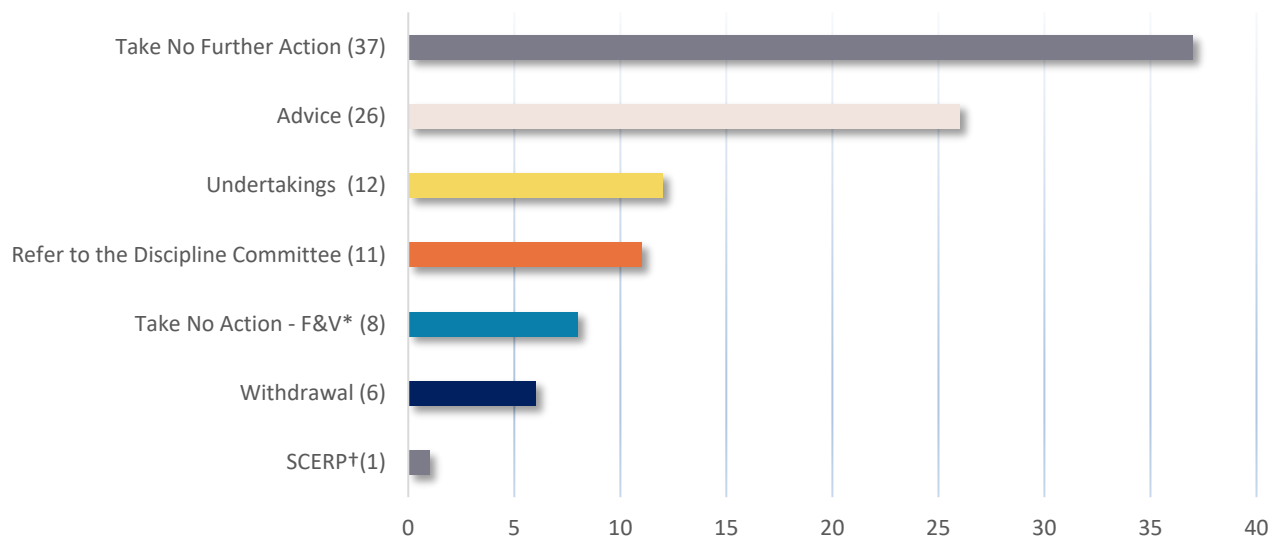
**NEW MATTERS**

During the 2023-2024 fiscal year the College received 117 complaints and initiated ten Registrar’s Investigations and two Health Inquiries, for a total of 129 new matters. These matters related to the following areas of practice.



**DISPOSITIONS**

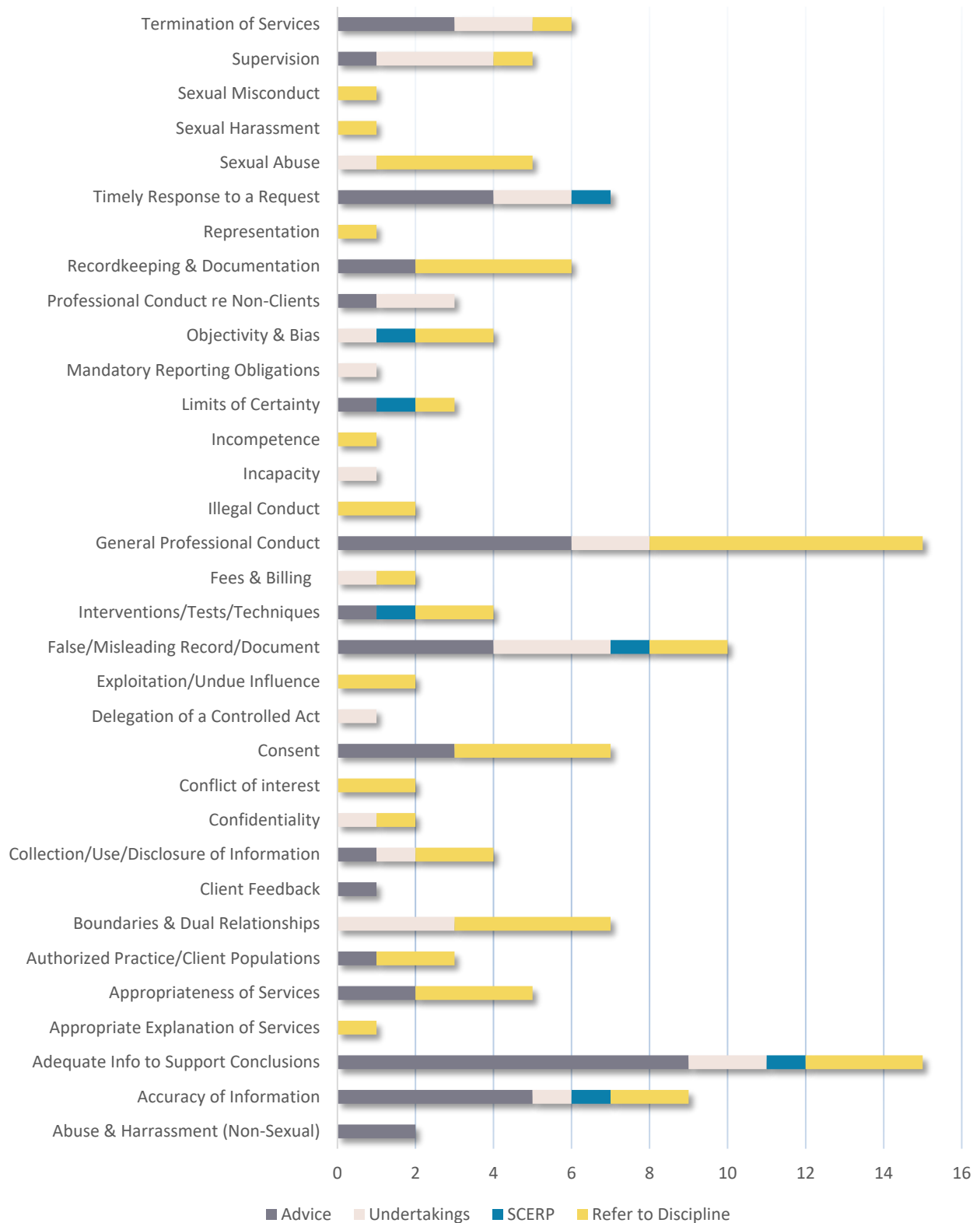
The ICRC disposed of 101 cases in the 2023-2024 fiscal year. The ICRC took some action in 50 (49.5%) of these cases, from providing Advice to referring matters to the Discipline Committee. While multiple dispositions may be reached in any given case, the most serious disposition for each case is represented.



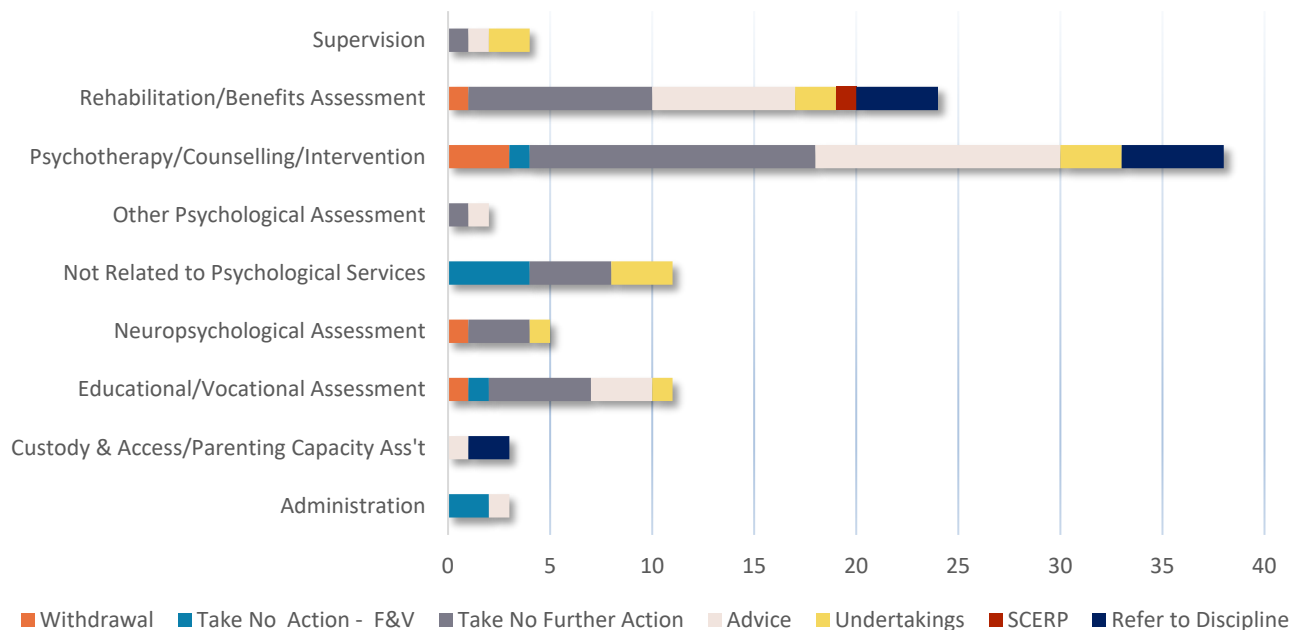
\*F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to ss.26(4) and (5) of the Health Professions Procedural Code.

