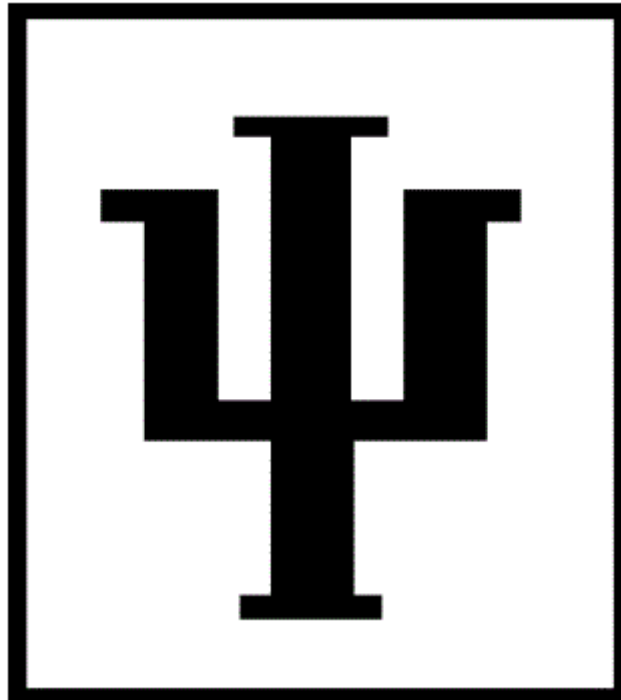


**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**

**MEETING MATERIALS**

**College Council  
September 15, 2017  
2017.03**



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**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**COUNCIL MEETING AGENDA**

2017.03

September 15, 2017

9:00 AM to 4:00 PM

Agenda Item	Topic	Action	Page #	Strategic Direction *
.00	<b>CALL TO ORDER</b>			
.01	<b>APPROVAL OF AGENDA &amp; MINUTES</b>			
.01a	Review & Approval of Agenda	<b>Decision</b>	<b>2</b>	
.01b	Declarations of Conflicts of Interests	<b>Discussion</b>	--	<b>M8</b>
.01c	Review & Approval of Minutes - Council Meeting 2017.02 June 23, 2017	<b>Decision</b>	<b>5</b>	
.01d	Review & Approval of <b>IN CAMERA</b> item - Council Meeting 2017.02 June 23, 2017 <sup>1</sup>	<b>Decision</b>	--	
.01e	Review of Action List	<b>Discussion</b>	<b>13</b>	
.02	<b>CONSENT AGENDA ITEMS</b>	<b>Information</b>		
.02a	President's Report		<b>15</b>	
.02b	Registrar's Report		<b>16</b>	
.02c	Financial Information		--	
	(1) Finance & Audit Committee Report		<b>20</b>	
	(2) Statement of Revenue and Expenses to May 31, 2017		<b>21</b>	
	(3) Balance Sheet as of May 31, 2017 (Unaudited)		<b>22</b>	
.02d	Staff Presentations		<b>23</b>	
.02e	Committee Reports		--	
	(1) Executive Committee (see President's Report)		--	
	(2) Registration Committee		<b>24</b>	
	(3) Discipline Committee		<b>27</b>	
	(4) Inquiries, Complaints and Reports Committee		<b>28</b>	
	(5) Quality Assurance Committee	<b>No Report</b>		
	(6) Client Relations Committee	<b>No Report</b>		
	(7) Fitness to Practice Committee	<b>No Report</b>		
.03	<b>POLICY ISSUES</b>			
.03a	By-law 20: Election to Council		<b>35</b>	<b>M9</b>
.03b	By-law 21: Committee Composition		<b>44</b>	<b>All</b>
.03c	By-law 18: Fees		<b>46</b>	<b>M8</b>
.03d	Policy III F-4 Per Diems and Council and Committee Compensation		<b>52</b>	<b>M9</b>
.03e	Transparency Initiatives		<b>54</b>	<b>M8</b>

<sup>1</sup> Material Not Included in Public Package – Personnel Matter

<b>.04</b>	<b>BUSINESS ISSUES</b>			
.04a	Annual Reports	<b>Decision</b>	<b>56</b>	<b>All</b>
	(1) Council		<b>57</b>	
	(2) Executive Committee		<b>59</b>	
	(3) Registration Committee		<b>60</b>	
	(4) Inquiries, Complaints and Reports Committee		<b>66</b>	
	(5) Discipline Committee		<b>72</b>	
	(6) Quality Assurance Committee		<b>73</b>	
	(7) Client Relations Committee		<b>76</b>	
	(8) Fitness to Practice Committee		<b>77</b>	
.04b	Audit 2016-2017: Audited Financial Statements Year-Ending May 31, 2017 – <i>Presentation of Audited Financial Statements by Ms. Liana Bell and Mr. Deric Chan, Clarke Henning LLP</i>	<b>Decision</b>	<b>78</b>	<b>M8</b>
.04c	(1) Approval of Audited Financial Statements (2) Appointment of the Auditors for 2017-2018	<b>Decision</b>	<b>92</b> <b>93</b>	
.04d	Reserve Funds (1) Policy (2) “Future Projects” Working Group		<b>94</b>	<b>M8</b>
.04e	Barbara Wand Seminar Report			<b>M5</b>
<b>.05</b>	<b>STRATEGIC ISSUES</b>			
.05a	Strategic Direction Implementation: Chart Update	<b>Discussion</b>	<b>115</b>	<b>M9</b>
.05b	Enterprise Risk Management	<b>Decision</b>	<b>119</b>	<b>M8/M9</b>
.05c	Generative Discussion: Improving Medical Reporting and Eliminating Driver Licence Returns	<b>Discussion</b>	<b>120</b>	<b>M4/M8</b>
<b>.06</b>	<b>OTHER BUSINESS</b>			
.06a	Next Council: December 1, 2017	<b>Information</b>	<b>--</b>	
.06b	Proposed date for Council Meetings (2018): <ul style="list-style-type: none"> <li>• March 8 &amp; 9 or 15 &amp; 16 (March break week of 16) – Includes Council Training day.</li> <li>• June 1, 15, or 22</li> <li>• September 21 or 28 (Tentative)</li> </ul>	<b>Decision</b>	<b>--</b>	
<b>.07</b>	<b>ADJOURNMENT</b>			

\*In accomplishing our Mission, the College promotes excellence in the practice of psychology by:

- M1 - *Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of qualifications for individuals seeking registration,*
- M2 - *Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of practice and professional ethics for all members,*
- M3 - *Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among members;*
- M4 - *Communicating clearly and effectively with stakeholders, particularly applicants, members and the public;*
- M5 - *Supporting and assisting members to meet high standards;*
- M6 - *Responding to changing needs in new and emerging practice areas;*
- M7 - *Collaborating in shaping the regulatory environment;*
- M8 - *Acting in a responsibly transparent manner; and,*
- M9 - *Advancing the Council's governance practices.*



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**COUNCIL MEETING**

**2017.02**

**June 23, 2017**

**Present:**

Lynette Eulette, Ph.D., C.Psych., President  
Ruth Berman, Ph.D., C.Psych., Vice-President  
Kristin Bisbee, Public Member  
Judy Cohen, Public Member  
Dorothy Cotton, Ph.D., C.Psych.  
D'Arcy Delamere, Public Member  
Christine DiZazzo, M.Ps., C.Psych.Assoc.  
Jaffar Mohammad Hayat, Public Member

Marilyn Keyes, Ph.D., C.Psych.  
Elizabeth Levin, Ph.D., C.Psych.  
Donna McNicol, Public Member  
Denise Milovan, Ph.D., C.Psych.  
Patricia Minnes, Ph.D., C.Psych.  
Ethel Teitelbaum, Public Member  
Glenn Webster, M.Ed., C.Psych.Assoc.

**Regrets:**

Michael Grand, Ph.D., C.Psych.

**Staff:**

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director  
Barry Gang, MBA, Dip.C.S., C.Psych.Assoc., Director, Professional Affairs  
Lesia Mackanyn, Director, Registration  
Zimra Yetnikoff, Director, Investigations & Hearings  
Stephanie Morton, Manager: Administration  
Caitlin O'Kelly, Administrative Assistant: Office of the Registrar, Recorder

**2017.02.00 Call to Order**

The Registrar called the meeting to order at 9:02AM. The Council welcomed new Council members Dr. Marilyn Keyes representing District 4 (East) and Ms. Christine DiZazzo representing District 7 (Psychological Associates).

Dr. Michael Grand and Dr. Patricia Minnes were reappointed as Academic Members on Council for a period of 2 years by the Executive Committee.

**.00a Election of the Executive Committee**

The first order of business was the election of the Executive Committee. The Registrar confirmed that Council members had received the *Statements of Interests* submitted by members interested in running for positions on the Executive Committee. The Registrar confirmed that one *Statement of Interest* had been received for each of these positions: President, Vice-President, two Professional Members and two Public Members.

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

47 **It was MOVED Cotton**  
 48 **That the Executive for 2017-2018 is acclaimed as follows:**

49  
 50 **President: Dr. Lynette Eulette**  
 51 **Vice-President: Dr. Ruth Berman**  
 52 **Professional Member: Ms. Christine DiZazzo**  
 53 **Professional Member: Dr. Michael Grand**  
 54 **Public Member: Ms. Kristin Bisbee**  
 55 **Public Member: Mr. D'Arcy Delamere**

**CARRIED**

56  
 57 The Registrar congratulated the new Executive Committee and requested that the President, Dr. Lynette  
 58 Eulette, take the Chair and conduct the proceedings of Council.  
 59

## 60 **2017.02.01 Approval of the Agenda and Minutes**

### 61 **.01a Approval of Agenda**

62  
 63 The following changes were made to the agenda:

64  
 65 Moved:

66 .02 Registrar's Report to .04d  
 67 .02a President's Report to .04e  
 68 .04d Registrar's Goals to .04g

69  
 70 Added:

71 .04f *Canadian Code of Ethics for Psychologists* 4<sup>th</sup> Edition  
 72

73 **It was MOVED Minnes**

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

**CARRIED**

### 75 76 **.01b Declarations of Conflicts of Interests**

77 The President indicated that the practice of asking for a declaration of any conflicts of interest pertaining  
 78 to any agenda item is being introduced to both Executive and Council meetings. If a member declares a  
 79 conflict, it will then be determined if the nature of conflict would require the member to recuse  
 80 him/herself from discussing and/or voting on the matter. It was acknowledged that in rare cases, it  
 81 could be appropriate for the member with the conflict to be asked to leave the meeting for the  
 82 discussion and vote on the item.  
 83

84 The professional members of the Council acknowledged a conflict with item .03c *Policy III F-4 Per Diems*  
 85 *and Council and Committee Compensation.*  
 86

87 Council was reminded that members can declare a conflict at any time during the meeting.  
 88

### 89 **.01c Minutes Council Meeting 2017.01 on March 24, 2017**

90  
 91 **It was MOVED Delamere**

92 **That the minutes from the Council Meeting 2017.01 on March 24, 2017 be approved.**

**CARRIED**

93

94 **.01d Minutes from the *IN CAMERA* Council Meeting 2017.01 on March 24, 2017**

---

95  
96 **It was MOVED Cohen**  
97 **That the minutes from the *IN CAMERA* Council Meeting 2017.01 on March 24, 2017 be approved.**  
98 **CARRIED**  
99

100 **.01e Review of Action List**

---

101 The Council reviewed the Action List from the minutes of the previous meeting and noted items that  
102 were completed, outstanding or on the agenda at this meeting. It was noted that the following Action  
103 Item would be carried forward:

104  
105 **At the June 2017 meeting have a generative discussion on the next steps on the implementation to the Council's**  
106 **March 2013 decision respecting the future of psychology regulation in Ontario.**  
107

108 **2017.02.02 Consent Agenda**

109  
110 **It was MOVED Minnes**  
111 **That the Consent Agenda be approved.** **CARRIED**  
112

113 **2017.02.03 Policy Issues**

114  
115 **.03a Policy II-3(ii) Release of the Member's Response to the Complainant**

---

116 The Registrar provided Council with the revised Policy II-3(ii) *Release of the Member's Response to the*  
117 *Complainant*. The Council reviewed and discussed the proposed amendments.

118  
119 **It was MOVED Levin**  
120 **That the proposed amendments to Policy II-3(ii) Release of the Member's Response to the**  
121 **Complainant be approved.** **CARRIED**  
122

123 **Action Item Staff**

124 To amend *Policy II-3(ii) Release of the Member's Response to the Complainant* in the *College's Policies and*  
125 *Procedure Manual*.  
126

127 **.03b Policy III F-4 Per Diems and Council and Committee Compensation**

---

128 At the Council meeting on March 24, 2017, the question was raised regarding the appropriateness of the  
129 current per diem paid to Council and Committee members for meetings undertaken on behalf of the  
130 College. The per diem of \$325 has been in place since June 2013, having previously been \$295. It was  
131 suggested that the amount of the per diem paid may be an inhibiting factor for some private practice  
132 members who may be interested in working with the College. Information gathered from other Health  
133 Regulatory Colleges indicated that the College is very close to the mean and well above the median  
134 among all Colleges.

135  
136 At its meeting on May 17, 2017 the Executive Committee reviewed this information and is  
137 recommending not to increase the per diem rate but rather examine the "office overhead" allowance  
138 paid to eligible private practitioners. The current office overhead allowance is payable at a rate of \$125  
139 per day.  
140

141 The Registrar provided a Briefing Note to Council outlining the estimated budgetary implications if the  
 142 office overhead allowances were to increase by certain increments. The Registrar also noted that the  
 143 College can only adjust rates for the professional members on Council as the per diems for public  
 144 members on Council are determined by the Ministry. Council discussed the various options and opted to  
 145 increase the office overhead allowances to \$200.

146  
 147 **It was MOVED Cohen**

148 **That the *Office Overhead Allowance for Eligible Private Practitioners* be increased by \$75 by amending**  
 149 **section 10 of *Policy III F-4 Per Diems and Council and Committee Compensation* to read:**

150  
 151 **10. Office Overhead Allowance for Eligible Private Practitioners**

152 i. **This section applies to private practitioners who derive more than half of their income from**  
 153 **self-employment.**

154 ii. **This allowance is not intended to replace lost income. Rather it is intended to offset additional**  
 155 **significant expenses associated with running a practice office: rent, insurance, property taxes,**  
 156 **secretarial support; that is, expenses which are normally claimed against income.**

157 iii. **An office overhead allowance is payable at the rate of \$200 per day in quarter day increments**  
 158 **parallel to the per diem payment for meeting attendance.**

**CARRIED**

**Abstained: McNicol**

159  
 160  
 161 It was noted that this change will be retroactive to June 1, 2017.

162  
 163 **Action Item Staff**

164 To amend *Policy III F-4 Per Diems and Council and Committee Compensation* in the College's *Policies and Procedure*  
 165 *Manual*.

166  
 167 **.03d By-Law 21: Committee Composition**

168 The Registrar provided the Council with a Briefing Note outlining suggested amendments to *By-Law 21:*  
 169 *Committee Composition*. Council was reminded that any changes to this by-law needed to be circulated  
 170 to the membership for a 60 day consultation.

171  
 172 In considering the Committee appointments for 2017-2018 both the Nominations and Leadership  
 173 Development Committee and the Executive Committee were pleased by the number of members who  
 174 put their names forward, noting that the specific call to Psychological Associates was successful. Given  
 175 the level of interest expressed, it was decided that a change in the By-law related to representation by  
 176 title was not required at this time.

177  
 178 While reviewing the expressions of interests received, the Nominations and Leadership Development  
 179 and the Executive Committees noted the restriction on adding additional members to the Fitness to  
 180 Practice, Quality Assurance and Client Relations Committees. The Executive Committee is  
 181 recommending that Council consider amending *By-Law 21: Committee Composition* to make the  
 182 Committee Composition consistent across all Committees. The Council reviewed and discussed the  
 183 proposed amendments.