†SCERP: Specified Continuing Education or Remedial Program

The disposition of these 101 cases involved the consideration of 359 allegations, as many complaints involve multiple allegations. The ICRC took action with respect to 139 (39%) of these allegations.



The dispositions of these 101 cases related to the following nature of services:

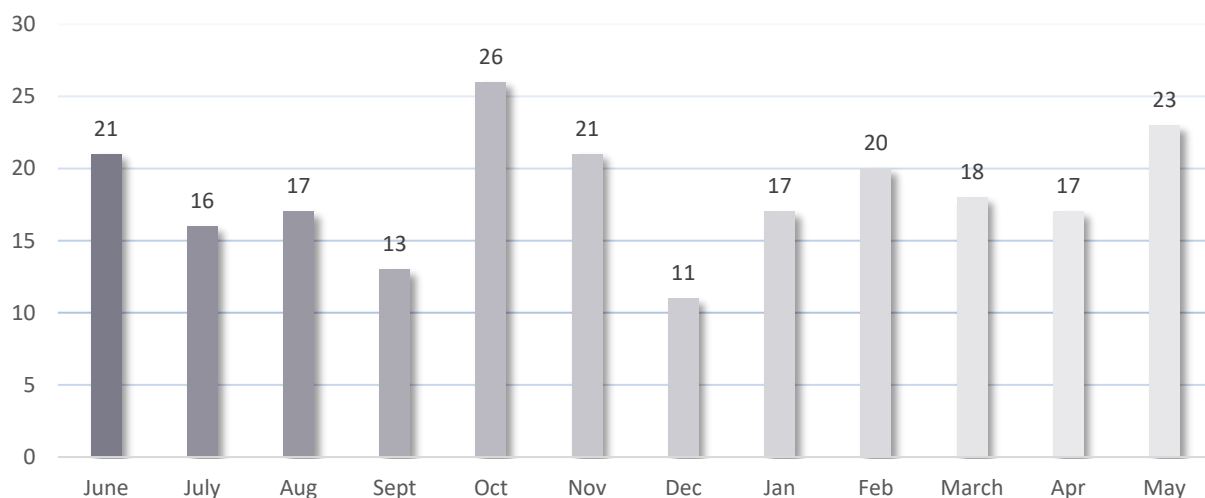


**HEALTH PROFESSIONS APPEAL AND REVIEW BOARD (HPARB)**

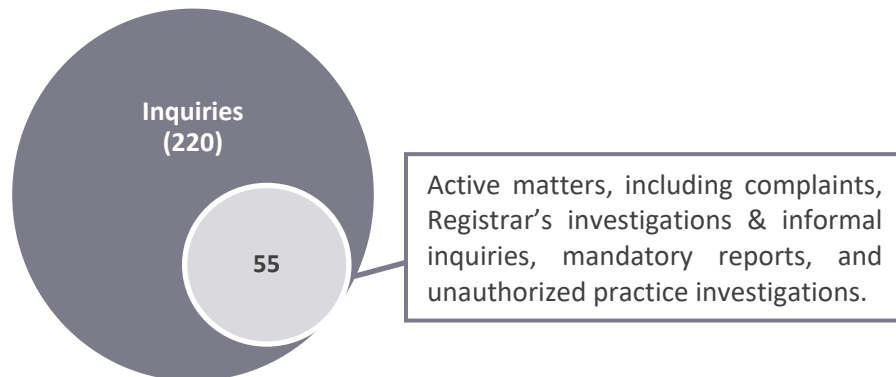
There were eight requests by complainants and/or members for HPARB reviews of ICRC decisions in the 2023-2024 fiscal year. HPARB issued six decisions, including those for reviews requested in previous years. Five ICRC decisions were confirmed, and one request for review was dismissed by HPARB as being frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process.

**INQUIRIES**

Investigations and resolutions staff fielded 220 general inquiries by telephone and email in the 2023-2024 fiscal year. These inquiries included questions about professional conduct and how to submit a complaint or report, issues regarding access to information, and information regarding people who may be inappropriately holding themselves out as authorized to practice psychology in Ontario. The inquiries were distributed throughout the year as follows:



Of the 220 inquiries received, 55 (25%), became some kind of investigation in the same fiscal year. An additional 34 current matters are related to inquiries made in previous fiscal years.



During the 2023-2024 fiscal year the Registrar initiated inquiries into 44 new matters. These include matters referred to the Registrar for further inquiry by the ICRC, as well as reports to the College.

In making inquiries, the Registrar can consider whether there are reasonable and probable grounds to believe that a member has committed an act of professional misconduct or is incompetent. If so, the Registrar may appoint an Investigator to investigate the matter on a formal basis. Ten of these inquiries became formal Registrar's Investigations in the 2023-2024 fiscal year.

The Registrar also closed 41 inquiries in the 2023-2024 fiscal year without appointing an Investigator. The Registrar may close an inquiry if further investigation is unnecessary. For example, the College may receive a mandatory report about a matter that is under investigation through the complaints process. In such a case, the mandatory report matter may be closed. In closing inquiries, the Registrar may also provide the member with some guidance.

---

### **UNAUTHORIZED PRACTICE INVESTIGATIONS**

Investigation staff also investigate non-members who may be holding themselves out as Psychologists or Psychological Associates or inappropriately using the titles "Psychologist" or "Doctor." The College also investigates unauthorized performance of controlled acts, including the communication of a diagnosis.

In the 2023-2024 fiscal year, the College opened 45 and closed 67 Unauthorized Practice cases.



# REPORT TO COUNCIL

2024.05.04E(6)

## ANNUAL REPORT 2023-2024

### QUALITY ASSURANCE COMMITTEE

#### COMMITTEE MEMBERS:

Ilia Maor, Chair	Public Member, Council
Sabrina Hassan, Ph.D., C.Psych., Vice-Chair	College Member
Pascale Gonthier	Public Member, Council
David Howard, M.A., C.Psych.	College Member
David Kurzman, Ph.D., C.Psych.	College Member, Council
Conrad Leung, M.ADS, BCBA	Council Member
Bruno Losier, Ph.D., C.Psych.	College Member
Michele Todd, Ph.D., C.Psych.	College Member
Wanda Towers, Ph.D., C.Psych.	College Member
Glenn Webster, M.Ed., C.Psych.Assoc.	College Member, Council

#### INTRODUCTION

The Quality Assurance Committee has the statutory responsibility for the development and implementation of the College's Quality Assurance Program.

#### SELF-ASSESSMENT GUIDE AND CONTINUING PROFESSIONAL DEVELOPMENT PLAN

##### Summary of Self-Assessment Activity

SAG/PDP Declarations of Completion due in 2023-2024:	2283
Members who did not make a Declaration of Completion when due and were required to submit their completed SAG/PDP to the Quality Assurance Committee for review:	7
SAG/PDP reviews completed:	7

##### Continuing Professional Development Plan

The CPD Program is designed to:

- Promote continuing competence and continuing quality improvement among members;
- Remedy gaps in knowledge and skills identified in members' self-assessment;
- Address changes in practice environments; and
- Incorporate standards of practice and advances in technology.

##### Summary of Continuing Professional Development Activity

Declarations of Completion for CPD due:	2168
Members subject to CPD audit for failure to make Declaration when due:	5
Members subject to CPD audit due to random selection:	46
CPD audits completed:	51

---

**PEER ASSISTED REVIEWS**

The Peer Assisted Review (PAR) program is a review of a member's practice conducted by two other members of the College.

**Summary of Peer Assisted Review Activity**

PARs conducted where members met requirements:	8
PARs carried over to 2024-2025:	17





---

# REPORT TO COUNCIL

2024.05.04E(7)

---

## ANNUAL REPORT 2023-2024

### CLIENT RELATIONS COMMITTEE

---

#### COMMITTEE MEMBERS:

Esther Vlessing, Public Member, Chair  
Rosemary Barnes, College Member  
Kirsten Barr, College Member  
Diana Mandeleew, College Member  
Jacob Kaiserman, Council Member, Vice Chair  
Archie Kwan, Council Member  
Cenobar Parker, Public Member  
Catherine Pryor, College member

#### COLLEGE STAFF SUPPORT

Barry Gang, Deputy Registrar and Director, Professional Affairs  
Julie Hahn, Practice Support and Client Relations Coordinator

---

#### INTRODUCTION

The College has a statutory obligation to have a Patient Relations Committee whose mandate is to enhance relations between members and their clients. This Committee is referred to as the Client Relations Committee of the College of Psychologists of Ontario.

The Code outlines some specific responsibilities for the Committee with respect to sexual abuse prevention while allowing the Committee to address a broader spectrum of client-member relations topics.

The Committee met three times during the 2023-24 fiscal year.

#### Funding for Therapy and Counselling

The Client Relations Committee administers the Funding for Therapy and Counselling program under the Code. During the 2023-2024 fiscal year, the College provided funding for therapy and counselling to twelve (12) unique individuals in total. This included ten (10) individuals who had been receiving funding at the beginning of the year, along with two (2) additional individuals who were granted funding during the year. By the end of the year, two (2) individuals had their funding run out, so we are entering the current year with ten (10) individuals still receiving funding.

---

#### OTHER ACTIVITIES

The Committee completed a document entitled: [\*Talking with Clients about Mandatory Reporting of Sexual Abuse by Health Professionals\*](#) to assist College members in determining when mandatory reports of sexual abuse by regulated health professionals are required.



---

# REPORT TO COUNCIL

2024.05.04E(8)

---

## ANNUAL REPORT 2023-2024

### FITNESS TO PRACTICE COMMITTEE

---

#### COMMITTEE MEMBERS

Ian Nicholson, Chair	Professional Member of Council
Oliver Foese	Professional Member of the College
Archie Kwan	Professional Member of Council
Melanie Morrow	Professional Member of the College
Esther Vlessing	Public Member of Council
Mark Watson	Professional Member of the College

---

#### INTRODUCTION

The role of the Fitness to Practice Committee is to conduct hearings on matters referred by the Inquiries, Complaints and Reports Committee concerning the alleged incapacity of a member. The Committee is also responsible for hearing applications for reinstatement by members whose certificate of registration was revoked following incapacity proceedings.

---

#### ACTIONS

The Committee did not receive any referrals or conduct any hearings this year.



---

# REPORT TO COUNCIL

2024.05.04E(9)

---

## ANNUAL REPORT 2023-2024

### FINANCE AND AUDIT COMMITTEE

---

#### COMMITTEE MEMBERS

Wanda Towers, Chair	Professional Member of Council
Duncan Day	Professional College Member
David Kurzman	Professional Member of Council
Cenobar Parker	Public Member of Council
Paul Stopciati	Public Member of Council

---

#### INTRODUCTION

The Finance and Audit Committee of the College of Psychologists of Ontario is a non-statutory Committee that assists the Council in fulfilling its fiduciary duties of overseeing the College's finances, ensuring financial statements are reasonable and that internal controls are adequate. The Finance and Audit Committee held four meetings in 2023-2024.

---

#### ACTIVITIES

The Finance and Audit Committee conducted an initial review and approved for Executive Committee consideration of the following:

- Quarterly Unaudited Financial Statements and Variance Report
- 2024-2025 Proposed Budget
- 2022-2023 Audited Financial Statements
- 2024-2027 Salary Scales for College Staff
- Review and amendment of *By-law 18: Fees*

In performing its role, the Finance and Audit Committee also reviews and makes recommendations to Council regarding the College's banking practices, investments, levels of approval and disbursement procedures relating to purchased goods and services, major capital budget and facilities expenses and any other matters related to financial policies.



---

# REPORT TO COUNCIL

---

## ANNUAL REPORT 2023-2024

## JURISPRUDENCE AND ETHICS EXAMINATION COMMITTEE

---

### COMMITTEE MEMBERS

Audrey Cooley, Chair	College Member
Jennifer McTaggart	College Member
Karina Royer Gagnier	College Member
Donna Ferguson	College Member
Julie Paré	College Member
Susan Vandermorris	College Member
Meghan McMurtry	College Member
Scott Warnock	Public Member

---

### INTRODUCTION

The Jurisprudence and Ethics Examination Committee's (JEEC) mandate is to provide advice to Council related to management of the Jurisprudence and Ethics Examination and to be responsible for item development, test construction and standard setting. The Committee held two regular meetings during 2023-2024.

---

### ACTIVITIES

The meeting in the fall of 2023 focused on a review of the Final Report on the September 2023 examination administration. The examination was written by 119 candidates with a 79% pass rate. The pass rate was within the normal range of pass rates. All examination reports are prepared by Dr. Marla Nayer, examination consultant to the JEEC. The JEEC also reviewed results of a survey sent out to candidates educated outside of Canada and the U.S. who wrote the JEE within the past five years. The survey was developed in the interest of determining whether the JEEC is providing the support that it can to such candidates. Following their review of the survey results, some members of the JEEC agreed to form a working group with the purpose of reviewing communications and instructions provided to candidates about taking the examination and to provide their recommendations for the next JEEC meeting.

The meeting in the spring of 2024 focused on the Final Report of the March 2024 examination which was written by 173 candidates with an 86% pass rate. This pass rate was also within the normal range of pass rates. The JEEC discussed the scoring error that was discovered after examination results were communicated to candidates; the scoring error required a reexamination of the results. Dr. Nayer, was able to confirm that a sorting error had occurred whereby each candidate was linked to another candidate's test responses. Due to this error all reported results were inaccurate. A completely new analysis was undertaken, right from the Key Validation stage. The JEEC was advised by the College's Director of Registration about how candidates were informed of the scoring error and the College's process for permitting those who did not pass this examination an additional attempt at no cost. At this meeting the JEEC also approved wording for a content warning to be added to the Preparing to Take the Jurisprudence and Ethics Examination document, and reviewed the recommendations of the working

group regarding communications and instructions provided to candidates about taking the Jurisprudence and Ethics Examination. The JEEC agreed as well, to discuss at their next meeting in the fall of 2024, the current format of the examination.



---

## REPORT TO COUNCIL

2024.05.04E(10)

---

### ANNUAL REPORT 2023-2024

## APPLIED BEHAVIOUR ANALYSIS WORKING GROUP

---

### WORKING GROUP MEMBERS

**Jennifer Cunningham**, M.ADS., BCBA

**Nancy Marchese**, Ph.D., C.Psych., BCBA-D

**Nicole Neil**, Ph.D., BCBA-D, Western University, ABA Program Coordinator

**Adrienne Perry**, Ph.D., C.Psych., BCBA-D, Registration Committee Co-Chair

**Jaime Santana**, M.ADS, BCBA, President, Ontario Association for Behaviour Analysis (ONTABA)

**Kendra Thomson**, Ph.D., BCBA-D, Brock University ABA Faculty

**Wanda Towers**, Ph.D., C.Psych., College President

**Scott Warnock**, Public Member

### STAFF

**Tony DeBono**, MBA, Ph.D., C.Psych., Registrar & Executive Director

**Lesia Mackanyn**, Director, Registration

**Shannon Elliott**, ABA Coordinator

**Emily Sarmento**, ABA Coordinator

---

### INTRODUCTION

The mandate of the Applied Behaviour Analysis (ABA) Working Group is to provide advice to the College's Council on policy and other matters related to the regulation of Behaviour Analysts. On December 16, 2022, Council approved proposed amendments to O. Reg. 74/15, Registration, O. Reg. 801/93 Professional Misconduct, and O. Reg. 209/94 General (Quality Assurance and Advertising), updated to include the profession of ABA, to be submitted to the Ministry of Health.

On July 20, 2023, the Lieutenant Governor in Council approved the regulations, under the [Psychology and Applied Behaviour Analysis Act, 2021](#) (the "Act"), for the profession of ABA. The date of proclamation was set for July 1, 2024. From this date onwards, only ABA practitioners who are registered with the College are allowed to use the title "Behaviour Analyst" in Ontario.

In Spring 2023, the focus of the ABA Working Group shifted from developing the new Regulations to supporting the operational aspects of this process.

The College opened preregistration to Transitional Route 1 and Transitional Route 2 applicants on April 2, 2024. The intent of preregistration was to support continuity of care for existing clients. The College enacted an extensive outreach and communications plan to encourage currently practicing Behaviour Analysts to preregister. Preregistering ensured that eligible applicants received a certificate authorizing autonomous practice as a Behaviour Analyst at proclamation, and therefore, could continue to practice as Behaviour Analysts.

---

### ACTIVITIES

Since September 2023, the ABA Working Group met monthly or bi-monthly and completed the following:

- Supported the development of the *Standards of Professional Conduct, 2024*, and suggested revisions to reflect best practice in ABA.
- Provided recommendations for updating the College's By-Laws to include Behaviour Analysts.
- Evaluated the College's quality assurance (QA) program requirements for psychology in conjunction with current requirements for the ABA profession in other jurisdictions and advised on a suitable structure for the College's QA program for ABA.
- Updated policies to incorporate ABA.
- At the suggestion of the Working Group, College staff continued to hold meetings with major interested parties, including large employers of ABA providers, ABA associations and other Ontario Regulatory Colleges to update them on the Regulation.
- Developed/updated FAQs for the ABA section of the College's website.
- Developed a document listing the entry-to-practice competencies that candidates must demonstrate at the conclusions of their supervised practice period.
- Supported the development of the application portal and required supplementary forms.
- Assisted College staff with applying a correct interpretation of the Regulation when reviewing applications.
- When appropriate, provided support to the ABA Examination Working Group for development of the ABA Examination.
- Supported the sub-working group tasked with developing the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA) by testing the e-learning module and providing feedback.



---

# REPORT TO COUNCIL

2024.05.04E(11)

---

## ANNUAL REPORT 2023-2024

### EQUITY, DIVERSITY AND INCLUSION WORKING GROUP

---

#### COMMITTEE MEMBERS:

Donna Ferguson, Chair	Professional Member of the College
Wanda Towers, Vice-Chair	Professional Member of Council
Kofi Belfon	Professional Member of the College
Michael Grand	Professional Member of the College
Tae Hart	Professional Member of the College
Chris Mushquash	Professional Member of the College

---

#### INTRODUCTION

The Equity, Diversity, and Inclusion (EDI) Working Group is tasked with identifying issues of structural discrimination or bias that may be present within the College and its regulatory processes, as well as the profession at large. The members of the Working Group represent diverse identities that are reflective of our members and their clients. The Working Group held 6 meetings during 2023-2024:

- July 24, 2023
- September 18, 2023
- November 6, 2023
- January 15, 2024
- March 18, 2024
- May 6, 2024

---

#### ACTIVITIES

The Working Group undertook a variety of activities:

- Reviewed the College Performance Measurement Framework requirements related to EDI.
- Completed a Health Equity Impact Assessment to be presented for Council approval.