184  
 185 **It was MOVED Delamere**

186 **That amendments *By-Law 21: Committee Composition* be approved for circulation to the membership**  
 187 **to then be finalized by Council at its meeting in September. These amendments will permit additional**



188 **appointments to the Quality Assurance Committee, the Client Relations Committee and the Fitness to**  
 189 **Practice Committee.**

190 **CARRIED**

191  
 192 **Action Item Staff**

193 Circulate proposed amendments to *By-Law 21: Committee Composition* to the membership for consultation.  
 194

195 **2017.02.04 Business Issues**

196  
 197 **.04a Committee Audit**

198 The Council reviewed a Briefing Note provided by the Registrar detailing the history of Committee  
 199 audits. In response to a question, the Registrar noted that Committee audits are always conducted by  
 200 someone outside of the College. It was decided that the Finance and Audit Committee as well as the  
 201 Client Relations Committee will be audited in 2017-2018.  
 202

203 **It was MOVED Cotton**

204 **That the Finance and Audit Committee and the Client Relations Committee be audited in 2017 – 2018**  
 205 **as per Policy I-7 *Committee Audits*.** **CARRIED**

206  
 207 **Action Item RM**

208 Work with the Committee Chairs and liaison staff to plan and implement the audits for 2017-2018.  
 209

210 **.04b Training Program Directors Report – P. Minnes**

211 Dr. Patricia Minnes gave an oral report on the meeting of the Training Program Directors of April 28,  
 212 2017. In response to the Council's question with regards to diversity within the profession the Directors  
 213 are reporting that their students do not identify as being diverse. They also recognized that the  
 214 composition of both students and faculty is primarily female.  
 215

216 **.04c Internship Program Directors Report – D. Cotton**

217 Dr. Dorothy Cotton gave an oral report on the meeting of the Internship Program Directors of April 28,  
 218 2017. The Internship Directors discussed concerns about succession planning for Internship Directors,  
 219 particularly in hospital settings.  
 220

221 **.04d Registrar's Report**

222 This agenda item was moved from the Consent agenda to the Business agenda for further discussion. In  
 223 response to a question, the Registrar explained some of the issues that are arising from the  
 224 housekeeping amendment to the Registration Regulation. This pertained to the non-exemptible  
 225 requirements for the issuance of a Certificate for Supervised Practice for a Psychological Associate and  
 226 the erroneous inclusion of the words "one of" when both requirements are necessary. The Registrar  
 227 indicated that he is hopeful for a quick resolution after his conversation with staff at the Ministry of  
 228 Health and Long-Term Care.  
 229

230 Council also discussed the different approaches it can take to having a generative discussion on *Shaping*  
 231 *the Future* at the September Council meeting given that the College does not anticipate a detailed  
 232 response from the Ministry on the Briefing Note between now and the remainder of the year.  
 233  
 234

235 **.04e Presidents Report**

236 This agenda item was moved from the Consent agenda to the Business agenda for further discussion.  
 237 The President reported that the Nominations and Leadership Development Committee met in May, and  
 238 wanted to thank Council members for being receptive to their proposed Committee placements.  
 239

240 In response to a question about the Association of Canadian Psychology Regulatory Organizations  
 241 (ACPRO) meeting in June, the Registrar went into more details about the single point of entry to  
 242 psychological practice in Canada for foreign-trained practitioners. This project is in the early stages as  
 243 the federal government is encouraging all professions to create a single entry portal. ACPRO has  
 244 established a working group on this issue.  
 245

246 **.04f 2017 Canadian Code of Ethics for Psychologists 4<sup>th</sup> Edition**

247 The Canadian Psychological Association has recently released the 4<sup>th</sup> Edition of the *Canadian Code of*  
 248 *Ethics for Psychologists*. The question was raised as to whether the Council needed to formally adopt the  
 249 newest edition. The Registrar explained that By-Law 16.1 states: "As a Code of Ethics, the College has  
 250 adopted the *Canadian Code of Ethics for Psychologists*, Canadian Psychological Association, as revised  
 251 from time to time." Therefore, there is no need to officially adopt the newest edition but the College will  
 252 inform members about the new edition in the next *eBulletin*.  
 253

254 **Action Item Staff**

255 Include information on the 4<sup>th</sup> Edition of the *Canadian Code of Ethics for Psychologists* in the next *eBulletin*.  
 256

257 **.04g Registrar's Goals 2017 – 2018 IN CAMERA**

258 Council went in camera under Section 7 (2)(d) of the Health Professions Procedural Code, which is  
 259 Schedule 2 to the *Regulated Health Professions Act, 1991*.  
 260

261 **It was MOVED Levin**

262 **That Council go IN CAMERA to discuss item .04d Registrar's Goals.**

**CARRIED**

263

264 At the end of the **IN CAMERA** meeting,  
 265

266

266 **It was MOVED Teitelbaum**

267 **That the IN CAMERA meeting be ended and the open meeting of Council be resumed.**

**CARRIED**

268

269 It was noted in the open meeting that while *in camera*, the Council reviewed and approved the  
 270 Registrar's Goals for 2017-2018.  
 271

271

272 **2017.02.05 Strategic Issues**

273

274 **.05a Strategic Direction Implementation Update**

275 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. Items  
 276 added since the Council Meeting of March 24, 2017 were shown in **Bold**.  
 277

278

278 Council suggested adding the following:

279

- Revised the way in which Oral Exams are recorded (September 2016)
- Adopted the new Standards of Professional Conduct, to go into effect September 1, 2017 (March 2017)

280

281

282 **.05b Generative Discussion: Bill 87**

283 On May 30, 2017, sections of the *Regulated Health Professions Act, 1991* were amended with the  
 284 passage of Bill 87. The Registrar provided Council with a summary of some of the new provisions as well  
 285 as a copy of the Colleges submission to the Standing Committee on the Legislative Assembly.  
 286

287 The Registrar provided an update to Council on the history and progress of Bill 87 since its first reading  
 288 in December 2016. The Briefing Note provided to Council outlined many of the provisions that came into  
 289 force immediately and some that have yet to be proclaimed. The Council discussion focused on  
 290 provisions that have yet to be proclaimed. The Registrar explained that with many of these provisions  
 291 the Minister will likely be seeking input from the regulatory health Colleges. The task for the Council is to  
 292 start thinking about the College's response to some of these provisions.  
 293

294 The Registrar informed Council that the College will be sending out information to members about the  
 295 new changes to the sexual abuse regulations.  
 296

297 **.05c Generative Discussion: Council Self-Evaluation**

298 As an introduction to Council self-evaluation the Registrar provided Council with the *Governance Centre*  
 299 *for Excellence (GCE) Board Self-Assessment Checklist and Questionnaire*, as well as a discussion paper on  
 300 Council self-evaluation. The Executive is recommending that Council undertake this process beginning  
 301 with each member of Council completing the survey in late August so that the results will be available  
 302 for discussion at the September Training Day. The President described the work of the GCE and how this  
 303 survey would be a collective look at the way in which the Council, as a whole, undertakes and fulfills its  
 304 responsibilities.  
 305

306 **Action Item Staff**

307 Send the GCE survey to Council members in August. Results will be given to Council members to review prior to the  
 308 Council Training day in September.  
 309

310 **2017.02.06 Other Business**

311 **.06a Next Meetings of Council**

- 313 ○ Training September 14, 2017 & Meeting September 15, 2017
- 314 ○ December Council Meeting TBD

316 **Action Item Staff**

317 Send out poll to Council members to find the best date for the December 2017 Council meeting.  
 318

319 **2017.02.07 Adjournment**

320  
 321 There being no further business,  
 322

323 **It was MOVED DiZazzo**

324 **That the Council Meeting be adjourned.**

**CARRIED**

325  
 326 The Council Meeting was adjourned at 2:34PM  
 327  
 328

329  
330  
331  
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339  
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341  
342

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

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Ruth Berman, Ph.D., C.Psych., Vice-President

**Minutes approved at the Council Meeting on September 15, 2017**

DRAFT



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Action List**

College Council 2017.02 – June 23, 2017

<b>Item:</b>	<b>Responsibility:</b>	<b>Action:</b>	<b>Status:</b>
2016.03.04d	Council	Finalization of amendments to <i>By-Law 20: Elections</i>	On Agenda
2016.04.04a	Council	Defer further consultations regarding the “Transparency Initiatives” until such a time as there is clarity regarding the Ministry’s actions related to transparency proposals in Bill 87	On Agenda
2017.01.02e(2)	Lesia Mackanyn	To provide information on retraining plan cases in the next Committee Report to Council.	Completed See Annual Report
2017.01.04h	Registrar	Gather information on Enterprise Risk Management practices from other organizations and report to the Executive Committee.	Completed
2017.01.04h	Executive Committee	Discuss the next steps for Enterprise Risk Management	Completed
2017.01.04i	Council	At the June 2017 meeting have a generative discussion on the next steps on the implementation to the Council’s March 2013 decision respecting the future of psychology regulation in Ontario.	Deferred
2017.02.03a	Staff	To amend Policy II-3(ii) Release of the Member’s Response to the Complainant in the College’s Policies and Procedure Manual.	Completed

<b>Item:</b>	<b>Responsibility:</b>	<b>Action:</b>	<b>Status:</b>
2017.02.03c	Staff	To amend Policy III F-4 Per Diems and Council and Committee Compensation in the College's Policies and Procedure Manual.	Completed
2017.02.03c	Staff	Circulate proposed amendments to By-Law 21: Committee Composition to the membership for consultation.	Completed
2017.02.04a	Registrar	Work with the Committee Chairs and liaison staff to plan and implement the audits for 2017-2018.	In Process
2017.02.05c	Staff	Send the GSC survey to Council members in August. Results will be given to Council members to review prior to the Council Training day in September.	In Process
2017.02.06a	Staff	Send out poll to Council members to find the best date for the December 2017 Council meeting.	Completed



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### President and Executive Committee Report

This report provides a summary and overview of College-related activities and meetings in which I and the Executive have been involved since the June Council meeting.

The Executive Committee met immediately following the June Council meeting and welcomed two new professional members, Mrs. Christine DiZazzo and Dr. Michael Grand, and a new public member, Ms. Kristin Bisbee. The purpose of this meeting was to finalize Committee appointments. As stated in my most recent Bulletin report, the College is thankful for the expressions of interest for Committee work from so many professional members. It is important to note that currently only six public member positions, out of a possible eight positions, are filled on Council. This means that our public members are serving on more and different Committees than in the past. I would like to take this opportunity to thank the public members for their flexibility and their willingness to put in more effort and time.

The Executive Committee participated in a day of training (August 15, 2017), which was a recommendation from the Executive Committee audit. The day began with orientation regarding the role of the Executive Committee. This was followed by a presentation by the Healthcare Insurance Reciprocal of Canada (HIROC) regarding enterprise risk management. The Executive considered this session to be helpful and, at their meeting the following day, decided to recommend this training be done with the full Council. The afternoon agenda focused on the self-assessment report, which the Executive had completed, and how it could best be used by Council.

The Executive Committee met on August 16, 2017 with a full agenda. Topics included three By-law changes as well as the per diem policy and transparency initiatives. These topics are on today's agenda. Considerable time was spent discussing the Reserve Fund Policy (Policy III F-2), and a recommendation from Executive is on our agenda today. As well, the Executive reviewed the College financial information to May 31, 2017. Finally, the Executive discussed ideas for how the out-of-town Fall Executive Reception event could be used as an opportunity for member professional development. Due to scheduling conflicts, the reception venues for fall and spring were changed so that the fall meeting will be in Guelph and the spring meeting will be in Kingston.

In late August, I met with the Nomination and Leadership Development Committee by teleconference to discuss the agenda for yesterday's Training Day. The Committee took recommendations from the Executive as well as brainstormed other relevant and timely topics. This Committee welcomes ideas for future training topics from Council members. In addition, the Finance and Audit Committee (FAC) met on August 31, 2017. Please see the FAC report in the meeting materials.

As noted in the Report from the Inquiries, Complaints and Reports Committee, an ICRC working group has been meeting to develop risk assessment tools for use by the Committee in adjudicating matters brought to their attention. The formation of the working group was approved by the Executive Committee, on behalf of Council, at its May 2017 meeting as there was some urgency to beginning the work immediately in the new fiscal year. The work of the group was presented to the recent ICRC plenary and a more detailed report will be provided to Council at the next meeting.

Respectfully submitted,  
Lynette Eulette



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Registrar's Report to Council September 15, 2017

#### **Controlled Act of Psychotherapy – An Update**

In early August 2017, the Presidents and Registrars of the Colleges were copied on a letter from the Honourable Eric Hoskins, Minister of Health and Long-Term Care to Mr. Tom Corcoran, Chair of the Health Professions Regulatory Advisory Council (HPRAC). The letter, previously shared with Council (attached), requests that HPRAC advise the Minister regarding the proclamation of the controlled act of psychotherapy.

Subsequent to this, the intercollege Psychotherapy Working Group was invited to meet with Mr. Corcoran and then with the full HPRAC Board. The meetings were held to discuss the controlled act and the clarification document produced by the group. In addition, Mr. Corcoran met with representatives of each of the Colleges, individually. The purpose of the meetings was to provide the Chair and the HPRAC Board, all public members, with information regarding the qualifications of the members of the regulated Colleges to provide psychotherapy, issues related to the definition of the controlled act, the implications for the public as well as non-regulated service providers and ways in which these might be addressed. In discussing the definition, there was a recurring question as to how one would interpret the need for the individual's disorder to be considered "serious" and resulting in "serious" impairment of day to day functioning. The lack of a common definition of "serious" was seen to be of major concern. HPRAC is continuing to gather information to inform their advice to the Minister and it is anticipated there will be further meetings with College representatives.

#### **Consultation on Funding for Psychotherapy for Major Depressive Disorder and Generalized Anxiety Disorder**

The Ontario Health Technology Advisory Committee has recommended that evidence-based, structured, individual and group psychotherapy provided by nonphysicians be publicly funded for patients with major depressive disorder and/or generalized anxiety disorder. A summary may be found at <http://www.hqontario.ca/Portals/0/Documents/evidence/open-comment/recommendation-psychotherapy-1708-en.pdf>.

The report was released in August 2017, with a September 5, 2017 deadline for comments or submissions. Given the very short timeline, I was unable to undertake a consultation with the Executive or Council but felt a response from the College was important. In conjunction with the President, the following comment was provided.

The College of Psychologists of Ontario is the regulatory body for the practice of Psychology in Ontario. As such, the College registers and regulates the practice of 'Psychologists' and 'Psychological Associates' in the delivery of psychological services to the citizens of Ontario. Due to the timelines for this consultation, I have not had the opportunity to share this response with the College's Executive Committee or Council but, in working with the College President, Dr. Lynette Eulette, C.Psych., I am confident they will be supportive of these comments.

As the regulatory body for the practice of Psychology, the College has a statutory duty to serve and protect the public interest which includes ensuring, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent



regulated health professionals. [Health Professions Procedural Code under the Regulated Health Professions Act, 1991, sec. 2.1, 3(1)].

It is with this duty in mind that the College supports the Ontario Health Technology Advisory Committee recommendation that, “evidence-based, structured, individual and group psychotherapy provided by nonphysicians be publicly funded for patients with major depressive disorder and/or generalized anxiety disorder”.

Members of the College are trained in a variety of assessment and intervention methods providing services to individuals experiencing a broad range of difficulties. The College is supportive of this, and other efforts made to increase access to mental health services, provided by our members and other qualified regulated health professionals.

R. Morris, Ph.D., C.Psych.  
Registrar & Executive Director  
College of Psychologists of Ontario

### **Speaking with One Voice**

Each month the Federation of Health Regulatory Colleges of Ontario (FHRCO) publishes a *Legislative Update* prepared by Mr. Richard Steinecke. It is not always related to health care regulation but there are often references that are relevant or of interest. In the August 2017 *Update* Mr. Steinecke described a recent court decision that I thought was interesting and worth sharing.

### **Failing to “Speak with One Voice” Is Grounds for Removal**

A fundamental governance principle is that governing Boards or Councils should speak with one voice. When a decision has been made, individual Board or Council members should not speak against it publicly. Rather, they should simply explain the decision and reasons why it was reached and not get into their personal disagreement with the decision. Otherwise the credibility of the organization and its effectiveness in implementing initiatives is compromised. Board or Council members with significant concerns about the decision should either resign, or, in some circumstances, bring the matter back for reconsideration based on new information through proper channels.

This principle received judicial support in *Béliveau v. Town of Sackville*, 2017, NBCA 26. In that case a member of a heritage Board disagreed with the permission to demolish an older church in the downtown core. He then advocated against the Board’s decision before a separate appeal tribunal going so far as to file an affidavit. He was removed from the Board. His challenge to the removal on the basis that he was a whistle-blower, acting in his personal capacity, was not accepted by the courts.



Ministry of Health  
and Long-Term Care

Office of the Minister

10<sup>th</sup> Floor, Hepburn Block  
80 Grosvenor Street  
Toronto ON M7A 2C4  
Tel. 416 327-4300  
Fax 416 326-0167  
www.ontario.ca/health

Ministère de la Santé  
et des Soins de longue durée

Bureau du ministre

Édifice Hepburn, 10<sup>e</sup> étage  
80, rue Grosvenor  
Toronto ON M7A 2C4  
Tél. 416 327-4300  
Télééc. 416 326-1571  
www.ontario.ca/sante



HLTC2968MC-2017-174

AUG 04 2017

Mr. Thomas Corcoran  
Chair  
Health Professions Regulatory Advisory Council  
56 Wellesley Street West, 12<sup>th</sup> Floor  
Toronto ON M5S 2S3

Dear Mr. Corcoran:

In its 2006 report, *Regulation of Health Professions in Ontario: New Directions*, the Health Professions Regulatory Advisory Council (HPRAC), recommended that a number of professions, including psychotherapy, be regulated under the *Regulated Health Professions Act, 1991* (RHPA). In response, the *Health System Improvements Act, 2007*, regulated the profession of psychotherapy and added a new controlled act of psychotherapy under the RHPA, among other things.

As you know, the section of the RHPA dealing with the controlled act of psychotherapy was not proclaimed when the profession of psychotherapy was brought under the auspices of the legislation. Despite best efforts by the profession, there continues to be uncertainty around the meaning of the controlled act and who may perform it. Therefore, I am asking HPRAC to:

1. Provide advice on how to make clear the meaning of the controlled act so that it is understood by members of the professions who may be granted the controlled act, prospective applicants to the professions and, most importantly, to the public. I ask that you use the clarification documents created by the six regulatory colleges whose members may be granted the controlled act as the foundation for your work.
2. Recommend criteria for determining whether there are certain providers, who are not members of a regulated health profession, who may require an exemption from the performance of the controlled act so that they are not unduly prevented from providing services to their respective client population. Examples of these providers may include but are not limited to those providing children and youth services, peer support/counselling activities and sexual assault support services.

In your analysis, I would ask that HPRAC place equal weight on the dual values of access to care and protecting the public from harm.

Mr. Thomas Corcoran

-2-

I recognize that my request deals with complex issues and will take some time to consider. However, I would like HPRAC to provide me with its advice no later than November 1, 2017.

Lastly, I would like to express my appreciation to you and members of the Council for supporting this important initiative. If you have any questions, please contact Denise Cole, Assistant Deputy Minister, Health Workforce Planning and Regulatory Affairs Division, (HWPRAD) at [denise.cole@ontario.ca](mailto:denise.cole@ontario.ca) or 416-212-7688.

Yours sincerely,



Dr. Eric Hoskins  
Minister

c: Dr. Bob Bell, Deputy Minister, MOHLTC  
Denise Cole, Assistant Deputy Minister, MOHLTC, HWPRAD  
Presidents and Registrars of the Regulated Health Professional Colleges  
President and Registrar of the Ontario College of Social Workers and Social Service Workers



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Finance and Audit Committee Report to Council**

September 15, 2017

Committee Members:

Lynette Eulette (Chair)	Council	Gilles Hébert	College
Dorothy Cotton	Council	Donna McNicol	Public Member
D'Arcy Delamere	Public Member		

The Committee met on August 31, 2017. A primary purpose of this FAC meeting is to review the draft Audited Financial Statements with the College's auditors. After reviewing the statements with the auditor, the Committee agreed that the College is in good financial health. The FAC is recommending to Council that the Audited Financial Statements, to be presented by the auditor to the September meeting, be accepted.

Following the meeting with the auditors, the FAC continued its review of the College's Unaudited Financial Statements, the Investment Report, and the Variance Report to May 31, 2017. The *Statement of Revenue & Expenses* (attached) provides a summary of the College's revenues and expenditures by cost centre with a comparison to the 2016-2017 budget approved in March 2016. The approved budget had anticipated a deficit of \$325,434 at year-end. Due to increased revenue and decreased spending, the surplus to budget is \$224,938.