---

# BRIEFING NOTE

2024.05.04F

---

## SEPTEMBER 2024 COUNCIL MEETING

### AUDITED FINANCIAL STATEMENTS 2023-2024

#### STRATEGIC DIRECTION REFLECTION

*Continuous Quality Improvement Culture*

---

#### MOTIONS FOR CONSIDERATION

**Motion 1:**

That the Audited Financial Statements for the fiscal year ending May 31, 2024 be approved.

**Motion 2:**

That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May 31, 2025.

---

#### ATTACHMENTS

1. Audited Financial Statements Year Ending May 31, 2024

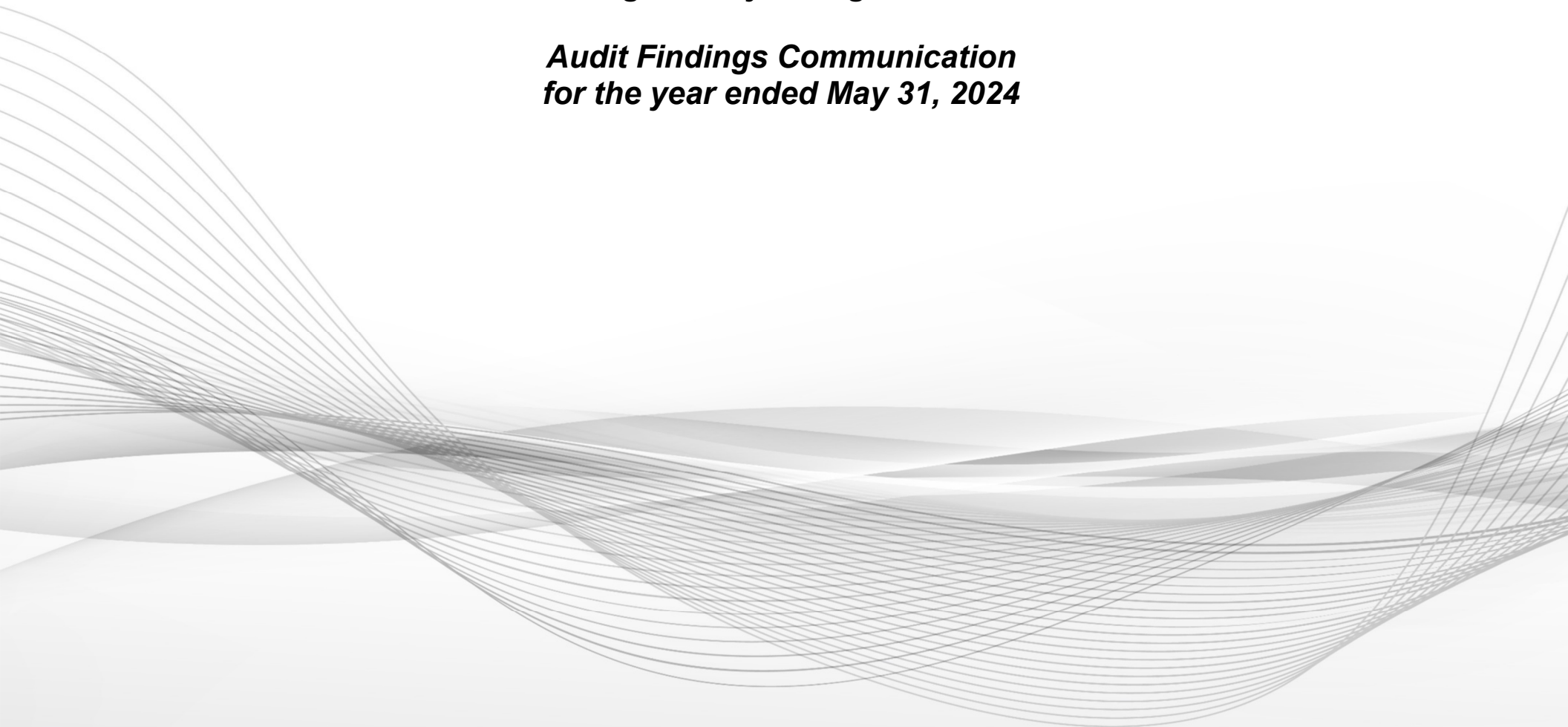
---

#### CONTACT FOR QUESTIONS

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

***The College of Psychologists of Ontario***

***Audit Findings Communication  
for the year ended May 31, 2024***





## A message from Liana Bell to the Finance and Audit Committee

I am pleased to provide you with the findings of our audit of the financial statements of The College of Psychologists of Ontario (the "College") for the year ended May 31, 2024.

Our audit findings communication is designed to highlight and explain key issues, which we believe to be relevant to the audit and to continue effective two-way communication with you regarding our audit. This will assist the Finance and Audit Committee in fulfilling your responsibility of overseeing the financial reporting process of the College.

This communication has been prepared to comply with the requirements outlined in Canadian Auditing Standard 260, *Communication with those Charged with Governance*. The information in this document is intended solely for the use of Finance and Audit Committee, the Council and management and should not be distributed to others without our consent.

We look forward to discussing our audit findings with you in detail as well as any other matters.

A handwritten signature in black ink that reads "Liana Bell" followed by "LLP" in a smaller, less legible script.

Liana Bell, CPA, CA  
Partner  
Hilborn LLP  
August 23, 2024

**“Our  
commitment  
to quality is  
reflected in  
every aspect  
of our work.  
If you have  
any questions  
or comments,  
please contact  
me.”**



# Contents

<b>Executive Summary</b>	1
<b>Significant Qualitative Aspects of the College's Accounting Practices</b>	2
<b>Other Significant Matters</b>	3 - 5
<b>Additional Services</b>	6 - 7
<b>Appendix A – Summary of uncorrected misstatements</b>	

## Your client service team

Liana Bell, Engagement Partner  
[lbell@hilbornca.com](mailto:lbell@hilbornca.com)

Deric Chan, Associate Partner  
[dchan@hilbornca.com](mailto:dchan@hilbornca.com)

Joy Lee, Manager  
[jlee@hilbornca.com](mailto:jlee@hilbornca.com)

Jeremiah Tadeo, Senior Associate  
[jtadeo@hilbornca.com](mailto:jtadeo@hilbornca.com)

John Campbell, Partner and Tax  
Group Leader  
[jcampbell@hilbornca.com](mailto:jcampbell@hilbornca.com)

**“At Hilborn, we are committed to audit quality and strong client service. Audit quality is integral to our business and is an overarching consideration in our training, our processes, and our systems and controls.”**

## Executive Summary



### Audit status

We have substantially completed our audit of the financial statements of the College for the year ended May 31, 2024, with the exception of the following procedures:

- Receipt of legal letters
- Receipt of the bank confirmation
- Completion of subsequent events procedures
- Receipt of the signed management representation letter
- Council approval of the financial statements

These procedures require completion before we may issue our auditor's report. If we become aware of significant matters after completing these procedures, we will bring them to your attention.



### Auditor's report and representations from management

We expect to issue an unmodified opinion. The expected form and content of our report is included in the draft financial statements issued.

We will provide the management representation letter upon the Council's approval of the draft financial statements. We will ask management to sign and return the letter to us before we issue our auditor's report.



### Independence

We are independent and have been so throughout the audit process. We have complied with all relevant ethical requirements regarding independence.



### Significant difficulties encountered

There were no significant difficulties encountered while performing the audit.



### Changes from the audit plan

Our audit approach was consistent with the approach communicated to you in our audit planning communication dated July 22, 2024.

Final materiality is consistent with preliminary materiality set at \$193,000.

## Significant Qualitative Aspects of the College's Accounting Practices

**Canadian Auditing Standards require that we communicate with you about significant qualitative aspects of the College's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.**

### Accounting policies, accounting estimates and financial statement disclosures

### Hilborn's response and views

Management is responsible for the appropriate selection and application of accounting policies under the financial reporting framework of Canadian accounting standards for not-for-profit organizations. Our role is to review the appropriateness and application of these policies as part of our audit.

The accounting policies used by the College are described in Note 1, Significant Accounting Policies, included in the notes to the financial statements.

- We reviewed all accounting policies adopted by the College, and based on audit work performed, the accounting policies are appropriate for the College and applied consistently.

Management is responsible for the accounting estimates included in the financial statements. Estimates and the related judgments and assumptions are based on management's knowledge of the business and past experience about current and future events.

- Based on the audit work performed, we are satisfied that the estimates made by management are reasonable in the context of the financial statements taken as a whole.

Financial statement presentation and disclosure

- We reviewed the overall financial statement presentation and disclosure to ensure that it is in accordance with the accounting standards for not-for-profit organizations.

## Other Significant Matters

In accordance with Canadian Auditing Standards, there are a number of required communications between the auditor and those charged with governance related to the oversight of the financial reporting process. Those communications will primarily be written in the form of our audit plan and audit findings communication. We may also communicate orally through discussions. The table below summarizes the communications required at the conclusion of the audit.