In considering the *Statement of Revenue & Expenses* the Finance and Audit Committee reviewed the *Variance Report* which set out the items which deviated by the level of materiality set by Council; that is items where expenditures exceeded expected budget by \$5,000 and the items which were underspent by \$10,000 to expected budget. The Finance and Audit Committee was satisfied with the explanations presented for these over or under expenditures.

The Finance and Audit Committee reviewed the *Balance Sheet* (attached), showing the College's current assets and liabilities, and presents the position of the College at the year-end as compared to the same point last year. As noted in the line *Profit (loss) for period* (2<sup>nd</sup> line from bottom), overall earnings exceeded expenses by \$224,938 at year-end.

In addition, the Committee reviewed the *Investment Report to May 31, 2017* which describes the College's various investments including Cash Equivalents and Short and Long Term Investments. Given the continuing low interest rates, it was noted that most of the College assets are invested in shorter term instruments. With the potential for a rise in interest rates, the College will be considering longer term investments.

The Finance and Audit Committee voted to receive the financial reports and noted that based on the documents reviewed, it is the view of the committee that the College continues to operate on a sound financial basis.

The FAC reviewed the proposed amendments to *By-law 18: Fees and Policy III F-2 Reserve Funds*. The outcome of these discussions and the recommendations will be discussed as separate items on the Council agenda.

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period March 31, 2017 to May 31, 2017 was received.

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO								
STATEMENT OF REVENUE & EXPENSES								
12 Periods Ended 31/05/2017								
	2016-2017 Budget	Budget YTD	2016-2017 YTD	2016-2017 % To Date	Expected % To Date	% Variance YTD	\$ Variance YTD	Year-End 31-May-17
<b>REVENUE</b>	3,252,029	3,252,029	3,386,948	104%	100%	4%	134,919	3,386,948
<b>COST OF SALES</b>	273,700	247,600	276,025	101%	90%	11%	28,425	276,025
<b>GROSS MARGIN</b>	2,978,329	3,004,429	3,110,923	104%	101%	4%	106,494	3,110,923
<b>EXPENDITURES:</b>								
Governance	119,600	115,600	79,678	67%	97%	-31%	-35,922	79,678
Registration	101,400	101,400	70,147	69%	100%	-31%	-31,253	70,147
Client Relations, Communications & Education	88,900	88,900	22,659	25%	100%	-75%	-66,241	22,659
Quality assurance	25,400	25,400	36,377	143%	100%	43%	10,977	36,377
Investigations and resolutions	104,300	104,300	114,477	110%	100%	10%	10,177	114,477
Hearings	281,400	281,400	147,970	53%	100%	-47%	-133,430	147,970
Government relations	0	-	-					0
Liaison (Professional Organizations)	38,700	38,700	30,616	79%	100%	-21%	-8,084	30,616
Administration	2,544,063	2,544,063	2,384,061	94%	100%	-6%	-160,002	2,384,061
<b>Total Expenditures</b>	3,303,763	3,299,763	2,885,985	87%	100%	-13%	-413,778	2,885,985
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>-325,434</b>	<b>(295,334)</b>	<b>224,938</b>	<b>-69%</b>		<b>-176%</b>	<b>520,272</b>	<b>224,938</b>

# THE COLLEGE OF PSYCHOLOGISTS

Balance Sheet  
As Of May 31, 2017

Unaudited

<u>ASSETS</u>	Current Year	Prior Year
Current assets:		
Petty Cash	200.00	200.00
Bank	449,975.58	399,803.56
Cash Equivalents	3,596,633.53	6,273,981.54
Short Term Investments	4,542,827.01	1,130,830.62
Accounts Receivable Control	(2,660,466.39)	(2,624,733.04)
Accounts Receivable Other	2,668,676.23	2,629,288.00
Interest Receivable	6,174.38	3,362.85
Prepaid Expenses	38,135.24	69,028.76
Total current assets	8,642,155.58	7,881,762.29
Fixed assets:		
Furniture & Equipment	51,385.55	51,385.55
Computer Equipment	67,908.35	61,304.85
Leasehold Improvements	197,547.38	197,547.38
Website & Database Development	288,308.51	224,532.92
Less accumulated depreciation	427,814.93	331,681.49
	177,334.86	203,089.21
Other assets:		
Long Term Investment	97,595.06	503,377.24
	97,595.06	503,377.24
	8,917,085.50	8,588,228.74
<u>LIABILITY AND SHAREHOLDER'S EQUITY</u>		
Current liabilities:		
Accounts Payable Control	124,688.67	65,299.61
Accounts Payable Other	205,798.28	182,722.74
Employee Tax Deductions Payab	23,028.98	23,582.67
Prepaid Fees	2,702,876.23	2,680,868.45
Total current liabilities	3,056,392.16	2,952,473.47
Long term liabilities:		
	0.00	0.00
Shareholder's equity:		
Retained Earnings	1,950,740.58	2,048,287.58
Investigations & Hearings Reserve Fund	748,672.00	748,672.00
Contingency Reserve Fund	979,000.00	979,000.00
Fee Stabilization Reserve Fund	1,383,532.44	1,075,000.00
Website & Database Development Reserve Fund	243,810.25	243,810.25
Premises Reserve Fund	250,000.00	152,453.00
Fair Registration Practices Reserve Fund	80,000.00	80,000.00
Profit (loss) for period	224,938.07	308,532.44
Total shareholder's equity	5,860,693.34	5,635,755.27
	8,917,085.50	8,588,228.74



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Staff Presentations - Report to Council**

June 23<sup>rd</sup>, 2017 to September 15<sup>th</sup>, 2017

Dr. Rick Morris, Registrar & Executive Director

- June 26, 2017: *Tricky Issues in Professional Practice*, Barbara Wand Seminar, Ottawa
- September 13, 2017: *Tricky Issues in Professional Practice*, Early Career Psychology Group, Ontario Psychological Association, Toronto

Ms. Lesia Mackanyn, Director, Registration

- July 7, 2017: Registration Process, Hincks Dellcrest



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Registration Committee Report to Council**

First Quarter, June 1, 2017 to August 31, 2017

**Committee Members 2016-2017 Term:**

Marnee Maroes (Chair)	College
Ester Cole	College
Robert Gauthier	Council
Michael Grand	Council
Jaffar Mohammad Hayat	Public Member
Patricia Minnes	Council
Marjory Phillips	College
Astra Josie Rose	Public Member
Wanda Towers	College

**Committee Members 2017-2018 Term (beginning July 2017):**

Marnee Maroes (Chair)	College
Robert Gauthier	College
Michael Grand	Council
Jaffar Mohammad Hayat	Public Member
Denise Milovan	Council
Patricia Minnes	Council
Marjory Phillips	College
Ethel Teitelbaum	Public Member
Wanda Towers	College

**Staff Support to Registration Committee:**

Lesia Mackanyn, Director: Registration  
 Myra Veluz: Senior Registration Assistant  
 Shannon Elliott: Administrative Assistant: Registration  
 Kelly Russell: Administrative Assistant: Registration

**Meetings of the Registration Committee**

**March 9, 2017: Panel A**

The Registrar referred a total of 20 cases to Panel A.

These cases included:

- 3 academic credential reviews;
- 10 cases where retraining was required for supervised practice members;
- 1 review regarding examination eligibility;
- 2 applications for removal or modification of a limitation and/or condition;
- 4 requests for change of area of practice.



### **March 10, 2017: Panel B**

The Registrar referred a total of 27 cases to Panel B.

These cases included:

- 4 academic credential reviews;
- 14 cases where retraining was required for supervised practice members;
- 1 application for removal or modification of a limitation and/or condition;
- 8 requests for change of area of practice.

### **March 9, 2017 Plenary Session**

A Plenary Session was held on the afternoon of March 9, 2017. The Committee reviewed the *Report on the December 2016 Oral Examinations* which included examination outcomes, expenses, the results of the surveys completed by candidates and oral examiners, as well as the observations of the Public Members of Council in attendance. The Committee continued its review of revisions to the *Declaration of Competence Form*. The Committee was updated on registration related reviews/decisions of the Health Professional Appeal and Review Board (HPARB); and on the submission of the College's Self-Assessment Report for the Office of the Fairness Commissioner (OFC).

### **May 12, 2017: Panel A**

The Registrar referred a total of 38 cases to Panel A.

These cases included:

- 7 academic credential reviews;
- 20 cases where retraining was required for supervised practice members;
- 1 application for removal or modification of a limitation and/or condition;
- 6 requests for change of area of practice;
- 4 requests for return to a regular certificate.

### **May 11, 2017: Panel B**

The Registrar referred a total of 44 cases to Panel B.

These cases included:

- 11 academic credential reviews;
- 23 cases where retraining was required for supervised practice members;
- 3 reviews regarding examination eligibility or examination outcome;
- 2 applications for removal or modification of a limitation and/or condition;
- 5 requests for change of area of practice.

### **May 11, 2017 Plenary Session**

A Plenary Session was held on the afternoon of May 11, 2017. The Committee reviewed some preliminary information put together by College staff with respect to the development of a resignation policy for members. The Committee was updated on registration related reviews/decisions of the Health Professional Appeal and Review Board (HPARB).

**(New Term) July 13, 2017: Panel A**

The Registrar referred a total of 33 cases to Panel A.

These cases included:

- 5 academic credential reviews;
- 9 cases where retraining was required for supervised practice members;
- 6 reviews regarding examination outcome;
- 2 applications for removal or modification of a limitation and/or condition;
- 1 review regarding reciprocity application;
- 10 requests for change of area of practice.

**July 14, 2017: Panel B**

The Registrar referred a total of 36 cases to Panel B.

These cases included:

- 10 academic credential reviews;
- 16 cases where retraining was required for supervised practice members;
- 1 application for removal or modification of a limitation and/or condition;
- 8 requests for change of area of practice;
- 1 request for return to a regular certificate.

**July 13, 2017 Plenary Session**

A Plenary Session was held on the afternoon of July 13, 2017. The Committee considered recent registration decisions of the Health Professional Appeal and Review Board (HPARB) respecting master's level applicants; the Committee agreed to use a more flexible interpretation of the non-exemptible registration requirement concerning undergraduate instruction in psychology as specified in Section 16. (1) 1. ii. of the regulation.



Marnee Maroes, Ph.D., C.Psych.  
Chair, Registration Committee



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Discipline Committee Report to Council**

First Quarter, June 1, 2017 – August 31, 2017

**Committee Members:**

Robert Gauthier (Chair)	College	Jan Heney	College
Ruth Berman	Council	Tim Hill	College
Kristin Bisbee	Public Member	Marilyn Keyes	Council
Clarissa Bush	College	Elizabeth Levin	Council
Judy Cohen	Public Member	Maggie Mamen	College
Dorothy Cotton	Council	Donna McNicol	Public Member
D'Arcy Delamere	Public Member	Denise Milovan	Council
Christine DiZazzo	Council	Patricia Minnes	Council
Lynette Eulette	Council	Mary Ann Mountain	College
Michael Grand	Council	Donna Reist	College
Allyson Harrison	College	Ethel Teitelbaum	Public Member
Jaffar Mohammad Hayat	Public Member	Pamela Wilansky	College

There were two referrals made to the Discipline Committee in the 1<sup>st</sup> Quarter, both of which are currently at the Pre-Hearing Conference stage, with conferences yet to be scheduled.

Including the matters referred in the 1<sup>st</sup> Quarter, there are currently six matters before the Discipline Committee. The Notices of Hearing for all matters are available here:

1. [https://members.cpo.on.ca/public\\_register/show/914?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/914?section=discipline#ui-tabs-12)
2. [https://members.cpo.on.ca/public\\_register/show/21428?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/21428?section=discipline#ui-tabs-12)
3. [https://members.cpo.on.ca/public\\_register/show/20259?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/20259?section=discipline#ui-tabs-12)
4. [https://members.cpo.on.ca/public\\_register/show/2302?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/2302?section=discipline#ui-tabs-12)
5. [https://members.cpo.on.ca/public\\_register/show/754?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/754?section=discipline#ui-tabs-12)
6. [https://members.cpo.on.ca/public\\_register/show/3067?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/3067?section=discipline#ui-tabs-12)

Pre-hearing conferences were held on three of these matters; two on June 28, 2017 and one on July 25, 2017. An additional pre-hearing conference is scheduled for September 27, 2017.

No hearings were held during the 1<sup>st</sup> Quarter. Hearings are scheduled in two matters for September 7, 2017 and September 27, 2017. The upcoming hearing schedule is available here:

[http://www.cpo.on.ca/Upcoming\\_Hearing\\_Schedule.aspx](http://www.cpo.on.ca/Upcoming_Hearing_Schedule.aspx).

Respectfully submitted,  
Robert Gauthier, M. Sc., M.Ed., C.Psych.Assoc.  
Discipline Committee Chair  
September 1, 2017



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Inquiries, Complaints and Reports Committee Report to Council**

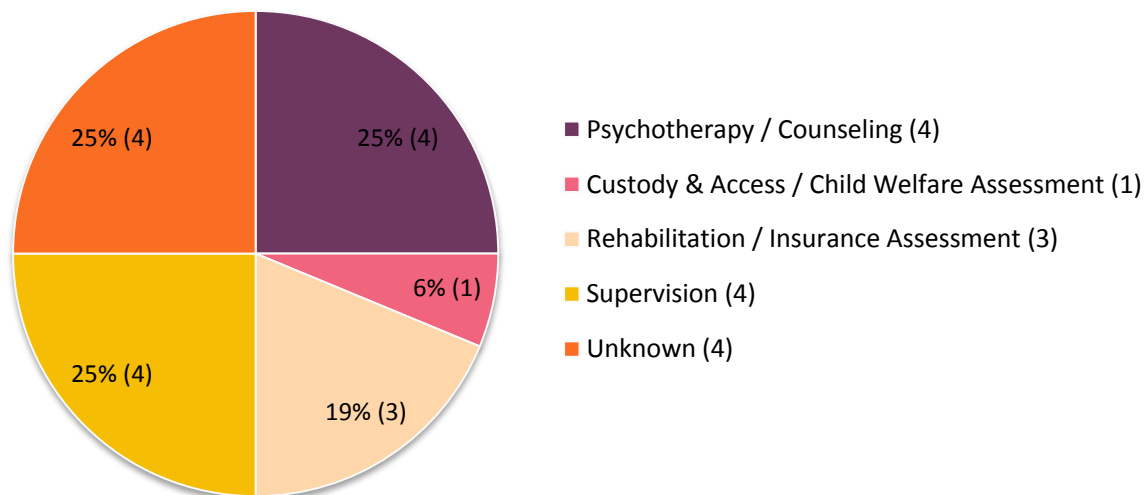
First Quarter, June 1, 2017 to August 31, 2017

Committee Members:

Sara Hagstrom (Chair)	College	Lynette Eulette	Council
Diane Addie	College	Elizabeth Levin	Council
Ruth Berman	Council	Donna McNicol	Public Member
Gilles Boulais	College	Fred Schmidt	College
Jason Brown	College	David Smith	College
Judy Cohen	Public Member	Laura Spiller	College
Dorothy Cotton	Council	Joanne Taylor	Professional
D'Arcy Delamere	Public Member		

New Complaints and Reports

In the 1<sup>st</sup> Quarter, the College received 15 new complaints and opened one new Registrar's Investigation, for a total of 16 new matters.



Four of these matters were related to psychotherapy/counselling services, four to supervision, three to rehabilitation/insurance assessments and one to custody & access/child welfare assessments. The remaining four matters, pending confirmation, remain of an unknown nature.

ICRC Meetings

The ICRC met on June 13, August 3 and August 25, 2017, to consider a total of 16 cases. In addition, 10 teleconferences were held to consider 12 cases. The next ICRC meeting will take place on September 26, 2017, with 4 cases scheduled to be considered.

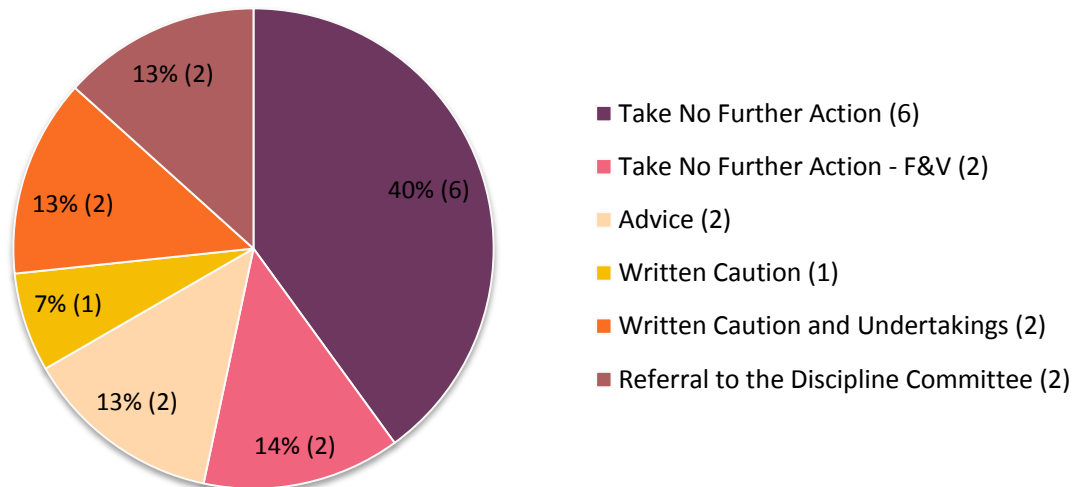
Three ICRC members new to the Committee received training and orientation on August 25, 2017, and an additional ICRC member will receive training and orientation on September 26, 2017.

An ICRC Working Group met on June 22 and August 3, 2017 to develop risk assessment tools for the Committee. The ICRC will hold a plenary meeting on September 8, 2017.

### ICRC Dispositions

The ICRC disposed of 15 cases during the 1<sup>st</sup> Quarter. The ICRC decided to take no further action in six of these cases. In an additional two cases, the ICRC decided to take no further action pursuant to section 26(5) of the Health Professions Procedural Code, believing these complaints to be frivolous, vexatious, made in bad faith, moot, or otherwise an abuse of process.

Of the remaining seven cases, the ICRC decided to provide Advice in two and Written Cautions in three. Two matters with Written Cautions also included an Undertaking between the member and the College for remedial purposes. The ICRC decided to refer two matters to the Discipline Committee. As the Dispositions in these cases were reached by the ICRC before the May 30, 2017 amendments to the *Regulated Health Professions Act, 1991*. The cautions referred to are therefore not available on the Public Register.