Significant Matter	Discussion
<p><b>Summary of uncorrected misstatements</b></p>	<p>We concur with management's representation that uncorrected misstatements as per Appendix A are not material to the financial statements. Accordingly, the uncorrected misstatements have no effect on our auditor's report.</p>
<p><b>Corrected misstatements</b></p>	<p>During the course of the audit, management and Hilborn LLP worked collaboratively to identify adjustments required in the financial statements. All adjustments proposed by Hilborn were approved and made by management.</p>

Significant Matter	Discussion
<p><b>Significant deficiencies in internal control</b></p>	<p>We did not identify any significant deficiencies in internal control.</p> <p>In certain organizations, several control activities (e.g. authorization, transaction posting and reconciliation) are often performed by a single person; this situation is commonly referred to as inadequate segregation of duties. Adding additional staff to achieve the optimal segregation of duties is typically impracticable; however, oversight provided by senior management and those charged with governance (e.g. Finance and Audit Committee) may compensate for inadequate segregation of duties through supervision and approval of the organization's day-to-day transactions. Compensating controls are different from reviewing the financial performance of the organization. Examples of compensating controls may include reviews of payroll reports and bank statements, dual cheque signing requirements, approval of senior management expense reports by the President, and major expense pre-authorization by the Registrar, President or similar position.</p>
<p><b>Fraud and non-compliance with laws and regulations</b></p>	<p>No fraud or non-compliance with laws and regulations came to our attention during the course of the audit.</p> <p>We would like to reconfirm with the Finance and Audit Committee that you are not aware of any fraud or non-compliance with laws and regulations not previously discussed with us.</p>
<p><b>Significant difficulties encountered</b></p>	<p>No difficulties were encountered while performing the audit and there are no unresolved disagreements. We received full cooperation from management during our audit.</p>
<p><b>Related parties</b></p>	<p>We did not identify any related party transactions or balances that require disclosure in the financial statements.</p>



Significant Matter	Discussion
<b>Subsequent events</b>	No subsequent events, which would impact the financial statements, have come to our attention, other than the name change of the College, effective July 1, 2024, which has been noted in the notes to the financial statements.
<b>Regulatory Health Colleges – College Performance Measurement Framework</b>	<p>We obtained the formal financial reserve policy dated June 14, 2024 from management.</p> <p>We compared the College’s actual reserves at May 31, 2024 to the financial reserve policy and noted that the College is in compliance with the policy.</p> <p>We are in the process of reviewing the College’s CPMF submitted March 21, 2024.</p> <p>Upon completion of our review, we will provide any recommendations.</p>

## Additional Services

Those charged with governance have a fiduciary duty to oversee and monitor the entity's financial reporting processes and internal control environment. The following additional services are available to assist those charged with governance in fulfilling these duties.

Additional Service	Who Would Benefit	Deliverable
<p><b>Internal Controls Assessment</b></p>	<p>All organizations should perform a comprehensive review of its system of internal control. Internal controls are more than just policies and procedures manuals; they are actions taken by employees, management and those charged with governance to safeguard assets, produce reliable and accurate financial reports, and comply with laws and regulations. Accordingly, it is prudent to periodically perform a comprehensive review of the system of internal control, particularly when organizations have undergone recent operational changes, expanded services, or have made changes in key personnel.</p>	<p>We work collaboratively with management to deliver a final report, which summarizes positive trends, our findings, and opportunities for improvement. We benchmark the entity against leading practices and help you prioritize and implement our recommendations.</p>
<p><b>Financial Literacy Training</b></p>	<p>Audit, Finance and Risk Committees with members who do not have a background in accounting or finance.</p>	<p>We will host a session with those charged with governance to share best practices for exercising oversight over the financial reporting process of the entity, review required fiduciary duties, and provide practical tips for reading and understanding financial statements and insight into evaluating the entity's financial health.</p> <p>We may also attend a governance meeting to observe and provide feedback on the effectiveness of financial governance discussions.</p>

Additional Service	Who Would Benefit	Deliverable
<p><b>Fraud Risk Training</b></p>	<p>Fraud risk management is critical to protect any organization's assets and reputation. This training is aimed at entities that would like to reinforce the importance of fraud risk identification and mitigation and create an environment that encourages employees to not remain silent when they suspect a fraud is occurring.</p>	<p>We will host a session where we will review common types of fraud, warning signs that could indicate a potential fraud, red flag behaviours of employees committing fraud as well as a discussion on prevention and detection measures that could be put in place within the entity to mitigate the opportunity to commit fraud and encourage employees to do the right thing by reporting suspicious activity in a timely manner.</p>
<p><b>Compliance Procedures</b></p>	<p>Audit, Finance and Risk Committees and others charged with governance often request additional procedures outside the scope of an audit in areas of concern, such as employee reimbursements, corporate credit card usage, and procurement practices.</p>	<p>We deliver a report with our findings to assist with the monitoring of compliance with the entity's financial and operational policies.</p>

# APPENDIX A



## College of Psychologists of Ontario

Year End: May 31, 2024

## Schedule of unadjusted differences

APP A

Refno	Description	Assets	Liabilities	Equity	Income	Expenses
<b>Unrecorded - factual</b>						
SUDS 1	To record deferred rent	<u>(46,510.00)</u>	<u>0.00</u>	<u>29,836.00</u>	<u>0.00</u>	<u>16,674.00</u>
		<u>(46,510.00)</u>	<u>0.00</u>	<u>29,836.00</u>	<u>0.00</u>	<u>16,674.00</u>
	<b>Understated/(Overstated)</b>	<b><u>(46,510.00)</u></b>	<b><u>0.00</u></b>	<b><u>29,836.00</u></b>	<b><u>0.00</u></b>	<b><u>16,674.00</u></b>

# HILBORN

LISTENERS. THINKERS. DOERS.

**COLLEGE OF PSYCHOLOGISTS OF ONTARIO**

**FINANCIAL STATEMENTS**

MAY 31, 2024

*Draft Statement Subject to Revision*



## Independent Auditor's Report

To the Members of Council of the College of Psychologists of Ontario

### Opinion

We have audited the financial statements of the College of Psychologists of Ontario (the "College"), which comprise the statement of financial position as at May 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at May 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the annual report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

The annual report is expected to be made available to us after the date of our auditor's report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the ability of the College to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the College.





## Independent Auditor's Report (continued)

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control of the College.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the College to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Toronto, Ontario  
TBD

Chartered Professional Accountants  
Licensed Public Accountants

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Statement of Financial Position

May 31	2024 \$	2023 \$
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	8,096,120	1,916,232
Prepaid expenses and sundry receivables	130,876	52,515
Investments - short term	-	5,265,216
	<b>8,226,996</b>	7,233,963
Property and equipment (note 3)	846,781	951,736
	<b>9,073,777</b>	8,185,699
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities (note 4)	590,980	756,922
Registration fees received in advance	4,558,905	3,092,348
Current portion of lease inducements (note 5)	25,462	25,462
	<b>5,175,347</b>	3,874,732
Lease inducements (note 5)	167,622	193,084
	<b>5,342,969</b>	4,067,816
<b>NET ASSETS</b>		
Internally restricted (note 6)		
Investigations and hearing reserve fund	354,839	813,640
Contingency reserve fund	1,000,000	1,000,000
Fee stabilization reserve fund	140,992	561,895
Web site and database development reserve fund	165,872	165,872
Premises reserve fund	227,742	227,742
	<b>1,889,445</b>	2,769,149
Invested in property and equipment Unrestricted	<b>653,697</b>	733,190
	<b>1,187,666</b>	615,544
	<b>3,730,808</b>	4,117,883
	<b>9,073,777</b>	8,185,699

The accompanying notes are an integral part of these financial statements

Approved on behalf of the Council:

President

Member

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Statement of Operations

Year ended May 31	2024 \$	2023 \$
<b>Revenues</b>		
Registration fees	3,996,588	3,580,529
Examination fees	229,800	137,800
Interest income	281,088	204,219
Miscellaneous income	16,130	27,542
Ministry of Children, Community and Social Services grant	305,645	130,238
	<b>4,829,251</b>	<b>4,080,328</b>
<b>Expenses</b>		
Administration (note 3 and 5)	3,275,773	2,959,423
Professional services	255,185	266,803
Hearings	645,553	780,305
Examination and seminar costs	203,207	235,780
Governance	90,359	113,215
Investigations and resolutions	175,016	186,547
Registration	76,996	56,839
Professional organizations	31,590	27,591
Communication, education and training	130,621	163,757
Quality assurance	26,381	39,034
Ministry of Children, Community and Social Services grant	305,645	130,238
	<b>5,216,326</b>	<b>4,959,532</b>
Deficiency of revenues over expenses for the year	<b>(387,075)</b>	<b>(879,204)</b>

The accompanying notes are an integral part of these financial statements

## COLLEGE OF PSYCHOLOGISTS OF ONTARIO

### Statement of Changes in Net Assets

Year ended May 31

	Internally Restricted (note 6) \$	Invested in Property and Equipment \$	Unrestricted \$	Total 2024 \$
Balance - at beginning of year	2,769,149	733,190	615,544	4,117,883
Deficiency of revenues over expenses for the year	-	-	(387,075)	(387,075)
Inter-fund transfers representing:				
Purchase of property and equipment	-	37,492	(37,492)	-
Depreciation of property and equipment	-	(142,447)	142,447	-
Amortization of lease inducements	-	25,462	(25,462)	-
Other transfers (note 6)	(879,704)	-	879,704	-
Balance - at end of year	1,889,445	653,697	1,187,666	3,730,808