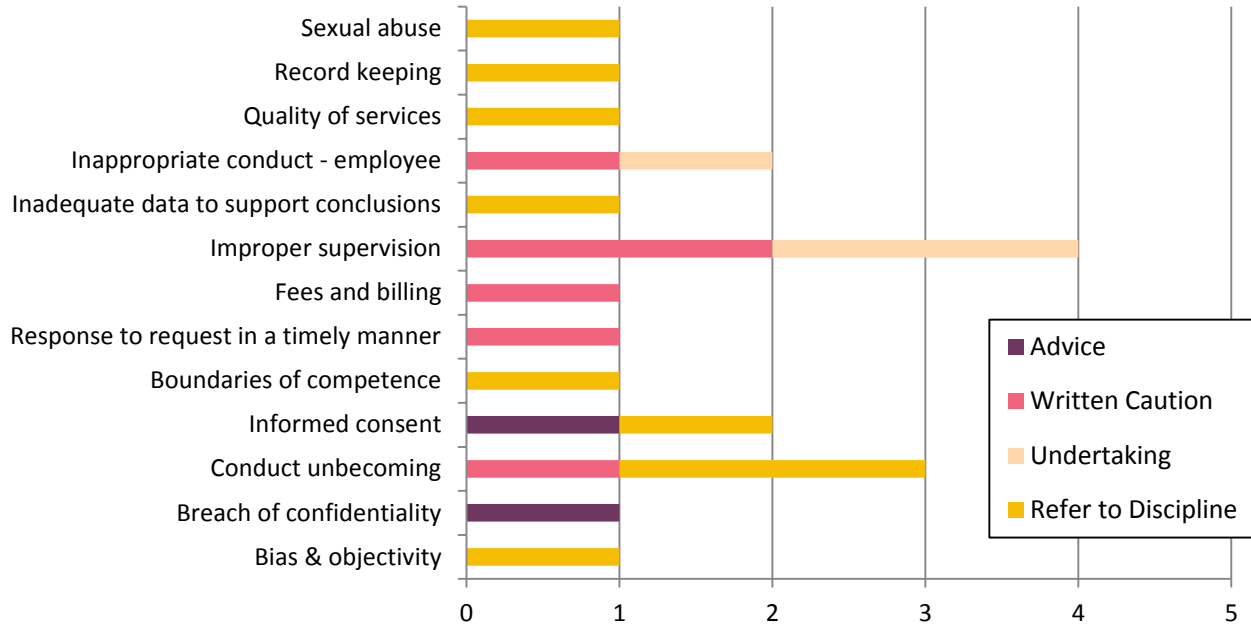


### Disposition of Allegations

In the 1<sup>st</sup> Quarter, the 15 cases disposed of included the consideration of 37 allegations.

The most common allegations were: conduct unbecoming a member of the College (7); breach of confidentiality (4); improper supervision (4); inadequate data to support conclusions (3); bias and lack of objectivity (3); and insensitive treatment of clients (3).

The ICRC provided Advice with respect to two allegations and Written Cautions with respect to six allegations. Undertakings were agreed to with respect to three allegations associated with Written Cautions. Nine allegations were referred to the Discipline Committee. The substance of these allegations is illustrated below.



Health Professions Appeal and Review Board (HPARB)

In the 1<sup>st</sup> Quarter, four ICRC decisions were appealed to HPARB. Four HPARB appeals were also concluded in this quarter. One ICRC decision was confirmed, one dismissed as being frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, and two were withdrawn by those who requested the appeal.

Sara Hagstrom, Ph.D., C.Psych.  
 Chair: Inquiries, Complaints and Reports Committee  
 August 30, 2017

**Inquiries, Complaints and Reports Committee  
Report to Council  
First Quarter: June 1, 2017 to August 28, 2017**

**New Matters, by Case Type**

	<b>YTD</b>					
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Current</b>	<b>Previous</b>
Complaints	15				15	16
Registrar's Investigations	1				1	2
Health Inquiries					0	
<b>Total</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>18</b>

**New Matters Investigated, by Nature of Service**

	<b>YTD</b>					
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Current</b>	<b>Previous</b>
Administration					0	2
Capacity Assessment					0	
Consultation					0	
Corrections Assessment					0	
Custody & Access / Child Welfare Assessment	1				1	2
Educational Assessment					0	3
Industrial / Occupational Assessment					0	1
Mediation					0	
Neuropsychological Assessment					0	1
Not applicable / incapacity					0	
Not Related to Psychological Services					0	3
Other Psychological Assessment					0	
Psychotherapy / Counseling	4				4	2
Rehabilitation / Insurance Assessment	3				3	4
Sexual Abuse Assessment					0	
Supervision	4				4	
Teaching / Training					0	
Unknown	4				4	
<b>Total:</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>18</b>

**Health Professions Appeal and Review Board**

	<b>YTD</b>					
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Current</b>	<b>Previous</b>
Reviews Requested	4				4	2

	<b>YTD</b>					
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Current</b>	<b>Previous</b>
Decision Confirmed	1				1	2
HPARB F&V	1				1	1
Inadequate Investigation					0	
Notice to not Proceed					0	
Withdrawn	2				2	
<b>Total:</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>3</b>

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**Inquiries, Complaints and Reports Committee**  
**Report to Council**  
**First Quarter**  
**June 1, 2017 to August 28, 2017**

**Dispositions by Case**

	<b>YTD</b>					
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Current</b>	<b>Previous</b>
Complaint Withdrawn					0	
Closed – no jurisdiction					0	
In Abeyance					0	
Incapacity Investigation					0	
Other – Advice	2				2	3
Other - Advice with Undertaking					0	
Other - Take No Further Action	6				6	2
Other - Take No Further Action and Undertakings					0	
Other - Oral Caution					0	
Other - Oral Caution and Undertakings					0	
Other - Undertaking (Health Inquiry)					0	1
Other - Oral Caution and SCERP*					0	
Other - Written Caution	1				1	2
Other - Written Caution and Undertakings	2				2	1
Other - Written Caution and SCERP*					0	1
Referral to the Discipline Committee	2				2	1
Take No Action, if Complaint Frivolous, Vexatious, Made in Bad Faith, Moot or otherwise an Abuse of Process	2				2	1
<b>Total:</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>12</b>

\*Specified Continuing Education or Remedial Program



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**ICRC Report to Council - First Quarter**  
**June 1, 2017 to August 28, 2017**

**Dispositions by Allegation (Year to Date)**

	Withdrawal	Take No Further Action F&V	Take No Further Action	Advice	Advice with UT	Written Caution	Written Caution & UT	Oral Caution	Oral Caution & UT	Oral Caution & SCERP*	Written Caution & SCERP*	SCERP*	Refer to Discipline
Acceptance of Regulatory Authority of the College													
Bias			2										1
Boundary violation			1										
Breach of confidentiality		1	2	1									
Conduct unbecoming a member of the CPO		1	3			1							2
Conflict of interest													
Dual relationship													
Failure to render services appropriate to the user's needs		1											
Failure to fulfill the terms of the agreement with user													
Failure to comply with College requirements													
Failure to comply with limitation													
Failure to obtain informed consent				1									1
Failure to practise within boundaries of competence			1										1
Failure to provide appropriate explanation ...													
Failure to provide services sought													
Failure to report child abuse or neglect													
Failure to make sexual abuse mandatory report													
Failure to respond to a request in a timely manner			1			1							
Failure to identify limits of certainty													
False or misleading statements			1										
Fees and billing problems						1							
Finding of Professional Misconduct in Other Jurisdictions													
Illegal Conduct													
Improper office conditions													
Improper supervision							2						

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**ICRC Report to Council - First Quarter**  
**June 1, 2017 to August 28, 2017**

	Withdrawal	Take No Further Action F&V	Take No Further Action	Advice	Advice with UT	Written Caution	Written Caution & UT	Oral Caution	Oral Caution & UT	Oral Caution & SCERP*	Written Caution & SCERP*	SCERP*	Refer to Discipline
Inaccurate information													
Inadequate data to support conclusions			2										1
Inadequate feedback													
Inadequate handling of termination			1										
Inappropriate advertising and announcements													
Inappropriate conduct toward a colleague													
Inappropriate conduct toward a student													
Inappropriate conduct toward an employee							1						
Incapacity													
Incompetence													
Insensitive treatment of clients			3										
Lack of adherence to undertaking or agreement													
Lack of objectivity													
Misrepresentation of Non-Member													
Non-Sexual Abuse													
Problematic statements made at trial													
Providing services while impaired													
Quality of services													1
Record keeping Problems													1
Sexual abuse													1
Sexual harassment													
Sexual misconduct													
Unauthorized Services													

\*Specified Continuing Education or Remedial Program



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Briefing Note – Council Meeting September 2017**

***By-Law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification***

**Strategic Direction Reflection**

*Advancing the Council's governance practices*

**Motion for Consideration – re: Recommendation from the Executive Committee**

That the amendments to *By-law 20: Election Qualifications, Terms of Office and Conditions for Disqualification* be approved for circulation to the membership.

**Moved By TBD**

**Background**

In June 2016, the Council approved several amendments to *By-law 20: Election to Council*. . . for circulation to the membership. These included revised criteria for the appointment of academic members, changes to the process for opting into Electoral District 7 (Psychological Associates), and housekeeping amendments related to the use of the online nominations and balloting process.

Prior to circulation occurring, additional amendments were approved at the August 2016 Executive Committee meeting and then brought to Council in September 2016. Specifically, these were:

- 20.3 - Clarification of the composition of the professional training programs that will be making recommendations to Council for Academic Representation; and,
- 20.8(1)(a) - Changes to the language setting out eligibility of a member who holds a full-time academic appointment to make it consistent with that of a member with an adjunct appointment [(20.8(1)(c)ii] as approved by Council at the June 2016 meeting.

During the September 2016 Council meeting, there was discussion regarding the possibility of a Master's level practitioner becoming a Council member in District 8 (Academic) as those currently involved in making recommendations to Council all represent doctoral programs. This led to a discussion of issues relating to the *Shaping the Future: Implementation Plan*. Council agreed to defer further discussion until there was feedback from the Ministry regarding the *Shaping the Future Briefing Note* as it was thought this might provide some guidance.

As reported in the Registrar's Report to Council in June 2017, 'while appreciating the Council's patience in waiting to hear from the Ministry, with the recent and ongoing extensive work occasioned by Bill 87, this matter has not been able to move forward and no significant movement on this was anticipated between now and the remainder of this year'.

As it does not appear that information from the Ministry regarding the *Shaping the Future Briefing Note* will be forthcoming soon, it would seem prudent to move forward with the other proposed changes to

*By-law 20: Election to Council. . .* and return to the matter of Master's level practitioners as representatives in District 8 (Academic) in the future. At its meeting in August 2017, the Executive considered the amendments to the By-law being proposed and recommended that Council approve for circulation, the changes approved in June 2016 as well as the two outstanding amendments noted above.

### **Risk**

To be in effect for the next series of elections to Council in the spring 2018, the By-law must be approved for circulation to the membership at the September Council Meeting in order that final approval can be given at the December Council meeting.

### **Budgetary Implications**

None.

### **Next Steps**

1. Upon approval by Council, *By-law 20: Election to Council. . .* will be circulated to the membership for 60 days and then put on the agenda for the December 2017 meeting for final approval.

### **Attachments**

1. Tracked changes version of *By-Law 20: Election to Council. . .* with explanations of:
  - the changes that were previously approved by Council. These changes are shown in ***bold and italicized.***
  - the two additional changes being proposed shown as tracked changes with insertions in blue and ~~deletions in red~~.

### **Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director

**BY-LAW 20: ELECTION TO COUNCIL, QUALIFICATIONS, TERMS OF OFFICE  
AND CONDITIONS FOR DISQUALIFICATION**

*[Approved by Council December 1999; amended September 2000; September 2003; December 2004; March 27, 2009, December 14, 2012, March 2013, [September 2017](#)]*

This by-law is made under the authority of the Regulated Health Professions Act, 1991 as amended, and the Psychology Act, 1991 as amended.

**Electoral Districts**

20.1 The following electoral districts are established for the purpose of the election of members to the Council.

1. Electoral District 1 (North) to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, and Parry Sound, and the City of Greater Sudbury.
2. Electoral District 2 (Southwest) to be composed of the counties of Bruce, Grey, Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Brant, Essex, Kent, Elgin, Norfolk and Haldimand and the Regional Municipality of Waterloo.
3. Electoral District 3 (Central) to be composed of the District Municipality of Muskoka, and the counties of Haliburton, Hastings, Lennox and Addington, Frontenac, Simcoe, Northumberland, and Prince Edward, City of Peterborough, City of Kawartha Lakes and the Regional Municipalities of Halton, Hamilton-Wentworth, and Niagara, and the Regional Municipality of Durham (less the Towns of Whitby and Ajax and the Cities of Pickering and Oshawa), the Regional Municipality of York (less the City of Vaughan, and Towns of Richmond Hill and Markham), and the Regional Municipality of Peel (less the Cities of Mississauga and Brampton).
4. Electoral District 4 (East) to be composed of the counties of Lanark, Renfrew, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry, and the City of Ottawa.
5. Electoral District 5 (GTA East) to be composed of the addresses within the City of Toronto which have postal codes beginning with M1, M2, M3, and M4, and the City of Vaughan, Town of Richmond Hill, Town of Markham, City of Pickering, City of Ajax, Town of Whitby and City of Oshawa.
6. Electoral District 6 (GTA West) to be composed of the addresses within the City of Toronto which have postal codes beginning with M5, M6, M7, M8, and M9 and the City of Mississauga and the City of Brampton.
7. Electoral District 7 (Psychological Associates) to be composed of the constituency of Psychological Associates.

No changes to boundaries of electoral districts

8. District 8 (Academic) to be composed of professional training programs in psychology at Post Secondary Educational Institutions in Ontario granting graduate level degrees in psychology.

#### Eligibility to Vote

20.2 (1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous, or supervised practice, *or an academic, inactive or retired certificate of registration* is eligible to vote.

- (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member principally practises, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.

- (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district in which the member principally practises or, if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.

- (a) A member holding a certificate of registration as a Psychological Associate *may submit a declaration to choose to vote* in Electoral District 7 or in the district in which he or she principally practises or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. *If no choice is made, the member shall be eligible to vote Electoral District 7 (Psychological Associate)*. A member may not change their declaration for three years.

- (4) A member shall vote in only one electoral district.

#### District 8 (Academic) Representation

20.3 The members representing District 8 (Academic) are appointed to Council by the Executive Committee, upon the joint recommendation of the professional training programs in psychology. The professional training programs are composed of faculty in psychology from Post-Secondary Educational Institutions in Ontario granting graduate level degrees in psychology from which graduates are eligible for registration with the College.

#### Number of Members Elected/Appointed

- 20.4 (1) The number of members to be elected in each of Electoral Districts 1, 2, 3, 4, 5, 6, and 7 is one.
- (2) The number of members to be appointed to District 8 (Academic) is two or three.

Change made to reflect new wording of Registration Regulation.

Previously approved by Council June 2016

“shall submit” changes to “may submit” as current wording could be interpreted to mean that if a P/A does not choose one of the options, they would not be eligible to vote. The proposed change will permit a P/A to choose District 7, and make this the default electoral district if no selection is made.

Previously approved by Council June 2016

Clarifies the affiliation of the training programs which make the recommendation

To be approved by Council

**Terms of Office**

20.5 (1) The term of office of a member elected to the Council is three years.

(2) Notwithstanding paragraph (1), the term of office of a member appointed to Council for District 8 (Academic) is two years.

**Election/Appointment Date**

20.6 (1) *In March 2016* and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.

(2) *In March 2017* and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.

(3) *In March 2018* and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.

(4) The Council shall set the date in March for each election of members to the Council.

(5) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.

**Eligibility for Election**

20.7 (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,

- (a) the member holds a certificate of registration authorizing autonomous practice *or an inactive certificate of registration*;
- (b) the member is engaged in the practice of psychology in the electoral district for which he or she is nominated, or, if the member is not engaged in the practice of psychology in Ontario, is resident in the electoral district for which he or she is nominated;
- (c) the member is not in default of payment of any fees prescribed in the fees by-law;
- (d) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of election; and
- (e) the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action within the last two years.

(2) A member is eligible for election to the Council in Electoral District 7 if, on the date of the elections, the member holds a certificate authorizing autonomous practice

Schedule updated to make it current with this revision rather than starting in 2001.

"Academic" members are appointed as needed

Clarifies that "inactive members" may run for election as it is assumed they will be returning to practice shortly  
Previously approved by Council June 2016

<p>as a Psychological Associate; and,</p> <p>(a) the member meets the criteria set out in section 20.7(1) (a), (c), (d) and (e) of this by-law.</p> <p>(3) A member nominated for election to Council, who holds any position on the Board, <i>Committee</i> or staff of any professional psychological association <i>involved in advocacy for the profession</i>, must undertake to resign that position before taking office.</p> <p>(4) A member of the College who is also an employee of the College may be nominated for election to the Council so long as he or she first provides an irrevocable, written resignation of employment to the Registrar/Executive Director on or before the deadline for receipt of nominations.</p> <p><b>Eligibility for Appointment to District 8 (Academic)</b></p> <p>20.8(1) A member is eligible for appointment to the Council in District 8 if on the day of appointment:</p> <p>(a) the member holds a full-time appointment <u>as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants appointment in a faculty of a department of psychology of a university in Ontario granting</u> graduate level degrees in psychology; and</p> <p>(b) the member meets the criteria set out in section 20.7(1) (a), (c), (d) and (e) of this by-law.</p> <p>(c) Despite paragraph (a), <i>members appointed</i> to the Council may:</p> <p>i. <i>Have retired within the previous two years and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program</i>; or,</p> <p>ii. Hold an adjunct appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a <i>degree granting institution in Ontario which grants graduate level degrees in psychology and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program</i>.</p> <p>(2) <i>Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.</i></p> <p>(3) A member to <i>be appointed to Council</i> must undertake to resign, before taking office, from any position on the Board, <i>Committee</i> or staff of any professional psychological association <i>involved in advocacy for the profession</i>.</p>	<p>Type of psychological association clarified and “Committees” added. <u>Previously approved by Council June 2016</u></p> <p>Added to make the requirement for full-time appointee the same as that of a retired appointee <u>To be approved by Council</u></p> <p>“one of the” removed so that all appointees could come from any eligible category</p> <p>Allows for retired faculty members who have maintained program involvement to serve <u>Previously approved by Council June 2016</u></p> <p>Sets out term limits for Academic members</p> <p>Wording changed to reflect “appointment” not “election”. Type of profession psychological association clarified and “Committee” added. <u>Previously approved by Council June 2016</u></p>
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**Registrar to Supervise Nominations**

20.9 The Registrar shall supervise the nomination of candidates.

**Notice of Election and Nominations**

20.10 No later than 90 days before the date of an election, the Registrar shall notify every member who is eligible to vote, of the date, time and place of the election and of the nomination procedure.

**Nomination Procedure**

20.11. (1) The member may be a candidate for election in only one electoral district in which he or she is an eligible voter.

(a) a member recommended by the training programs to serve in District 8 (Academic) may not be nominated in a geographic electoral district.

(2) The nomination of a candidate for election as a member of the Council shall be provided to the Registrar, *in the form established by the Registrar, at least 30 days* before the date of the election.

(3) The nomination shall be *agreed* to by the candidate and *endorsed* by at least 5 members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.

(4) At least 45 days before the date of the election, the Registrar shall notify every member who is eligible to vote of the nominations received, if any, and that nominations will be received until 30 days before the date of the election.

(5) A candidate may withdraw his or her nomination for election to the Council by giving notice to the Registrar in writing not less than 30 days before the date of the election.

(6) No less than 30 days before the date of the election, a member nominated for election shall provide the registrar with a one page biographical note and a candidate's statement.

**Acclamation**

20.12. If the number of candidates nominated for an electoral district is equal to the number of members to be elected in the electoral district, the Registrar shall declare the candidates to be elected by acclamation.

**Registrar's Electoral Duties**

20.13. (1) The Registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty the Registrar may, subject to the by-laws,

- (a) appoint returning officers and scrutineers;
- (b) establish a deadline for the receiving of ballots;
- (c) establish procedures for the opening and counting of ballots;
- (d) provide for the notification of all candidates and members of

College has moved to online elections. Wording permits nominations to be either in writing, online or in some other format as prescribed by the Registrar.

Nomination is due 30 days before, not 60.

Use of agreed and endorsed; "signed" removed as is now online Previously approved by Council June 2016

<p>the results of the election; and,</p> <p>(e) provide for the destruction of ballots following an election.</p> <p>(2) No later than 15 days before the date of an election, the <b>Registrar shall make available</b> to every member eligible to vote in an electoral district in which an election is to take place:</p> <ol style="list-style-type: none"> <li>i. a list of the candidates in the electoral district;</li> <li>ii. each candidate's biographical note and statement;</li> <li>iii. the ballot; and,</li> <li>iv. an explanation of the voting procedure as set out in the by-laws.</li> </ol> <p><b>Tie Votes</b></p> <p>20.14 If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.</p> <p><b>Recounts</b></p> <p>20.15. (1) A candidate may require a recount by giving a written request to the Registrar no more than 10 business days after the date of an election.</p> <p>(2) The Registrar shall hold the recount no more than five business days after receiving the request. <i>[Interruption of Mail Service deleted]</i></p> <p><b>Disqualification of Elected or Appointed Members</b></p> <p>20.16. (1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,</p> <ol style="list-style-type: none"> <li>(a) is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;</li> <li>(b) is found to be an incapacitated member by a panel of the Fitness to Practise Committee;</li> <li>(c) fails, without cause, to attend two consecutive regular meetings of the Council;</li> <li>(d) fails, without cause, to attend two consecutive meetings of a committee of which he or she is a member;</li> <li>(e) ceases either to practise or reside in the electoral district for which the member was elected;</li> <li>(f) continues to be or becomes a member of the Board, <b>Committee</b> or a staff member of any professional psychological association <b>involved in advocacy for the profession;</b></li> <li>(g) ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;</li> <li>(h) ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 8; or,</li> <li>(i) has been convicted of contravening a federal, provincial or territorial law, and after consideration of all the circumstances, two-thirds of the eligible voting members</li> </ol>	<p>Language changed to be more consistent with online running of the elections. "Make available" permits this to be on paper or online. <u>Previously approved by Council June 2016</u></p> <p>Section related to how elections will be handled in the event of an 'Interruption of Mail Service' was deleted as nomination and election process is now online <u>Previously approved by Council June 2016</u></p> <p>Type of profession psychological association clarified and "Committee" added. <u>Previously approved by Council June 2016</u></p>
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of Council vote to disqualify the member.

- (2) An elected or appointed member of the Council may submit an application for any position of employment with the College so long as he or she first provides an irrevocable written resignation of his or her Council seat to the President. Upon provision of such resignation the member shall be immediately disqualified from sitting on the Council.
- (3) An elected or appointed member who is disqualified from sitting on the Council ceases to be a member of the Council.

#### **Filling of Vacancies**

- 20.17. (1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- (a) leave the seat vacant;
  - (b) appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
  - (c) direct the Registrar to hold an election in accordance with this by-law for that electoral district.
- (2) If the seat of a Council member appointed to represent District 8 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,
- (a) leave the seat vacant; or
  - (b) direct the Executive to appoint a member to represent District 8 (Academic), upon joint the recommendation of the training programs.
- (3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this by-law for that electoral district.
- (4) If the seat of a member appointed to represent District 8 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 8 (Academic) upon the joint recommendation of the training programs.
- (5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Briefing Note – Council Meeting September 2017

#### ***By-Law 21: Committee Composition***

#### **Strategic Direction Reflection**

*The integral role of the College Committees to the self-regulatory process suggests that the Committee structure and composition impacts all of the College's Strategic Directions*

#### **Motion for Consideration**

That the proposed amendments to *By-Law 21: Committee Composition* be approved.

#### **Moved By** TBD

#### **Update**

At the June 2017 meeting of Council, amendments to *By-Law 21: Committee Composition* were approved for circulation to the membership, for the required 60 days. The consultation was distributed to members on June 28, 2017 and a reminder published in the July 2017 *e-Bulletin*. The feedback deadline was August 31, 2017. The following changes were recommended by Council (insertions noted in blue):

21.5 The Fitness to Practice Committee shall be composed of:

- (a) **at least** two members of the Council who are members of the College;
- (b) **at least** one member of the Council appointed to the Council by the Lieutenant Governor in Council;
- (c) **at least** two members of the College who are not members of the Council

21.6 The Quality Assurance Committee shall be composed of:

- (a) **at least** two members of the Council who are members of the College;
- (b) **at least** one member of the Council appointed to the Council by the Lieutenant Governor in Council;
- (c) **at least** two members of the College who are not members of the Council

21.7 The Client Relations Committee shall be composed of:

- (a) **at least** two members of the Council who are members of the College;
- (b) **at least** two members of the Council appointed to the Council by the Lieutenant Governor in Council;
- (c) **at least** two members of the College who are not members of the Council

The College received 24 responses to the consultation; 21 of which supported the proposed change. A representative summary of responses can be found below. The first three represent the positive responses received and the last three are the responses, all similar, from those who raised concerns.

*Makes sense to me to have consistency across the committees. Extra committee members could make the workload lighter for all. I support the proposed amendment.*

*Makes sense for all committees to have the same flexibility.*

*This is a good idea. The opportunity to participate in College committees has been one of the most rewarding learning experiences in my career and the public is best served when diverse voices come to consensus on the matters discussed at these tables.*

*Re By-Law 21. I am concerned that with only minimums specified, in theory, there could be more non-College members than members. This would be unlikely to happen but is a possibility that I would have concerns with.*

*Would this open the possibility that the number of non-college member appointed members of the committees could outnumber the number of college members? This might risk taking these matters out of the hands of college members.*

*While I support this change, I caution the executive who appoints the committees to not overpopulate any committee such that the members don't feel valued. Maybe it was the Council's intention to add extra members only when the need arises, which I also would support.*

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Briefing Note – Council September 2017**

***By-Law 18: Fees***

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner*

**Motion for Consideration - re: Recommendation from the Executive & Finance & Audit Committees**

That the proposed amendments to *By-law 18: Fees* be approved for circulation to the membership.

**Moved By** TBD

**Rationale**

Over the past year, a number of matters regarding College fees have arisen which suggests the need for some amendments to *By-law 18: Fees*. These related specifically to the:

1. Housekeeping deletion related to anticipated proclamation of the Registration Regulation which has subsequently been proclaimed;
2. Administration Fee charged to members who do not submit their Quality Assurance documentation on time;
3. Professional Corporation fees for non-renewal of the Certificate of Authorization on time; and,
4. Fees related to Orders and Directions of the College;

*By-law 18: Fees* was previously reviewed in 2016-2017 with changes made to the fees for examinations and professional corporations. No further changes to College fees are being recommended at this time.

**Background**

**1. Housekeeping Amendment**

When *By-law 18: Fees* was amended in December 2014 the annual membership fee section 18.4 was inserted in anticipation of the proclamation of the amended Registration Regulation. This was passed in April 2015 and therefore, this transitional section is no longer required.

**2. Quality Assurance Administration Fee**

Currently, *By-law 18: Fees* states that:

*18.7 A fee of \$25.00 shall be paid by a member who is sent a second reminder letter notifying the member of failure to complete the mandatory Declaration of Completion related to the Self-Assessment Guide and Professional Development Plan.*

Since this section of the By-law was introduced, there have been changes to the Quality Assurance Program which expand the mandatory requirements to include those associated with continuing professional development. In addition, the Quality Assurance Committee has determined that \$25.00 is insufficient both in terms of the considerable administration time spent following up with some members who do not submit required forms or as an incentive to members to complete the requirements on time.

In consideration of the above, the proposed amendment would both capture the expanded mandatory requirements and increase the administration fee charged. The amended wording, to be included in a new section entitled ***Fees Related to Orders and Directions of the College*** would read:

*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.*

### **3. Professional Corporation Fee**

Currently, *By-law 18: Fees* states that:

*18.17 A professional corporation or a member listed in the College's records as a shareholder of a professional corporation shall pay an administrative of \$50.00 for each notice sent by the Registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.*

The amendment to *By-law 18: Fees* would delete this section. Since this section of the By-law was introduced, there have been changes in the process used to notify members regarding outstanding renewal of their certificates of status for corporations. The College no longer sends reminders of overdue renewals but rather issues the required 60-day Notice of Revocation on past due renewals. This Notice serves as the reminder and is then enforced at the end of the 60-day period. There is no administration fee charged for the issuance of the Notice.

### **4. Fees Related to Orders and Directions of the College**

Currently, *By-law 18: Fees* does not contain provisions giving the College authority to specifically require a member to pay for costs associated with any order or direction that a Committee of the College is authorized to make with respect to a member. This would include the authority of the Discipline and/or Fitness to Practice Committee to impose orders requiring a remedial, educational, mentorship and/or monitoring components which have associated costs. Included also would be fees for monitoring, supervision, or assessment pursuant to a decision of the Registration Committee as well as the authority of the Inquiries, Complaints and Reports Committee to impose a Specified Continuing Education or Remedial Programs (SCERP) or other orders that, similarly, have costs associated with them. In addition, *By-law 18: Fees* does not include the authority to require a member to pay costs associated to acknowledgements and undertakings with the College.

Without such explicit authority in By-law, it has been suggested that members who have a direction, order or SCERP imposed may believe they can refuse to pay the associated costs. While undertakings may be entered into voluntarily with the College, a member may later argue that the College does not have the authority to require them to pay costs associated with fulfilling the undertaking.

The Health Professions Procedural Code (s. 94) under the *Regulated Health Professions Act, 1991* gives the Council the power to make a variety of By-laws. This includes a By-law:

- (s) requiring members to pay annual fees, fees upon application for a certificate and upon registration and fees for examinations, appeals from examinations, election recounts and continuing education programs and for anything the Registrar or a committee of the College is required or authorized to do and requiring members to pay penalties for the late payment of any fee;*
- (t) specifying the amount of any fee or penalty required under clause (s);*
- (u) requiring persons to pay fees, set by the Registrar or by by-law for anything the Registrar is required or authorized to do.*

According to this section, the College may enact a By-law requiring members, who are ordered to complete a SCERP or other remediation program, to pay the associated fees. It may be argued that where the statute authorizes the College to enact a By-law empowering it require the payment of fees associated with such programs or orders, and the College has not done so, the College may be vulnerable to a refusal to pay such associated costs.

It is recommended that a new section be added to *By-law 18: Fees* to read:

**Committee and Program Fees**

18.18 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.

18.19 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.

18.20 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.

**Budgetary Implications**

None.

**Next Steps**

Upon approval by Council, *By-law 18: Fees* will be circulated to the membership for 60 days and then brought back to Council for final approval.

**Attachments**

1. Tracked changes version of *By-Law 18: Fees* with explanations of the proposed changes.

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**BY-LAW 18: FEES**

[Approved by Council December 1999; amended March 2001; amended February 2002; amended March 2003; amended March 2004; September 2005, March 27, 2009; December 13, 2013; December 2014; March 2017, [December 2017](#)]

This by-law is made under the authority of the Regulated Health Professions Act, 1991 as amended, and the Psychology Act, 1991 as amended.

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

<p><b>Membership</b></p> <p>18.1 Every member shall pay an annual membership fee in accordance with this by-law for each membership year.</p> <p>18.2 A membership year begins on June 1 in one year and ends on May 31 of the following year.</p> <p>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.</p> <p><del>18.4 — The annual fee for membership is, (a) \$795 for members who hold a certificate of registration for regular status; (1) effective June 1, 2015, \$550 for members who hold a Certificate of Registration Authorizing Supervised Practice (b) \$238.50 for members who hold a certificate of registration for inactive status; (c) \$50 for members who hold a certificate of registration for retired status; and (d) \$397.50 for members who hold a certificate of registration for academic status.</del></p> <p>18.4 <del>Effective the date that the amended registration regulation comes into force, section 18.4 is repealed and the following substituted:</del> The annual fee for membership is, (a) \$795 for members who hold (1) a Certificate of Registration Authorizing Autonomous Practice, (2) a Certificate of Registration Authorizing Interim Autonomous Practice, or (b) (1) before June 1, 2015, \$795 for members who hold a Certificate of Registration Authorizing Supervised Practice (2) effective June 1, 2015, \$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</p>	<p>Section deleted as new Section 4 is now in effect with the proclamation of the Registration Regulation in April 2015</p> <p>Lead in sentence deleted as amended regulation now in force</p>
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### Professional Corporations

~~18.15~~18.14 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.

~~18.16~~18.15 The fee for the annual renewal of a certificate of authorization is \$250.

~~18.17~~ A professional corporation or a member listed in the College's records as a shareholder of a professional corporation shall pay an administrative fee of \$50 for each notice sent by the Registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.

~~18.18~~18.16 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

~~18.19~~18.17 The fee for issuance of a document confirming a member's registration status is \$25.

### Committee and Program Fees

18.18 The Registrar may charge members a fee for anything that a Committee of the College is required or authorize to do under stature or regulations.

18.19 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.

18.20 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.

Section deleted as no longer necessary

Additional section as described in Briefing Note

(e) \$397.50 for members who hold an Academic Certificate of Registration.

18.5 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.

18.6 A member who fails to pay an annual fee on or before the day on which it is due shall pay a penalty of 10 per cent of the annual fee, in addition to the annual fee.

#### **Quality Assurance Program**

~~18.7 A fee of \$25.00 shall be paid by any member who is sent a second reminder letter notifying the member of failure to complete the mandatory Declaration of Completion related to the Self-Assessment Guide and Professional Development Plan.~~

#### **Examinations**

~~18.8~~18.7 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.

~~18.9~~18.8 The fee for the Jurisprudence and Ethics Examination is \$200.

~~18.10~~18.9 The fee for the oral examination is \$550.

#### **Interviews**

~~18.11~~18.10 The fee for an interview is \$500.

#### **Applications**

~~18.12~~18.11 (a) The fee for an application for a Certificate of Registration Authorizing Supervised Practice 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.

~~18.13~~18.12 (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.

~~18.14~~18.13 (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.

Section deleted. New wording, to be included in a new section entitled *Fees Related to Orders and Directions of the College* below

Numbering change from this point on to reflect deletion above



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Briefing Note – Council Meeting September 2017**

**Policy III F-4 Per Diems and Council and Committee Compensation**

**Strategic Direction Reflection**

*Advancing the Councils governance practices*

**Motion for Consideration**

That the amendments to *Policy III F-4 Per Diems and Council and Committee Compensation* be approved.

**Moved By** TBD

**Background**

At the Executive Committee in May 2017 a change was suggested to *Policy III F-4 Per Diems and Council and Committee Compensation* regarding requests for preparation time from members of Committees, other than Registration and ICRC. The current policy already provides for Registration and ICRC preparation time as these two Committees routinely have very large files to review which are considered to be “over and above” what is expected for regular meeting preparation. It was noted however, that on occasion, other Committees such as Quality Assurance may also have unusually large amounts of materials to review.

In considering this issue, the Executive Committee determined that, rather than making preparation time a part of every Committee compensation, unusual or occasional requests should be handled on a case by case basis with the Executive Committee reviewing these requests. Such requests would be made if Committee members felt that they were required to review an unusually large amount of material in preparation for a particular meeting.

It was also noted that the current policy allows for preparation time payments for the Executive Committee in situations “for which file reviews were necessary”. With amendments made to the RHPA, the Executive Committee is no longer involved in reviewing incapacity matters. As well, they no longer approve Pre-Hearing Conference settlements which required a review of voluminous discipline disclosure files. Therefore, it is suggested that the reference to Executive Committee preparation time for file reviews be deleted.

Below is the relevant section of *Policy III F-4 Per Diems and Council and Committee Compensation* noting the proposed changes.