	Internally Restricted (note 6) \$	Invested in Property and Equipment \$	Unrestricted \$	Total 2023 \$
Balance - at beginning of year	3,143,614	832,331	1,021,142	4,997,087
Deficiency of revenues over expenses for the year	-	-	(879,204)	(879,204)
Inter-fund transfers representing:				
Purchase of property and equipment	-	8,848	(8,848)	-
Depreciation of property and equipment	-	(133,451)	133,451	-
Amortization of lease inducements	-	25,462	(25,462)	-
Other transfers (note 6)	(374,465)	-	374,465	-
Balance - at end of year	2,769,149	733,190	615,544	4,117,883

The accompanying notes are an integral part of these financial statements

## COLLEGE OF PSYCHOLOGISTS OF ONTARIO

### Statement of Cash Flows

Year ended May 31	2024 \$	2023 \$
Cash flows from operating activities		
Cash received from registration and examination fees	5,695,749	3,819,713
Interest income received	281,088	204,219
Miscellaneous income received	16,130	27,542
Grant income received	305,645	135,699
Cash paid to employees and suppliers	<b>(5,346,448)</b>	<b>(4,505,186)</b>
	<b>952,164</b>	<b>(318,013)</b>
Cash flows from investing activities		
Purchase of property and equipment	<b>(37,492)</b>	(8,848)
Purchase of investments	<b>(658,245)</b>	(17,889,340)
Proceeds on redemption of investments	<b>5,923,461</b>	12,659,506
	<b>5,227,724</b>	<b>(5,238,682)</b>
Change in cash and cash equivalents	<b>6,179,888</b>	<b>(5,556,695)</b>
Cash and cash equivalents - beginning of year	<b>1,916,232</b>	<b>7,472,927</b>
Cash and cash equivalents - end of year	<b>8,096,120</b>	<b>1,916,232</b>

The accompanying notes are an integral part of these financial statements

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

---

## Notes to Financial Statements

---

May 31, 2024

### Nature and description of the organization

College of Psychologists of Ontario/L'Ordre Des Psychologues de L'Ontario (the "College") is the governing body for Psychologists and Psychological Associates in Ontario. The College is the self-governing body established by the provincial government to regulate the practice of psychology in Ontario, under the terms of the Psychology Act (1991) and the Regulated Health Professions Act (1991).

The College's Vision: A model for self-regulation to protect the public interest.

The College's mission is promoting excellence in the practice of psychology by:

- Enforcing standards fairly and effectively;
- Communicating clearly and effectively with stakeholders, particularly applicants, members and the public;
- Supporting and assisting members to meet high standards;
- Responding to changing needs in new and emerging practice areas;
- Collaborating in shaping the regulatory environment; and
- Promoting the cohesiveness of the profession.

The College is a not-for-profit organization incorporated without share capital under the laws of Ontario and, as such, is generally exempt from income taxes.

### 1. Summary of significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles. These financial statements have been prepared within the framework of the significant accounting policies summarized below:

#### (a) Basis of presentation

##### Unrestricted

The unrestricted net asset reflects the cumulative results of the day-to-day activities of the College in fulfilling its purpose.

The Council of the College has internally restricted net assets to be used for specific purposes. These funds are not available for operations without approval of the Council. The details of internally restricted funds are as follows:

##### Investigations and Hearings Reserve Fund

The Investigation and Hearings Reserve Fund is designated to cover costs including legal costs, for the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for funding for therapy and counselling which exceed annual budget provisions for those activities.

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Notes to Financial Statements (continued)

May 31, 2024

### 1. Significant accounting policies (continued)

#### (a) Basis of presentation (continued)

##### Contingency Reserve Fund

The Contingency Reserve Fund is designated to provide for extraordinary expenses that exceed or fall outside of the provisions of the College's operating budget and to fund the College's obligations in extreme circumstances as determined and approved by the Council.

##### Fee Stabilization Reserve Fund

The Fee Stabilization Reserve Fund is designated to minimize or delay the impact of year-over-year changes in revenues or expenses on membership renewal fees. In accordance to the College's reserve funds policy, any annual operating surplus remaining after appropriate allocations are made to the other reserve funds will be allocated to the Fee Stabilization Reserve Fund.

##### Web Site and Database Development Reserve Fund

The Web Site and Database Development Fund is designated to provide funding for ongoing web site and database development.

##### Premises Reserve Fund

The Premises Reserve Fund is designated to provide funding for purchase or leasing of premises in the future and to minimize the impact on the operating budget for major expenses relating to the College's property.

##### Fair Registration Practices Reserve Fund

The Fair Registration Practices Reserve Fund is designated to cover costs, including professional fees, for the preparation and conduct of audits of the College's registration practices.

#### (b) Revenue recognition

##### Registration Fees

Registration fees are billed on a fiscal year basis commencing June 1st of each year and recognized as income on a fiscal year basis. Registration fees received in the current year, applicable to a subsequent year, are recorded as deferred revenue.

##### Examination Fees

Examination fees are recognized as revenue in the period in which the examination takes place. Examination fees received in the current year, applicable to an examination that takes place in the subsequent year, are recorded as deferred revenue.

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Notes to Financial Statements (continued)

May 31, 2024

### 1. Significant accounting policies (continued)

#### (b) Revenue recognition (continued)

##### Investment Income

Investment income consists of interest and realized and unrealized gains and losses. Interest is recognized as revenue when earned. Realized gains and losses are recognized when the transactions occur. Unrealized gains and losses which reflect the changes in fair value during the period are recognized at each reporting date and are included in current period operating results.

##### Miscellaneous Income

Other fees and revenues are recognized when the respective services are provided.

##### Contributions

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The College follows the deferral method of accounting for restricted contributions which include government grants.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Grants approved but not received, at the end of an accounting period are accrued. Where a portion of a grant relates to a future period, it is deferred and recognized in that subsequent period.

#### (c) Financial instruments

##### (i) Measurement of financial assets and liabilities

The College initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument. Transaction costs of those financial assets and financial liabilities subsequently measured at fair value are recognized in income in the year incurred.

The College subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, which are measured at fair value. Changes in fair value are recognized in the Statement of Operations. Fair values are determined by reference to published price quotations in active markets.

Financial assets measured at amortized cost include cash and cash equivalents and sundry receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.



# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Notes to Financial Statements (continued)

May 31, 2024

### 1. Significant accounting policies (continued)

#### (c) Financial instruments

##### (ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

- the present value of the cash flows expected to be generated by the asset or group of assets;
- the amount that could be realized by selling the assets or group of assets;

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income up to the amount of the previously recognized impairment. The amount of the reversal is recognized in income in the period that the reversal occurs.

#### (d) Cash and cash equivalents

Cash and cash equivalents consist of cash at bank, money market funds and guaranteed investment certificates whose term to maturity is within three months from date of acquisition.

#### (e) Short and long term investments

Short term and long term investments are comprised of guaranteed investment certificates and Canadian commercial instruments. These investments are recorded at fair value. Investments that mature within twelve months from the year-end date are classified as short term. Investments that mature in over twelve months from the year-end date are classified as long term.

#### (f) Property and equipment

The costs of property and equipment are capitalized upon meeting the criteria for recognition as property and equipment, otherwise, costs are expensed as incurred. The cost of property and equipment comprises its purchase price and any directly attributable cost of preparing the asset for its intended use.

Property and equipment are measured at cost less accumulated amortization and accumulated impairment losses.

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Notes to Financial Statements (continued)

May 31, 2024

### 1. Significant accounting policies (continued)

#### (f) Property and equipment (continued)

Depreciation is provided for, upon the commencement of the utilization of the assets, using methods and rates designed to amortize the cost of the property and equipment over their estimated useful lives. The annual amortization rates on a straight line basis are as follows:

Furniture and equipment	5 years
Computer equipment	3 years
Leasehold improvements	over the term of the lease

Property and equipment is tested for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. If any potential impairment is identified, the amount of the impairment is quantified by comparing the carrying value of the property and equipment to its fair value. Any impairment of property and equipment is recognized in income in the year in which the impairment occurs. An impairment loss is not reversed if the fair value of the property and equipment subsequently increases. There were no impairment indicators in 2024.

#### (g) Lease inducements

Lease inducements are deferred and amortized over the term of the premise lease.

#### (h) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates, the impact of which would be recorded in future affected periods.

# COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## Notes to Financial Statements (continued)

May 31, 2024

### 2. Financial instrument risk management

The College is exposed to various risks through its financial instruments. The following analysis provides a measure of the College's risk exposure at the statement of financial position date.

The financial instruments of the College and the nature of the risks to which those instruments may be subject, are as follows:

Financial instrument	Risks				
	Credit	Liquidity	Market risk		
			Currency	Interest rate	Other price
Cash and cash equivalents	X			X	
Sundry receivables	X				
Accounts payable and accrued liabilities		X			

#### Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to cash and cash equivalents, and sundry receivables.

The College reduces its exposure to the credit risk of cash and cash equivalents by maintaining balances with a Canadian chartered bank. The College is not exposed to significant credit risk in respect of sundry receivables.

#### Liquidity risk

Liquidity risk is the risk that the College will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. The College expects to meet these obligations as they come due by generating sufficient cash flow from operations.

#### Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is not exposed to significant currency, interest rate, or other price risk.

#### Changes in risk

There have been no significant changes in the risk profile of the financial instruments of the College from that of the prior year.