- |   |  |
|---|--|
| <p>6. <u>Preparation Time for Meetings and Teleconferences</u> per diems are payable in quarter day increments, up to duration of actual meeting, teleconference, or pre-hearing conference for which files reviews were necessary.</p> |  |
|---|--|

<p>i. <u>Inquiries, Complaints and Reports Committee</u>: per diems are payable in quarter day increments, up to duration of actual meeting, teleconference</p> <p>(a) maximum of 1 day per one-day panel meeting to deal with investigation, complaints or reports cases <u>plus</u> up to 2 additional days for exceptionally complex cases, at the discretion of the Chair and the Registrar</p> <p><del>ii. <u>Executive Committee, Board of Inquiry</u>: per diems are payable in quarter day increments, up to duration of actual meeting, teleconference</del></p> <p><del>(a) maximum of 1 day per one day committee/panel meeting for which file reviews were necessary</del></p> <p><del>iii.</del>ii. <u>Registration Committee</u>: per diems are payable in quarter day increments, up to duration of actual meeting, teleconference</p> <p>(a) maximum of 1 day per one-day committee/panel meeting for which file reviews were necessary <u>plus</u> up to an additional half day for exceptionally numerous or complex cases, at the discretion of the Chair and the Registrar</p> <p><del>iv.</del>iii. <u>Pre-hearing Conference Chair</u>: per diems are payable in quarter day increments, up to duration of actual pre-hearing conference</p> <p><del>v.</del>iv. <u>Special Projects</u>: for Council members and other College members assigned preparatory reading or writing for a Special Project, preparation time is payable in quarter day increments up to one full day</p> <p><del>vi.</del>v. <u>Additional Requests: individual requests for meeting preparation time from members of Committees other than ICRC and Registration, as noted in (i) and (ii) above, will be considered individually by the Executive Committee.</u></p>	<p>Section deleted as no longer applicable and remaining sections renumbered.</p> <p>Unusual/occasional requests for preparation time will be considered by the Executive on a case by case basis</p>
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**Budgetary Implications**

It is difficult to predict the budgetary implications as this would be on an as needed basis however to date, there have been very few inquiries regarding possible preparation time payments.

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Briefing Note – Council September 2017**

**Transparency Initiatives**

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner*

**Motion for Consideration – re Recommendation from Executive Committee**

That further transparency initiatives not be pursued until there is information on the changes to be made by the Minister to the further regulations pertaining to the public register.

**Moved By** TBD

**Background**

In late 2014, at the request of the Ministry of Health and Long-Term Care, the College, along with the other regulatory health Colleges, reviewed its current transparency practices with a view to considering other transparency initiatives that could be undertaken. As a result of this review, the College undertook to discuss, publicly consult on and, where appropriate, implement transparency measures. Eleven potential *Transparency Initiatives* were identified (see below); of which four (1-4) have been completed. Three more (5-7) were the subject of a consultation circulated to members in the spring of 2016 and the remainder (8-11) were to be the subject of future discussion and consultation.

College Council reviewed the consultation survey results for initiatives 5-7 at their meeting in September 2016 and approved #5 related to placing the registration status of members with other health regulators, on the public register. It was decided however, that circulation of this proposed By-law amendment as well as further discussion of the transparency initiatives be deferred until there was further clarity regarding the Ministry's plans related to transparency proposals as set out in Bill 87.

On May 30, 2017, sections of the *Regulated Health Professions Act, 1991* were amended with the passage of Bill 87. The following is a summary of provisions in Bill 87 related to transparency:

Now in Force

- College public registers expanded to include:
  - oral cautions and Specific Continuing Education or Remediation Programs (SCERPs)
  - acknowledgements and undertakings as long as they remain in effect
  - date and status of referrals to discipline and a copy of the specified allegations
  - result of every disciplinary decision
  - date a former member died, if known
- Minister may make a regulation requiring additional information to be placed on the public result
- Posting of dates, agendas and materials for upcoming Council meetings on website. *In camera* material may be withheld, but grounds for this must be included in the package posted

### In Force Upon Proclamation

- Members to report all other regulatory bodies with which they are registered and any findings of professional misconduct or incompetence (but not incapacity) made by those bodies.
- Members to report all charges for an offence and any resulting bail conditions or other similar restrictions; convictions must already be reported. No requirement now that these be included on the public register.

Given that the Minister now has the authority to make further regulations regarding information to be placed on the public register, the Executive Committee believes Council should not pursue the remaining College identified initiatives pending further direction from the Minister.

### **College Identified Transparency Initiatives:**

1. Expanding the focus of transparency in the College's strategic plan.
2. Reviewing the completeness of the content of the College's website.
3. Placing information on the College website about prosecutions of unauthorized practice or of individuals who are holding themselves out as qualified to practice as psychologists or psychological associates, contrary to the *Psychology Act, 1991*.
4. Reviewing its consultation process for regulations, by-laws and policies to ensure that all members of the public have a full opportunity to participate effectively in the process.
5. Placing the registration status of College members with other regulators (inside or outside of the province) on the public register through an amendment of the by-laws.
6. Placing the discipline history of College members with other regulators (inside or outside of the province) on the public register through an amendment of the by-laws.
7. Placing relevant information from criminal proceedings on the public register through an amendment of the by-laws.
8. Placing significant/relevant complaints decisions on the public register through amendment of the by-laws.
9. Placing additional significant/relevant information about practitioners obtainable from other regulators on the public register through an amendment of the by-laws.
10. Placing confirmations made under 36(1)(g) of the *RHPA* when the College is investigating a member, where there is a compelling public interest in the disclosure of that information, on the public register through an amendment of the by-laws.
11. Developing and publishing guidelines articulating when discretionary disclosure of information will be made including the circumstances where the College will report apparently criminal behaviour by practitioners to the police.

### **Options**

1. Confirm the recommendation from the Executive Committee not to pursue further transparency initiatives at this time and continue to defer further consultations regarding the *College Identified Transparency Initiatives* until the Minister makes further regulations with regards to the public register; or,
2. Pursue further discussions and consultations on the remaining initiatives.

### **Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Motion Submission Form – Council Meeting September 2017**

**Annual Reports**

**Motion for Consideration**

That the Annual Reports for 2016-2017 be approved.

**Moved By** TBD

**Supporting Documents**

1. Council
2. Executive Committee
3. Registration Committee
4. Inquiries, Complaints and Reports Committee
5. Discipline Committee
6. Quality Assurance Committee
7. Client Relations Committee
8. Fitness to Practice Committee

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director





## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Council

Annual Report 2016-2017

#### Introduction

The Council is the Board of Directors of the College and is responsible for managing and administering the affairs of the College. This report covers the fiscal year June 1, 2016 to May 31, 2017.

#### Members:

Lynette Eulette (President)	Southwest
Ruth Berman (Vice-President)	GTA East
Dorothy Cotton	Central
Robert Gauthier	Psychological Associates
Michael Grand	Academic
Gilles Hébert	East
Elizabeth Levin	North
Denise Milovan	GTA West
Patricia Minnes	Academic
Glenn Webster	Non-Voting

Kristin Bisbee	Public Member
Judy Cohen	Public Member
D'Arcy Delamere	Public Member
Jaffar Hayat	Public Member
Peter McKegney	Public Member
Donna McNicol	Public Member
Astra Josie Rose	Public Member
Ethel Teitelbaum	Public Member

#### College Staff Support

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director  
Caitlin O'Kelly, Administrative Assistant: Office of the Registrar

#### Council Actions

##### Legislation

After the introduction of Bill 87, *Protecting Patients Act, 2017*, the College made a submission on the proposed amendments to the *Regulated Health Professions Act, 1991* to the Standing Committee on the Legislation Assembly.

##### Bylaws

Council approved an amendment to *By-Law 18: Fees* to reduce fees for the Jurisprudence and Oral Examinations. In addition, a reduction in Professional Corporation applications and renewal fees was approved.

### Strategic Issues

Council approved a new Strategic Direction for 2017-2022. At each meeting, Council monitored and noted progress on initiatives relating to the College's Strategic Direction.

### Policy Issues

*Standards of Professional Conduct:* Council adopted the new *Standards of Professional Conduct* in March 2017 after extensive consultation with the membership. The new *Standards* are in effect as of September 1, 2017.

*Continuing Professional Development:* Council approved the implementation of the Continuing Professional Development (CPD) program and requirements.

*Role of Executive Committee:* Council approved the amended *Policy II-1(ii) Executive Committee: Terms of Reference/Role*.

*Examination Accommodation Policy:* Council approved *Policy II-2(iv) Accommodation for College Administered Examinations*.

*Non-Voting Psychological Associate Seat on Council:* The Council amended *Policy I-13: Non-Voting Psychological Associate Seat on Council* to clarify that for the purpose of appointments to statutory committees, the non-voting Psychological Associate is a member of the College, not of the Council.

*Jurisprudence and Ethics Examination Conflict of Interest Policy:* Council approved *Policy II-10(ii): Conflict of Interest and Reasonable Perception of Bias (JEEC)* and the corresponding *Jurisprudence and Ethics Examination (JEE) Staff and Contributors' Agreement Respecting Confidentiality & Conflict of Interest*.

### Business

Council received quarterly reports and annual reports from the statutory committees and an annual report on the Jurisprudence and Ethics Examination.

### Financial

Council appointed signing officers for the year, received quarterly financial statements, approved the audited financial statements for the fiscal year ending May 31, 2016 and appointed the auditors for the following year. In addition, Council authorized a transfer of funds from the unrestricted net assets to the Premises Reserves fund. Council approved the annual budget for 2017-2018.



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Executive Committee

Annual Report 2016-2017

#### Introduction

The Executive Committee of the College of Psychologists is elected from members of the College Council. The Executive Committee monitors and coordinates the work of Committees and ensures that Council has all the pertinent information that it requires for effective decision-making. The Executive Committee held five regular meetings during the year.

#### Committee Members:

Lynette Eulette (President)	Council	D'Arcy Delamere	Public Member
Ruth Berman (Vice-President)	Council	Robert Gauthier	Council
Judy Cohen	Public Member	Gilles Hébert	Council

#### College Staff Support

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director

Caitlin O'Kelly, Administrative Assistant: Office of the Registrar

#### Activities

Following their election at the Council meeting of June 17, 2016, the Executive Committee met to appoint members of Council and of the College to the six statutory committees as well as the non-statutory Jurisprudence and Ethics Examination Committee (JEEC), Finance and Audit Committee (FAC), and Nominations and Leadership Development Committee.

The Committee reviewed implementation of the strategic direction, monitored the progress of various initiatives and brought policy issues to the attention of Council for consideration. Subjects discussed by the Committee included the transparency initiatives, strategic planning for 2017-2022, the Shaping the Future Implementation Plan, the Continuing Professional Development program, and the review of the *Standards of Professional Conduct*. In addition, the Committee began discussions on Council evaluation mechanisms.

The Executive Committee recommended to Council a revised policy for the role and functioning of the Executive Committee which was approved. They brought forward to Council a proposed conflict of interest policy for the Jurisprudence and Ethics Examination Committee. In addition, the Executive Committee recommended amendments to policies on releasing a members response to the complainant, the non-voting Psychological Associate seat on Council, and examination accommodations.

Following review by the Finance and Audit Committee, the Executive Committee reviewed the draft 2017-2018 budget and recommended that it be approved by Council.

The Executive Committee hosted two receptions for members. The first was held on November 14, 2016 in Sudbury and the second on May 16, 2017 in London. Member response to these events was very positive. The President, along with the Registrar, represented the College at meetings of the Association of State and Provincial Psychology Boards and of the Association of Canadian Psychology Regulatory Organizations.



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Registration Committee

Annual Report 2016-2017

#### Introduction

The major roles of the Registration Committee are:

- (1) to review all applications for registration of psychologists and psychological associates referred by the Registrar, at all steps in the registration or appeals process, and to make individual registration decisions;
- (2) to review applications under Section 19. of the Regulated Health Professions Act (RHPA) for removal or modification of a term, condition or limitation;
- (3) to review applications for change of area of practice or change of status for autonomous practice members; and
- (4) to recommend registration policy and procedures consistent with the RHPA, with Regulation 74/15, Registration, with applicable interprovincial legislation such as the amended Agreement on Internal Trade (AIT) and the Ontario Labour Mobility Act, or international agreements such as the Association of State and Provincial Psychology Board's (ASPPB) Reciprocity Agreement.

#### Committee Members:

Marnee Maroes (Chair)	College
Ester Cole	College
Robert Gauthier	Council
Michael Grand	Council
Jaffar Mohammad Hayat	Public Member
Peter McKegney	Public Member
Patricia Minnes	Council
Marjory Phillips	College
Astra Joise Rose	Public Member
Wanda Towers	College

#### College Staff Support

Lesia Mackanyn, Director: Registration  
 Myra Veluz: Senior Registration Assistant  
 Shannon Elliott: Administrative Assistant: Registration  
 Kelly Russell: Administrative Assistant: Registration

#### **Meetings**

The Registration Committee held a total of 17 meetings during this fiscal year (from July 2016 to May 2017). The Committee met in plenary session for the consideration of broader issues. Plenary sessions were held on 5 occasions. The Committee met in panel sessions for the review of individual cases. Panel A and Panel B each met 6 times.

### **Results of Plenary Deliberations**

The Committee completed its work on the Examinations Accommodations Policy; the policy was approved by Council and took effect on January 31, 2017. The Committee completed its review of the College's Guidelines for Retraining for Supervised Practice Members including the Retraining Manual, Retraining Plan Proposal Form and Supervisor's Retraining Plan Evaluation Form and made revisions/improvements where necessary. The Committee discussed modifications to the Declaration of Competence form. Following review of decisions by the Health Professional Appeal and Review Board (HPARB) the Committee agreed to use a more flexible interpretation of the non-exemptible registration requirement concerning undergraduate instruction in psychology as specified in Section 16. (1) 1. ii. of the regulation.

### **Panel Deliberations**

All cases referred by the Registrar 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 or for approval for an oral examination. In some instances, where the decision is not favorable to the applicant, appeals can be made to the HPARB. Decisions from the HPARB have provided direction to each panel in rendering more detailed orders, communicated in a manner consistent with the provisions of RHPA.

## **Summary of Registration Activities For 2016-2017**

### **Applications Received by the College: June 1, 2016 to May 31, 2017**

#### **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	23	16	13	25	<b>77</b>
Psychologist	82	14	18	8	<b>122</b>
Total	105	30	31	33	<b>199</b>

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

Title	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	<b>2016-17</b>
Psych.Assoc.	38	41	78	72	60	67	65	53	<b>77</b>
Psychologist	114	75	87	125	101	143	131	120	<b>122</b>
Total	152	116	165	197	161	210	196	173	<b>199</b>

#### **Applications for a certificate authorizing autonomous practice/interim autonomous practice (AIT) applicants who are already registered to practice psychology in another Canadian jurisdiction:**

Canadian Jurisdiction										Total
Title	AB	BC	MB	NB	NF	NS	QC	SK	NWT	
Psychological Associate	0	0	0	0	0	0	0	0	0	<b>0</b>
Psychologist	6	3	1	0	0	2	21	0	0	<b>33</b>
Total	6	3	1	0	0	2	21	0	0	<b>33</b>

The table above reflects only AIT applicants who were not already registered in Ontario. An additional 13 Ontario registered psychological associates submitted applications to be registered as psychologist based upon their registration in another Canadian jurisdiction; which brings the actual total to 46.

**Applications for a certificate authorizing interim autonomous practice from applicants registered in the USA:****USA**Psychological Associate: **0**Psychologist: **7****Total: 7****Certificates of Registration Issued by the College: June 1, 2016 to May 31, 2017****Certificates Authorizing Supervised Practice Issued: June 1, 2016 to May 31, 2017**

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	8	5	3	7	<b>23</b>
Psychologist	72	15	11	3	<b>101</b>
Total	80	20	14	10	<b>124</b>

**Certificates Authorizing Interim Autonomous Practice Issued: June 1, 2016 to May 31, 2017**

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	0	0	0	0	<b>0</b>
Psychologist	6	22	5	1	<b>34</b>
Total	6	22	5	1	<b>34</b>

**Certificates Authorizing Autonomous Practice Issued: June 1, 2016 to May 31, 2017**

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	11	5	5	2	<b>23</b>
Psychologist	78	42	31	6	<b>157</b>
Total	89	47	36	8	<b>180</b>

## College Examinations: Comparisons by Year

### Examination for Professional Practice in Psychology

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	<b>2016-17</b>
Applications approved by the College and submitted to ASPPB	117	113	132	203	176	180	184	<b>194</b>
Scores received from ASPPB	114	116	126	179	143	190	175	<b>187</b>

### Jurisprudence & Ethics Examination

Examination Session	Number of Candidates 2009-10	Number of candidates 2010-11	Number of candidates 2011-12	Number of candidates 2012-13	Number of candidates 2013-14	Number of candidates 2014-15	Number of candidates 2015-16	<b>Number of candidates 2016-17</b>
Fall Examination	63	68	66	79	81	75	96	<b>92</b>
Spring Examination	69	83	113	90	103	96	93	<b>113</b>
Total for the year	132	151	179	169	184	171	189	<b>205</b>

### Oral Examinations

Examination Session	Number of Candidates 2009	Number of Candidates 2010	Number of candidates 2011	Number of candidates 2012	Number of candidates 2013	Number of candidates 2014	Number of candidates 2015	<b>Number of candidates 2016</b>
June Examinations	59	39	39	47	77	59	53	<b>67</b>
December Examinations	72	50	55	85	69	97	89	<b>67</b>
Total for the year	131	89	94	132	146	156	142	<b>134</b>



**Registration Interviews: June 1, 2016 to May 31, 2017**  
(these include mobility, term/condition/limitation, or change of area)

Title	2009 - 2010	2010 - 2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Psychological Associate	4	10	0	4	4	4	1	<b>0</b>
Psychologist	10	2	2	11	7	13	12	<b>13</b>
Total for the year	14	12	2	15	11	17	13	<b>13</b>

**Supervised Practice Applicants Referred to Registration Committee for Retraining**

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	13	9	4	12	<b>38</b>
Psychologist	22	0	6	4	<b>32</b>
Total for the year	35	9	10	16	<b>70</b>

**Supervised Practice Applications Refused: June 1, 2016 to May 31, 2017**

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	2	3	7	2	<b>15</b>
Psychologist	2	0	0	2	<b>4</b>
Total for the year	4	3	7	4	<b>18</b>



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Inquiries, Complaints and Reports Committee

Annual Report 2016-2017

#### Introduction

The Inquiries, Complaints and Reports Committee (“ICRC”) is responsible for the investigation of complaints, as well as the approval and disposition of Registrar’s Investigations, with respect to the conduct and competence of members. It is also responsible for inquiries into whether or not a member is incapacitated. As required by statute, every matter is considered by a panel of the Committee, comprised of two professional members of the Committee and one member of the Committee appointed to the College by the Lieutenant Governor in Council. After the panel considers all of the relevant information in a matter, it renders a decision to the parties. Except when referring a matter to the Fitness to Practice or Discipline Committees, the Committee provides the parties with written reasons for its decision.