## COLLEGE OF PSYCHOLOGISTS OF ONTARIO

### Notes to Financial Statements (continued)

May 31, 2024

#### 3. Property and equipment

Details of property and equipment are as follows:

	<b>2024</b>		
	<b>Cost</b>	<b>Accumulated</b>	<b>Net Book</b>
	<b>\$</b>	<b>Amortization</b>	<b>Value</b>
		<b>\$</b>	<b>\$</b>
Furniture and equipment	175,176	118,417	56,759
Computer equipment	150,936	128,119	22,817
Leasehold improvements	1,331,175	563,970	767,205
	<b>1,657,287</b>	<b>810,506</b>	<b>846,781</b>
	<b>2023</b>		
	<b>Cost</b>	<b>Accumulated</b>	<b>Net Book</b>
	<b>\$</b>	<b>Amortization</b>	<b>Value</b>
		<b>\$</b>	<b>\$</b>
Furniture and equipment	167,486	90,818	76,668
Computer equipment	121,134	114,440	6,694
Leasehold improvements	1,331,175	462,801	868,374
	<b>1,619,795</b>	<b>668,059</b>	<b>951,736</b>

Administration expenses in the Statement of Operations includes depreciation expense of \$142,447 (\$133,451 - 2023).

#### 4. Accounts payable and accrued liabilities

Details of accounts payable and accrued liabilities are as follows:

	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
Trade payables and accruals	517,391	642,688
Payroll and withholding taxes	45,248	35,084
Amount payable to Ministry of Children, Community and Social Services	28,341	79,150
	<b>590,980</b>	<b>756,922</b>

## COLLEGE OF PSYCHOLOGISTS OF ONTARIO

### Notes to Financial Statements (continued)

May 31, 2024

#### 5. Lease inducements

Lease inducements received in the form of a leasehold improvement allowance under the premise lease are deferred and amortized on a straight line basis over the term of the lease as follows:

	2024 \$	2023 \$
Balance - at beginning of year	218,546	244,008
Less: amortization of lease inducements	<u>(25,462)</u>	<u>(25,462)</u>
Balance - at end of year	193,084	218,546
Current portion	<u>25,462</u>	<u>25,462</u>
Long-term portion	<u>167,622</u>	<u>193,084</u>

Administration expenses in the Statement of Operations includes amortization of deferred lease inducements of \$25,462 (\$25,462 - 2022).

#### 6. Net assets - internally restricted

	2024 \$	2023 \$
Investigations and hearings reserve fund	354,839	813,640
Contingency reserve fund	1,000,000	1,000,000
Fee stabilization reserve fund	140,992	561,895
Web site and database development reserve fund	165,872	165,872
Premises reserve fund	<u>227,742</u>	<u>227,742</u>
	<u>1,889,445</u>	<u>2,769,149</u>

During the 2024 fiscal year, the Council approved the transfer in the amount of \$458,801 (\$36,360 - 2023) from the Investigations and Hearings Reserve Fund and \$420,903 (\$338,105 - 2023) from the Fee Stabilization Reserve Fund to the Unrestricted Net Assets to cover the 2023 fiscal year operating deficiency.

## COLLEGE OF PSYCHOLOGISTS OF ONTARIO

### Notes to Financial Statements (continued)

May 31, 2024

#### 7. Lease commitments

The College is committed to annual rental payments for office equipment and premises under operating leases. The leases for office equipment expire in September 2026 and October 2026 and the lease for premises expires in December 2031. The minimum annual payments are as follows:

	Premises \$	Equipment \$
2025	200,079	6,685
2026	204,467	6,685
2027	210,609	2,364
2028	214,997	
2029	221,140	-
Thereafter	592,339	-
	1,643,631	15,734

In addition, the College is responsible for its proportionate share of operating costs and realty taxes on its premises which in 2024 amount to \$191,000 (\$187,000 - 2023).

#### 8. Contingent liabilities

There is currently eleven matters under review to assess whether the College has potential liabilities. As the outcome of these matters are not determinable at this time, no amounts have been recorded in the financial statements.

The College is party to a legal proceeding in connection with a complaint to the Human Rights Tribunal of Ontario, which arose from normal business activities. As the estimate of the amount and the outcome of the matter are not determinable at this time, no amounts have been recorded in the financial statements.

#### 9. Subsequent event

The College changed its name from the College of Psychologists of Ontario to the College of Psychologists and Behaviour Analysts of Ontario, effective July 1, 2024.



---

## BRIEFING NOTE

2024.05.04G

---

### SEPTEMBER 2024 COUNCIL MEETING

## AMENDMENT TO COLLEGE BY-LAW 18: FEES

### STRATEGIC DIRECTION REFLECTION

*Continuous Quality Improvement*

---

### MOTION FOR CONSIDERATION

**Motion 1:** That the Council approve the proposed amendment to the College *By-law* 18 – Fees, for circulation to the membership.

**Motion 2:** That the Council approve the proposed amendment be retroactive to July 1, 2024, and for any applicants who paid combined membership fees in excess of \$1,200.00 to date, a refund of the difference will be applied.

**Moved By** TBD

---

### PUBLIC INTEREST RATIONALE

Updated College By-laws, which now include the profession of applied behaviour analysis, came into effect on July 1, 2024. In the interest of its public protection mandate, the College must ensure it has appropriate By-laws, including adequate and proportional fees, in place to deliver the programs and services necessary to meet this mandate. The total fee for dual registrants of psychology and ABA was established by Council at \$1,200. Since proclamation, there have been unexpected scenarios such as when an autonomous ABA member (\$795) applies for supervised practice in psychology (\$600), resulting in a total charge of \$1,395.

According to the Health Professions Procedural Code under the *Regulated Health Professions Act, 1991*, amendments to certain *By-laws*, including those related to membership fees charged to College registrants, must be circulated for 60 days before they can be approved by Council.

Consultation is important in order to obtain feedback from College registrants, as well as from the public and stakeholders, and to be transparent about upcoming changes to the fees.

---

### BACKGROUND

On July 1, 2024, the College of Psychologists and Behaviour Analysts of Ontario began regulating two professions, psychology and applied behaviour analysis. According to By-law 18.51, registrants who hold dual registration with the College as a Psychologist or Psychological Associate, and as a Behaviour Analyst, will pay an annual membership fee of \$1,200 for both certificates of registration. Currently, a College registrant who holds a Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice will pay \$795 per annum. If the same registrant also holds a Certificate Authorizing Supervised Practice as a Psychologist, they will need to pay a separate annual fee of \$600 for their Supervised Practice certificate. In sum, this registrant will be required to pay \$1,395 in annual membership fees, which exceeds the total membership fee paid by dually registered Autonomous Practice members. Other combinations of certificates of registration can also result in fees in excess of \$1,200, annually.



In the interest of fairness, the College proposes an amendment to By-law 18.5.2 such that annual membership fees for dual certificate holders, regardless of the class of each certificate, should not exceed \$1,200.

---

**RISK**

None.

---

**BUDGETARY IMPLICATIONS**

The College will lose the additional revenue it would have realized through the higher fees; however, it was not the intention to charge in excess of \$1,200 for dual registration at this time.

---

**NEXT STEPS**

If approved by Council, the draft By-law amendment will be circulated for at least 60 days before final approval by the Council as required by section 94.(2) of the Health Professions Procedural Code being schedule 2 of the *Regulated Health Professions Act, 1991*.

---

**ATTACHMENTS**

1. Tracked Changes of Proposed amendments to College By-law 18.5.2.
- 

**CONTACT FOR QUESTIONS**

Tony DeBono, MBA, Ph.D., C.Psych.  
Registrar & Executive Director

## BY-LAW 18: FEES

[Approved by Council December 1999; last amended on September 22, 2023]

This By-law is made under the authority of the *Regulated Health Professions Act, 1991* as amended, and the *Psychology and Applied Behaviour Analysis Act, 2021* as amended.

Note: The requirements for each certificate of registration are set out in the Registration Regulation.

### Membership

- 18.1 Every member shall pay an annual membership fee in accordance with this By-law for each membership year.
- 18.2 A membership year begins on June 1 in one year and ends on May 31 of the following year.
- 18.3
- a. The annual fee for membership must be paid on or before June 1 in the membership year.
  - b. Notwithstanding subsection (a), the annual fee for a member holding a Certificate of Registration Authorizing Supervised Practice is payable in two equal instalments on or before June 1 and December 1 in the membership year.
- 18.4 The annual fee for membership to practise as a Psychologist or Psychological Associate is,
- a. \$1200 for members who hold
    1. a Certificate of Registration Authorizing Autonomous Practice,
    2. a Certificate of Registration Authorizing Interim Autonomous Practice, or
  - b. \$600 for members who hold a Certificate of Registration Authorizing Supervised Practice;
  - c. \$298 for members who hold an Inactive Certificate of Registration;
  - d. \$62.50 for members who hold a Retired Certificate of Registration; and
  - e. \$600 for members who hold an Academic Certificate of Registration.
  - f. \$300 for members who hold a Certificate of Registration Authorizing Interim Autonomous Practice for temporary, limited practice and who have entered into an *Undertaking and Agreement* with the College.
  - g. \$300 for members who hold a Temporary Emergency Class Certificate of Registration
- 18.5 The annual fee for membership to practise as a Behaviour Analyst is,
- a. \$795 for members who hold a Certificate of Registration Authorizing Autonomous Practice,
  - b. \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice;
  - c. \$238.50 for members who hold an Inactive Certificate of Registration;
  - d. \$50 for members who hold a Retired Certificate of Registration; and
  - e. \$397.50 for members who hold an Academic Certificate of Registration.
  - f. \$300 for members who hold a Temporary Emergency Class Certificate of Registration
- 18.5.1 Members Registered in Psychology and Applied Behaviour Analysis (Dual-Registration): The total annual membership fee for members who hold a Certificate of Registration for a Psychologist or Psychological Associate Authorizing Autonomous Practice, and who also hold a Certificate of Registration for a Behaviour Analyst Authorizing Autonomous Practice, is \$1200. **This fee will be in effect until June 30, 2026, and is subject to Council review prior to that date.**

- 18.5.2 Annual membership fees for all other certificates of registration, in any class, for members registered in psychology and applied behaviour analysis, are assessed in accordance with Sections 18.4 and 18.5 of the by-laws to a maximum total annual membership fee of \$1200. The maximum annual fee for two certificates of registration will be in effect until June 30, 2026, and is subject to Council review prior to that date.
- 18.6 No later than 30 days before an annual fee is due, the Registrar shall notify the member of the amount of the fee and the day on which the fee is due.
- 18.7 A member who fails to pay an annual fee on or before the day on which it is due shall pay a penalty of 20 per cent of the annual fee, in addition to the annual fee.
- 18.8 Membership fees will be reviewed annually.

### **Examinations-Psychology**

- 18.9 The fee for the Examination for Professional Practice in Psychology is the fee set by the Association of State and Provincial Psychology Boards and its contractors.
- 18.10 The fee for the Jurisprudence and Ethics Examination is \$200.
- 18.11 The fee for the oral examination is \$550.

### **Examinations-Applied Behaviour Analysis**

- 18.12 The fee for the Ontario Examination for Professional Practice in Applied Behaviour Analysis is \$400.
- 18.13 The fee for the Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis is \$200

### **Interviews**

- 18.14 The fee for an interview is \$500.

### **Applications**

- 18.15 a. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Psychologist or Psychological Associate is \$230.
- b. Notwithstanding subsection (a), the fee for an application for a Certificate of Registration Authorizing Supervised Practice is \$100, if the applicant holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate.
- c. The fee for an application for a Certificate of Registration Authorizing Supervised Practice as a Behaviour Analyst is \$230.

- d. The fee for an application for a Certificate of Registration Authorizing Autonomous Practice as a Behaviour Analyst under Transitional Registration provisions is \$230.

18.16 a. The fee for an application for a Certificate of Registration Authorizing Interim Autonomous Practice is \$100.

- b. Where section 22.18 of the Code applies, the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is \$100.

a. The fee for an application for a Temporary Emergency Class Certificate of Registration is \$100.

- b. Notwithstanding section (b), the fee for an application for a Certificate of Registration Authorizing Autonomous Practice is waived if the applicant holds a Temporary Emergency Certificate of Registration or held a Temporary Emergency Certificate of Registration within the six months prior to applying.

18.17 a. The fee for an application for each of the following certificates is \$100:

1. Academic Certificate of Registration;
2. Inactive Certificate of Registration;
3. Retired Certificate of Registration;

- b. Where an applicant for a Certificate of Registration Authorizing Autonomous Practice holds one of the certificates listed in subsection (a), the fee for the application is \$100.

### **Professional Corporations**

18.18 The fee for the application for, and issuance of, a certificate of authorization, including any reinstatement of a certificate of authorization, for a professional corporation is \$350.

18.19 The fee for the annual renewal of a certificate of authorization is \$250.

18.20 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or the annual renewal of a certificate of authorization, is \$50.

### **Other Matters**

18.21 The fee for issuance of a document confirming a member's registration status is \$25.

### **Committee and Program Fees**

18.22 The Registrar may charge members a fee for anything that a Committee of the College is required or authorized to do under statute or regulations.

18.23 Committee and program fees include, but are not limited to, the following:

- a. Cost of hearings or other items ordered by the Discipline Committee;
- b. For the College's Quality Assurance Program, a fee of \$100 for failure to complete any of the

mandatory requirements of the College's Quality Assurance Program within the timelines established by the Quality Assurance Committee;

- c. For individual education or remediation programs, the fee charged by and payable to the supervisor, monitor, mentor or program;
- d. For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by and payable to the monitor, supervisor, mentor or assessor;
- e. Fees and/or costs related to activities, including but not limited to programs and assessments, referred to in acknowledgements and undertakings entered into by a member with the College; and,
- f. Fees and/or costs related to orders and directions of the College Committees.

18.24 Any outstanding balance owed to the College in respect of any decisions made by a Committee, and any fees payable under this By-law will be added to and included in the member's annual fees.

## STRATEGIC DIRECTION 2023-2028

2024.05.05A

### **MISSION** *[Why we exist]*

To protect the public through the responsible regulation of psychological and behavioural care.

### **VISION** *[What we aspire to be]*

Excellence in self-regulation and quality psychological and behavioural care for the people of Ontario.

### **VALUES** *[What we uphold in all our activities]*

Beneficence: The College functions in service of the public good.

Dignity: The College treats all persons and peoples with dignity.

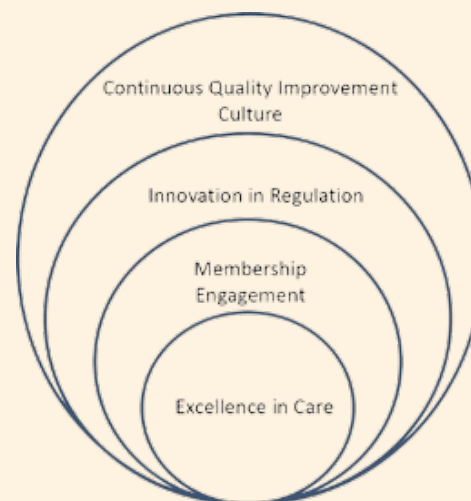
Fairness: The College approaches decisions in a just, reasonable and impartial manner.

Accountability: The College acts as a self-sustaining, responsible steward of resources grounded in the fiduciary duty to the public.

Integrity: The College acts honestly, ethically, and responsibly.

### **STRATEGIES** *[How we accomplish our Mission]*

Strategy 2023-2028 is an ecological model that will focus on five interrelated priorities. At the core of the strategy is excellence in care, ensuring that the public receives ethical, safe, and high-quality services. Quality care is delivered through our registrants/members who have expertise to impart upon their peers and who participate on College Council, Committees, and Workgroups. The College will need to continue to modernize its regulation practices to best meet the needs of the public, now, and into the future (including “Right-Touch Regulation”). Encapsulating the overall strategy is a commitment to continuous quality improvement of College processes with a focus on maximizing value and minimizing waste.



This work will be informed by principles that will guide the College in all of its activities:

- Cultivate a College culture of humility grounded in a growth mindset.
- Apply innovative and proportionate approaches to regulation.
- Engage members to impart expertise to each other and the communities they serve.
- Remain agile in responding to advancements in society, technology, and the profession to meet the needs of Ontarians.

## 2023-2028 IMPLEMENTATION CHART - UPDATED AUGUST 30, 2024

Agenda Key	Strategies	Recent Activities	In Development
S1	Excellence in Care	<ul style="list-style-type: none"> <li>• Review of the <i>Standards of Professional Conduct, 2017</i> (June 2023)</li> <li>• Approved by Council (May 2024)</li> <li>• <b>Health Equity Impact Assessment (Approved by Council June 2024)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>EDI Plan – In Development by EDI Working Group</b></li> </ul>
S2	Membership Engagement	<ul style="list-style-type: none"> <li>• Registrar’s Visit to Thunder Bay (June, 2024)</li> <li>• <b>Barbara Wand Seminar (June 2024)</b></li> <li>• <b>ABA Stakeholder Customized Sessions (October 2023 – July 2024): 22 sessions</b></li> <li>• <b>August 1, 2024 – Virtual Q&amp;A Session with Behaviour Analyst team at Ontario Shores</b></li> </ul>	
S3	Innovation in Regulation	<ul style="list-style-type: none"> <li>• Yetnikoff et al. ABA Training Day for College Case Managers, Legal Counsel, and Partners in Regulation (May 2024)</li> <li>• <b>Proclamation of the Psychology and Applied Behaviour Analysis Act (2021; July 2024)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pursue amendments to O.Reg. 74/15 under the Psychology Act, 1991 to discontinue Master’s level registration and at that time, grant the title Psychologist to all existing Psychological Associates. (September 2019) <ul style="list-style-type: none"> <li>• Research &amp; Report Approved by Council (March 2024)</li> </ul> </li> <li>• Ontario-BC MOU Intention Document Signed (April 2024)</li> </ul>

S4	Continuous Quality Improvement Culture	<ul style="list-style-type: none"><li>• <b>Approved amendment of Policy - III F - 2 Reserve Funds (June 2024)</b></li><li>• <b>June 14, 2024 Council Meeting Evaluation Summary</b></li></ul>	<ul style="list-style-type: none"><li>• Financial analysis of programs and processes Internal examinations, JEE &amp; Orals (November 2023)</li></ul>
----	--	---	---

**The items shown in BLUE have been added by the Registrar since August 2024 as activities undertaken in service of the College's Strategic Directions 2023-2028.**