If either party to a complaint is dissatisfied with the adequacy of the Committee’s investigation or believes the decision reached is unreasonable, he or she can request a review by the Health Professions Appeal and Review Board (“HPARB”). HPARB is an adjudicative tribunal under the Regulated Health Professions Act, 1991 (“RHPA”). Through reviews, HPARB monitors the activities of the ICRC to ensure it fulfills its duties in the public interest and as mandated by legislation.

Investigations and resolutions staff also engages with matters that do not become formal complaints or reports. The College receives and responds to calls and emails from members of the College and the public regarding issues of professional misconduct and incompetence. College staff also investigates and processes matters involving non-members who may be holding themselves out as authorized to practice psychology in Ontario, or misusing the titles “psychologist” or “doctor.”

#### Committee Members:

Sara Hagstrom (Chair)	College	D’Arcy Delamere	Public Member
Diane Addie	College	Elizabeth Levin	Council
Ruth Berman	Council	Donna McNicol	Public Member
Kristin Bisbee	Public Member	Debbie Nifakis	College
Gilles Boulais	College	David Smith	College
Ian Brown	College	Ethel Teitelbaum	Public Member
Judy Cohen	Public Member	Glenn Webster	College
Dorothy Cotton	Council		

#### College Staff Support

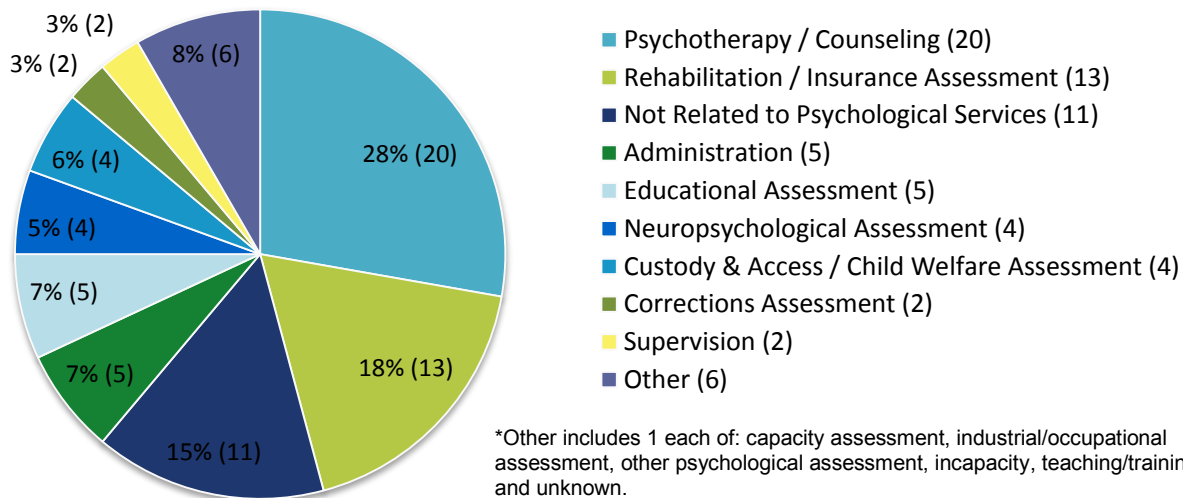
Zimra Yetnikoff, Director, Investigations and Hearings  
 Amy Gates, Case Manager, Investigations and Resolutions  
 Mona McTague, Case Manager, Investigations and Resolutions  
 Lee-Ann Siu, Case Manager: Investigations and Resolutions  
 Annie Song, Case Manager, Investigations and Resolutions  
 Hélène Théberge, Administrative Assistant, Investigations and Hearings  
 Indira Darshanand, Administrative Assistant, Investigations and Hearings

## Activities

### **New matters:**

During the 2016-17 fiscal year, the College initiated the investigation of 64 complaints, seven Registrar's Investigations and one Health Inquiry, for a total of 72 new matters.

The highest proportion of matters investigated related to psychotherapy/counseling services and rehabilitation/insurance assessments. Matters were also investigated in relation to administration, teaching/training, supervision, and various psychological assessments.

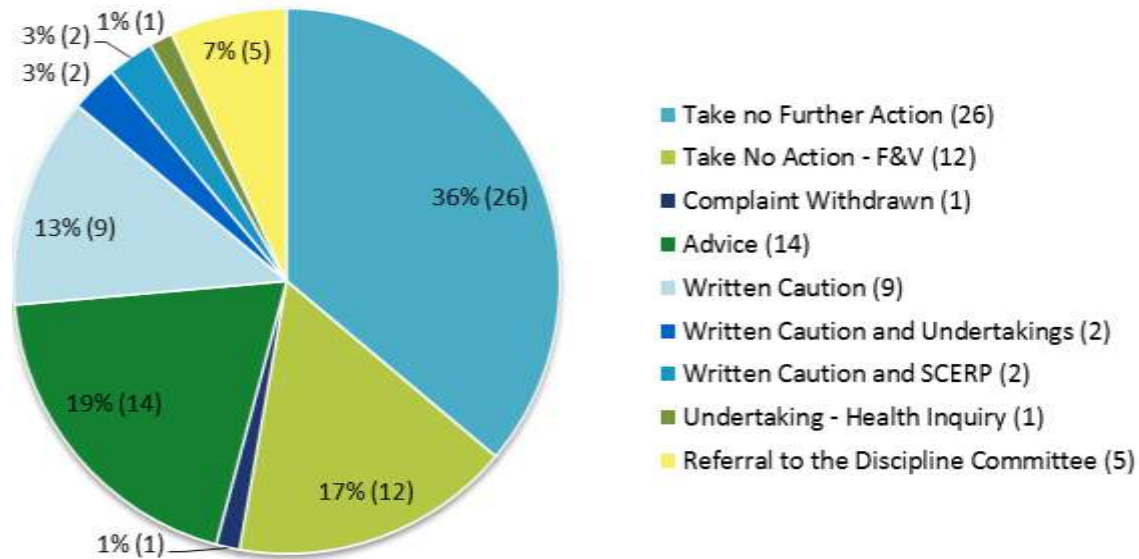


During the 2016-17 fiscal year the Registrar also initiated inquiries, on an informal basis, into 33 new matters. These include matters referred to the Registrar for investigation by the ICRC, as well as mandatory reports and other reports of information to the College.

In making informal inquiries, the Registrar has the opportunity to determine whether he has reasonable and probable grounds to believe that a member has committed an act of professional misconduct or is incompetent, and whether to appoint an investigator under section 75(1) of the Code to investigate the matter on a formal basis. Five of these matters became formal Registrar's investigations in the 2016-17 fiscal year.

### Dispositions:

During the 2016-2017 fiscal year, the ICRC disposed of 72 cases. The most significant disposition made for each case is represented here.

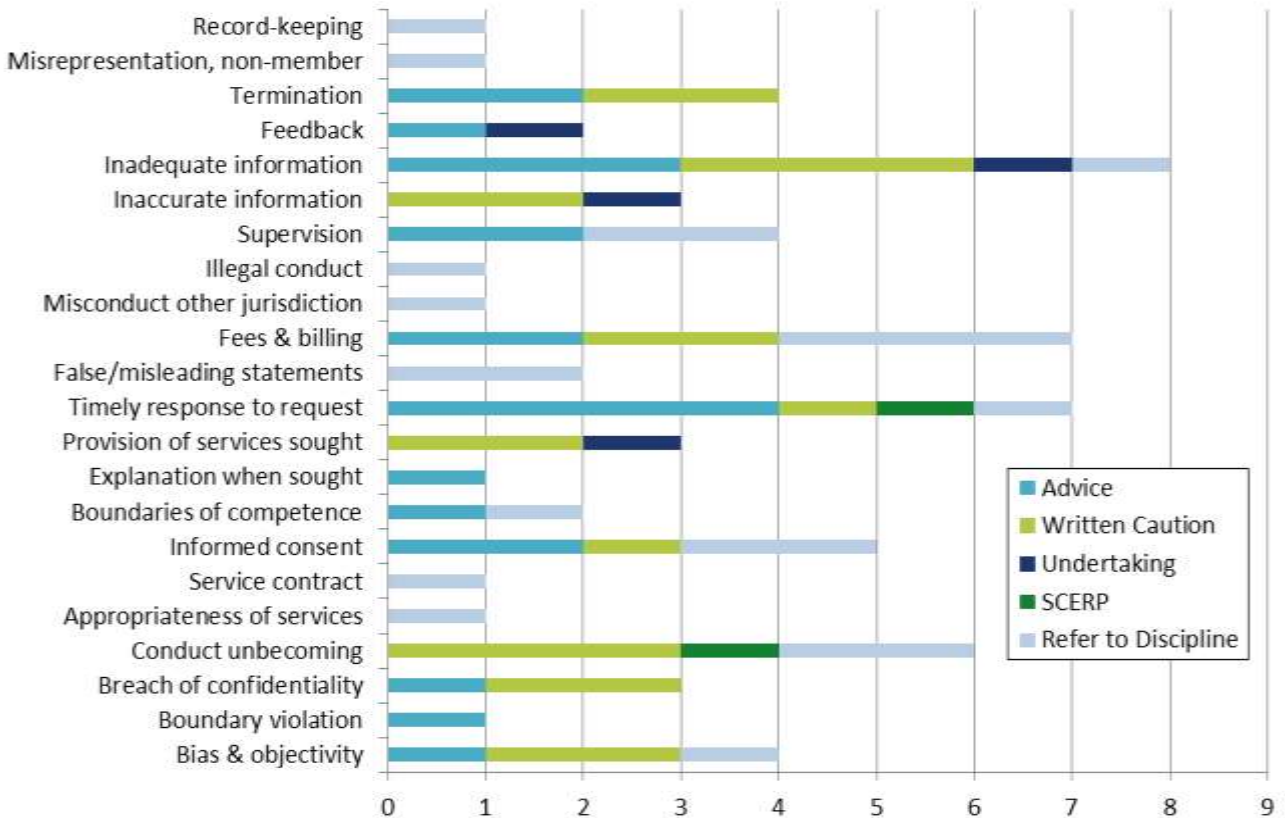


The disposition of these 72 cases involved the consideration of 174 allegations. The most common allegations made during the year related to: inadequate data to support conclusions (20); bias & objectivity (18); conduct unbecoming a member of the CPO (13); false or misleading statements (13); failure to respond to a request in a timely manner (12); fees & billing (10); failure to render services appropriate to a user's needs (10); breach of confidentiality (7); improper supervision (7); and inappropriate termination (6).

Three of these allegations were withdrawn. The ICRC took no further action with respect to 87 allegations, and with respect to another 23 allegations, took no further action pursuant to section 26(5) of the Health Professions Procedural Code, believing the complaints to be frivolous, vexatious, made in bad faith, moot, or otherwise an abuse of process.

The ICRC took some kind of action with respect to 61 allegations. In some cases, multiple dispositions (i.e. written caution and undertaking) were attached to a single allegation.

The ICRC provided Advice with respect to 21 allegations and Written Cautions with respect to 20 allegations. Undertakings were entered into by members with respect to four allegations, and the ICRC directed Specified Continuing Education or Remediation Programs ("SCERP") with respect to two allegations. 21 allegations were referred to the Discipline Committee. The substance of these 61 allegations is as follows:



The Registrar also closed 23 informal Registrar’s inquiries in the 2016-17 fiscal year, as the Registrar did not believe he had reasonable and probable grounds to believe a member committed an act of professional misconduct or was incompetent, or because the matters were dealt with in other, appropriate ways. For example, the College may receive a mandatory report about a matter that is already being dealt with by the College through its complaints process. In such a case, the mandatory report matter may be closed.

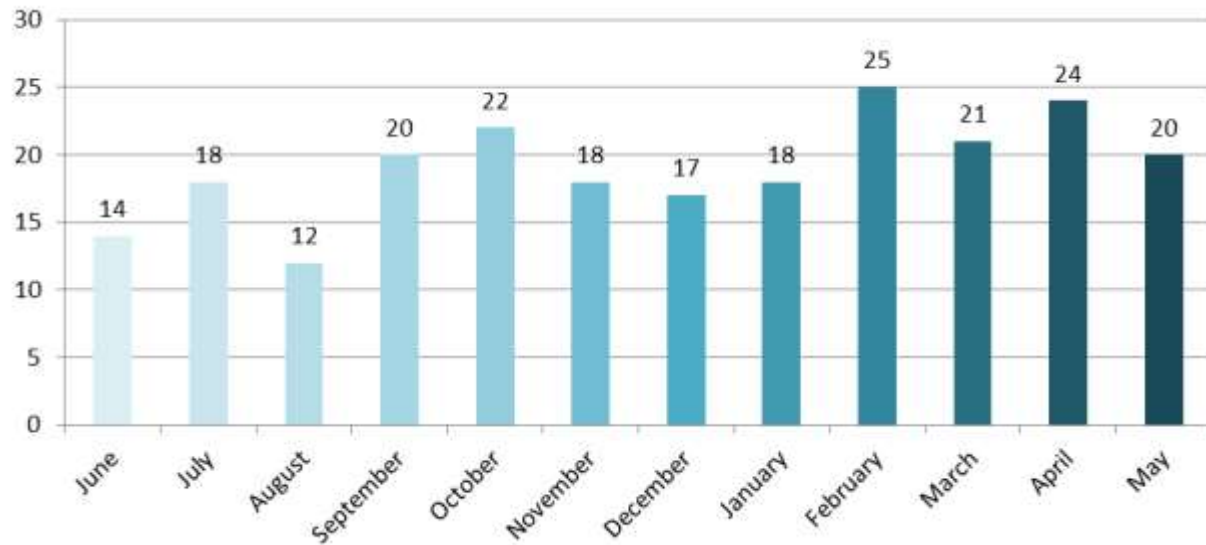
### Health Professions Appeal and Review Board (“HPARB”)

There were 13 requests by complainants and/or members to HPARB for review of ICRC decisions in the 2016-17 fiscal year. HPARB issued 13 Decisions, including those for reviews requested in previous years, 9 confirming the College’s Decisions, 1 granting a request to withdraw an application for review, 1 HPARB F&V, and 1 notifying the parties of a decision not to proceed with a review. HPARB decided that one matter had been inadequately investigated, and sent it back to the Committee for further investigation.

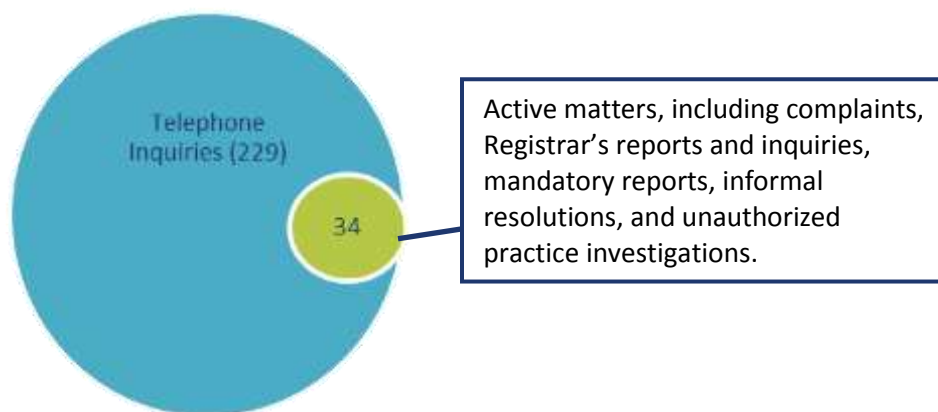
## Telephone Inquiries

Investigations and resolutions staff fielded 229 telephone calls to the College in the 2016-17 fiscal year. The calls received 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 calls were distributed throughout the year as follows:



Of the 229 calls received, 34 of them became some kind of investigation in the same fiscal year. An additional 48 current matters are related to telephone inquiries received in previous fiscal years.

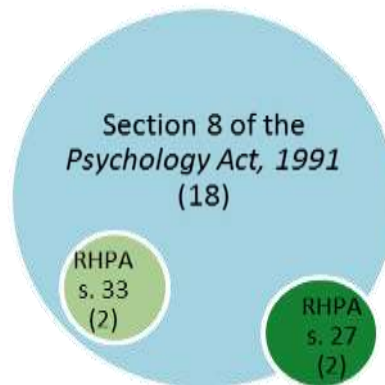


## Unauthorized Practice Investigations

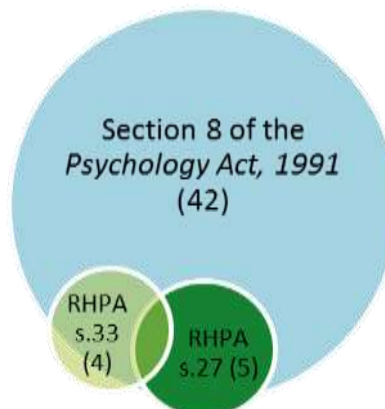
In the 2016-17 fiscal year, Investigations and Resolutions staff opened 44 new cases relating to individuals who may be inappropriately holding themselves out as authorized to practice psychology in Ontario. This includes inappropriate use of the title “Doctor,” as well as inappropriate use of the terms “psychology” and “psychological” or variations or abbreviations thereof, in any title or designation, or in any description of services offered or provided. The College also investigates unauthorized performance of controlled acts, which includes the communication of a diagnosis.

The College closed 19 of these cases in 2016-17. The College also prosecuted one case under the *Psychology Act, 1991* with a resulting court order made in 2016-17.

Of the 19 cases closed, 18 of them dealt with section 8 of the *Psychology Act, 1991*, which legislates the use of the terms “psychology” and “psychological.” Two of the 18 cases also involved misuse of the title “Doctor,” regulated under section 33 of the *Regulated Health Professions Act, 1991* (“RHPA”), and one of the 18 cases involved inappropriate communication of a diagnosis pursuant to section 27 of the RHPA. An additional case dealt solely with section 27 of the RHPA.



Of the 44 new cases opened, 42 relate to section 8 of the *Psychology Act, 1991*. Three of the 42 cases also involve misuse of the title “Doctor,” and four of the 42 cases involve inappropriate communication of a diagnosis, with one case involving all three issues. In addition, one case relates solely to use of the title “Doctor,” and an additional case relates solely to inappropriate communication of a diagnosis.





## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Discipline Committee

Annual Report 2016-2017

#### Introduction

The Discipline Committee conducts hearings into allegations of misconduct and/or 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 has been revoked as a result of a disciplinary proceeding.

#### Committee Members:

Robert Gauthier (Chair)	Council	Jan Heney	College
Ruth Berman	Council	Tim Hill	College
Kristin Bisbee	Public Member	Elizabeth Levin	Council
Clarissa Bush	College	Maggie Mamen	College
Judy Cohen	Council	Donna McNicol	Public Member
Dorothy Cotton	Council	Denise Milovan	Council
D'Arcy Delamere	Public Member	Patricia Minnes	Council
Lynette Eulette	Council	Mary Ann Mountain	College
Michael Grand	Council	Donna Reist	College
Allyson Harrison	College	Astra Josie Rose	Public Member
Jaffar Mohammad Hayat	Public Member	Ethel Teitelbaum	Public Member
Gilles Hébert	Council	Pamela Wilansky	College

#### College Staff Support

Zimra Yetnikoff, Director, Investigations and Hearings

Indira Darshanand, Administrative Assistant, Investigations and Hearings

#### Activities

##### **Hearings**

No hearings took place in the 2016-17 fiscal year.

##### **Decisions**

In the 2016-17 fiscal year, the Discipline Committee adjourned one matter on the basis of the Member's Undertaking & Agreement with the College. The full text of the Undertaking & Agreement is available here: [https://members.cpo.on.ca/public\\_register/show/19200](https://members.cpo.on.ca/public_register/show/19200).

##### **Referrals to the Committee**

Four matters were referred to the Discipline Committee in the 2016-17 fiscal year, and are all still currently before the Committee. The Notices of Hearing for these matters are available here:

1. [https://members.cpo.on.ca/public\\_register/show/914?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/914?section=discipline#ui-tabs-12)
2. [https://members.cpo.on.ca/public\\_register/show/21428?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/21428?section=discipline#ui-tabs-12)
3. [https://members.cpo.on.ca/public\\_register/show/20259?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/20259?section=discipline#ui-tabs-12)
4. [https://members.cpo.on.ca/public\\_register/show/2302?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/2302?section=discipline#ui-tabs-12)





## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Quality Assurance Committee

Annual Report 2016-2017

#### Introduction

The Health Professions Procedural Code, which is Schedule 2 of the *Regulated Health Professions Act, 1991 (RHPA)* requires that the College of Psychologists establish a Quality Assurance Program. A Quality Assurance Program is defined as “a program to assure the quality of the practice of the profession and to promote the continuing competence among the members”. The Quality Assurance Committee has the statutory responsibility for the development and implementation of the College’s Quality Assurance Program.

#### Committee Members:

The Quality Assurance Committee of the College of Psychologists consists of three members of the Council (one public and two professional), and two professional non-Council members, as well as staff support. Members of the Committee for the year 2016-2017 were:

Donna Ferguson (Chair)	College
Judy Cohen	Public Member
Agnieszka Gajdzis	College
Elizabeth Levin	Council
Patricia Minnes	Council

#### College Staff Support

Barry Gang, MBA, Dip.C.S., C.Psych.Assoc. Deputy Registrar/Director, Professional Affairs  
Julie Hahn Practice Advisor/QA Coordinator

#### Activities

##### Self-Assessment Guide and Professional Development Plans

The Committee reviewed the returns of the 2016 Declarations of Completion for the Self-Assessment Guide and Professional Development Plans (SAG) due from members with even registration numbers. Of the 2066 Declarations due this year, all but 11 were received by the College after second “overdue” reminders were sent.

These 11 members were required to provide their fully completed SAG and Professional Development Plans. All except three complied with this requirement. The Committee reviewed the eight SAGs submitted. In two cases, the Committee observed that the member’s SAG was thorough and complete. The Committee made recommendations to the members in the remaining six cases. In more than one case, these recommendations included the need to be sufficiently familiar with the legislation with which all members are required to be sufficiently familiar and/or the need for a more well developed Professional Development plan. The three members who did not comply with this requirement were required to undergo Peer Assisted Reviews during which their SAGs were reviewed by the reviewers.

Following consideration of the cases of members who had not provided their Declarations of Completion by the due date, the Committee decided to recommend to Council that consideration be given to amending the College’s Fees By-Law to increase the late fee from \$25 to \$100. This increased

fee would more adequately reflect the staff and Committee resources involved in both following up member Declarations and reviewing the full SAGs of members who were late with them.

Following the review of the SAGs this year, the Committee also made some changes to the SAG form to more strongly convey the need for all members to review certain key pieces of legislation with which all members should be sufficiently familiar. In addition, the updated form provides increased structure with respect to both review of Legislation, Standards and Guidelines and the formulation of the Continuing Professional Development Plan.

#### Peer Assisted Reviews (PAR)

In addition to the random selection of members for review, following the passage of amendments to Ontario Regulation 209/94 in April 2015 authorizing selection by stratified random sampling, the Committee decided to randomly select members from among those requiring more than one reminder that their SAG was past due.

A total of 50 PARs were conducted this year. An additional nine reviews will be carried over into 2017-2018. These nine reviews include those of members who received deferrals due to their exceptional circumstances and those whose scheduled reviews were not completed by the end of this reporting period.

#### Selection of Peer Assisted Reviewers

Each PAR is conducted by one member of the College who is selected by the College and one who is nominated by the member. Until now, a member has been eligible to conduct a review so long he or she had previously been the subject of a PAR. The Committee decided to put in place further eligibility requirements, as follows:

- an interest in assisting peers to help improve and enhance their practices
- no current involvement in an Inquiries, Complaints and Review Committee investigation or disciplinary or incapacity hearing
- registration for autonomous practice for at least five years
- current active practice in psychology
- strong knowledge of relevant standards, legislation, policies and guidelines
- a strong sense of professional responsibility and commitment to peer support
- freedom from any conflict of interest with respect to the review, specifically including, but not limited to involvement in a relationship within which there is a power imbalance with respect to the person under review
- no current membership on Council or a College Committee

#### Mandatory Continuing Professional Development Program

Amendments to Ontario Regulation 209/94 in April 2015 allowed the College to implement its long planned mandatory Continuing Professional Development (CPD) program. This year, the Committee finalized the requirements of the program and, after conducting a pilot trial and a member consultation, the program was launched.

#### Mandatory Continuing Professional Development Program Auditing

The Committee set the following objectives for a planned audit at the completion of the first CPD cycle which will occur in June 2019:

- motivating compliance of participants

- inspiring public confidence that the College holds members accountable in the public interest
- promoting transparency
- providing important data to the College and members in terms of successes as well as areas of challenge with respect to the program
- consistency with the practices of other health regulatory Colleges

The Committee decided to review the full CPD documentation materials of any members who have not met the minimum requirements of the program by the due date set by the College. In addition, the Committee decided to review the CPD documentation of 5 % (approximately 100) of randomly selected College members who declare completion of the requirements at the end of the first CPD cycle and 10% of those who declare completion in subsequent cycles.



## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO

### Client Relations Committee

Annual Report 2016-2017

#### Introduction

Section 84 of the Health Professions Procedural Code (Code), which is Schedule 2 of the *Regulated Health Professions Act, 1991*, requires the College 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 at 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.

#### Committee Members:

The Client Relations Committee consists of four members of Council (two public and two professional) and two professional, non-Council members, as well as staff support. Committee members for the fiscal year 2016-2017 were:

Francine R. Layton (Chair)	College	Gilles Hebert	Council
Kristin Bisbee	Public Member	Denise Milovan	Council
Jaffar Hayat	Public Member	Leah Stein-Sagi	College

#### College Staff Support

Barry Gang, MBA, Dip.C.S., C.Psych.Assoc. Deputy Registrar/Director, Professional Affairs  
Julie Hahn Practice Advisor/QA Coordinator

#### Activities

##### Funding for Therapy and Counselling

The Client Relations Committee administers the Funding for Therapy and Counselling program under the Code. No new applications for funding were received this year and three individuals who were approved for funding in previous years continued to receive funding for therapy under the program.

##### Review of the Standards of Professional Conduct

The first major revision of the Standards of Professional Conduct since 2005 was completed and approved by the Council of the College. The new Standards took effect on September 1, 2017. Significant changes to the Standards include:

- The addition of Practical Applications, which have replaced Supplementary Notes, which will allow for the addition of information about application of the Standards, as needed
- Clarification that a "Client" refers to who services are directed, not to who arranges or pays for the service
- Expansion of the definition of Psychological Services now includes education and training, scholarly activities and administration, all of a "psychological nature", clarifying the College's authority to effectively regulate these activities
- Replacement of "Reasonable Efforts" with "Best Efforts" in several places, with respect to efforts a member must make to uphold the Standards
- New requirements for members supervising the provision of psychological services
- Formalization of requirements applicable to telepsychology



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Fitness to Practice Committee**

Annual Report 2016-2017

Introduction

The role of the Fitness to Practice Committee is to conduct hearings in 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.

Committee Members:

The Fitness to Practice Committee of the College of Psychologists consisted of three members of the Council (one public and two professional) and two professional, non-Council members. Members of the Committee for the year 2016-2017 were as follows:

Denise Milovan (Chair)	Council
Michael Grand	Council
Sandra Jackson	College
Josie Rose	Public Member
Glenn Webster	College

College Staff Support

Zimra Yetnikoff, Director, Investigations and Hearings

Indira Darshanand, Administrative Assistant: Investigations and Hearings

Activities

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

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED MAY 31, 2017**

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*Draft - Aug 24/17*

## INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF COUNCIL OF THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

We have audited the accompanying financial statements of The College of Psychologists of Ontario, which comprise the statement of financial position as at May 31, 2017 and the statements of operations, changes in net assets and cash flows for the year ended, and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these 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.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of The College of Psychologists of Ontario as at May 31, 2017 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Ontario

CHARTERED ACCOUNTANTS  
Licensed Public Accountants

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO****STATEMENT OF FINANCIAL POSITION****AS AT MAY 31, 2017**

	2017	2016
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	\$ 4,052,984	\$ 6,838,388
Prepaid expenses and sundry receivables	46,345	73,584
Investments - short term (note 2)	4,542,827	1,120,052
	<b>8,642,156</b>	8,032,024
Investments - long term (note 2)	97,595	353,116
Property and equipment (note 3)	177,335	203,089
	<b>8,917,086</b>	8,588,229
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities (note 4)	353,512	271,600
Registration fees received in advance	2,702,876	2,680,868
	<b>3,056,388</b>	2,952,468
<b>NET ASSETS</b>		
Internally restricted (note 5)		
Investigations and hearings reserve fund	748,672	748,672
Contingency reserve fund	979,000	979,000
Fee stabilization fund	1,383,532	1,075,000
Web site and database development reserve fund	243,810	243,810
Premises reserve fund	250,000	152,453
Fair registration practices reserve fund	80,000	80,000
	<b>3,685,014</b>	3,278,935
Invested in property and equipment	177,335	203,089
Unrestricted	1,998,349	2,153,737
	<b>5,860,698</b>	5,635,761
	<b>\$ 8,917,086</b>	<b>\$ 8,588,229</b>

Approved on behalf of the Council:

\_\_\_\_\_, President \_\_\_\_\_, Member



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO****STATEMENT OF OPERATIONS****YEAR ENDED MAY 31, 2017**

	<b>2017</b>	2016
Revenues		
Registration fees	\$ 3,152,598	\$ 3,121,522
Examination fees	160,011	162,880
Investment income	70,531	71,421
Miscellaneous income	3,808	24,926
	<b>3,386,948</b>	3,380,749
Expenses		
Administration ( <i>note 3</i> )	2,108,229	2,139,096
Professional services	150,801	92,850
Hearings	147,970	163,391
Examination and seminar costs	281,699	277,142
Governance	79,678	90,895
Investigations and resolutions	114,477	83,368
Registration	70,147	98,883
Professional organizations	30,616	32,420
Communication, education and training	142,017	88,670
Quality assurance	36,377	5,501
	<b>3,162,011</b>	3,072,216
Excess of revenues over expenses for the year	<b>\$ 224,937</b>	<b>\$ 308,533</b>

Draft - Aug 24/17

# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED MAY 31, 2017

	2017			Total	2016
	Internally Restricted <i>(note 5)</i>	Invested in Property and Equipment	Unrestricted		Total
Balance - at beginning of year	\$ 3,278,935	\$ 203,089	\$ 2,153,737	\$ 5,635,761	\$ 5,327,228
Excess of revenues over expenses for the year	-	-	224,937	224,937	308,533
Inter-fund transfers representing:					
Purchase of property and equipment	-	70,379	(70,379)	-	-
Depreciation expense	-	(96,133)	96,133	-	-
Other transfers <i>(note 5)</i>	406,079	-	(406,079)	-	-
Balance - at end of year	\$ 3,685,014	\$ 177,335	\$ 1,998,349	\$ 5,860,698	\$ 5,635,761

Draft - Aug 24, 2017

# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## STATEMENT OF CASH FLOWS

YEAR ENDED MAY 31, 2017

	2017	2016
Cash flows from operating activities		
Cash received from registration and examination fees	\$ 3,330,962	\$ 3,519,234
Investment income received	73,177	74,069
Miscellaneous income received	3,808	24,926
Cash paid to employees and suppliers	(2,953,072)	(3,042,303)
	<b>454,875</b>	<b>575,926</b>
Cash flows from investing activities		
Purchase of property and equipment	(70,379)	(104,370)
Purchase of investments, net	(3,169,900)	(398,723)
	<b>(3,240,279)</b>	<b>(503,093)</b>
Change in cash and cash equivalents during the year	<b>(2,785,404)</b>	<b>72,833</b>
Cash and cash equivalents - at beginning of year	<b>6,838,388</b>	<b>6,765,555</b>
Cash and cash equivalents - at end of year	<b>4,052,984</b>	<b>6,838,388</b>
Cash and cash equivalents consist of:		
Cash	450,176	400,004
Short term investments	3,602,808	6,438,384
	<b>\$ 4,052,984</b>	<b>\$ 6,838,388</b>

Draft - Aug 24/17

# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2017

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The 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 using Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### *Financial Instruments*

The College initially measures its financial assets and liabilities at fair value. The College subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in income.

Financial assets and liabilities measured at amortized cost include cash and cash equivalents, guaranteed investment certificates, sundry receivables and accounts payable and accrued liabilities.

#### *Cash and Cash Equivalents*

Cash and cash equivalents consist of cash at bank, short term investment pooled fund units and guaranteed investment certificates due within 90 days.

#### *Short and Long Term Investments*

Short and long term investments are comprised of guaranteed investment certificates and Canadian commercial instruments. These investments are recorded at fair value.

The quoted market price is used to estimate the fair value of the investments. Unrealized gains and losses are included in the Statement of Operations.

# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2017

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### *Property and Equipment*

Property and equipment are recorded at cost and depreciated over their estimated useful lives on a straight line basis at the following annual rates:

Furniture and equipment	- 5 years
Computer equipment	- 3 years
Web site development	- 3 years

Leasehold improvements are recorded at cost and are amortized over the term of the lease.

The above rates are reviewed annually to ensure they are appropriate. Any changes are adjusted for on a prospective basis. If there is an indication that the assets may be impaired, an impairment test is performed that compares carrying amount to net recoverable amount. There were no impairment indicators in 2017.

#### *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 and will be accounted as income in the year to which they pertain.

##### *Investment Income*

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

##### *Other Income*

All other fees and income are recognized as revenue when the services are provided or as earned.

#### *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 application of accounting policies and the reported amounts of assets, liabilities, revenues and expenses during the year. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Key areas to assumptions and estimates uncertainties that have significant risk of resulting in a material misstatement in future periods include those relating to estimated useful lives of property and equipment for depreciation and other assets and liabilities valuation.

# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2017

### 2. INVESTMENTS

Details of investments are as follows:

	2017	2016
<b>Short term</b>		
Redeemable guaranteed investment certificates between 1.07% and 1.15%, (1.0% and 1.05% in 2016) maturing within one year	\$ 4,287,507	\$ 969,791
Non-redeemable guaranteed investment certificates at varying rates between 1.60% to 2.0%, maturing December 2017	255,320	-
Canadian commercial instruments at varying yields between 2.65% to 2.85% in 2016, maturing within one year	-	150,261
	<b>4,542,827</b>	<b>1,120,052</b>
<b>Long term</b>		
Canadian commercial instruments at varying yields between 2.97% to 8.90%, maturing from 2019 to 2026, (between 2.97% to 8.90% in 2016, maturing from 2019 to 2026)	97,595	98,938
Non-redeemable guaranteed investment certificates at varying rates between 1.60% to 2.0% in 2016, maturing December 2017	-	254,178
	<b>\$ 97,595</b>	<b>\$ 353,116</b>

#### *Investment Risk Management*

Risk management relates to the understanding and active management of risks associated with all areas of the College's activities and operations. Investments are primarily exposed to interest rate and price risks. The College has formal policies and procedures for investment transactions and the majority of investments are made on the advice of portfolio managers.

#### *Interest Rate Risk*

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The value of fixed income securities will generally rise if interest rates fall and decrease if interest rates rise. The College is exposed to interest rate risk on its fixed rate investments.

#### *Price Risk*

The College is exposed to price risk, which is the potential loss that the College may incur with respect to the changes in the fair value of investments. The fair value of investments will fluctuate because of changes in market price whether those changes are caused by factors specific to the individual investments, or its issuers or factors affecting all investments traded in the market.

# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2017

### 3. PROPERTY AND EQUIPMENT

Details of property and equipment are as follows:

	<i>Cost</i>	<i>Accumulated Depreciation</i>	<i>Net Book Value</i>	
			<i>2017</i>	<i>2016</i>
Furniture and equipment	\$ 51,386	\$ 43,768	\$ 7,618	\$ 11,907
Computer equipment	67,908	61,226	6,682	12,475
Leasehold improvements	197,547	117,191	80,356	99,381
Web site development	288,309	205,630	82,679	79,326
	<b>\$ 605,150</b>	<b>\$ 427,815</b>	<b>\$ 177,335</b>	<b>\$ 203,089</b>

Administration expenses in the Statement of Operations includes depreciation expense of \$96,133 (\$101,840 - 2016).

### 4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities include government remittances totalling \$23,029 (\$23,583 - 2016).

### 5. NET ASSETS - INTERNALLY RESTRICTED

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

	<i>2017</i>	<i>2016</i>
Investigations and hearings reserve fund	\$ 748,672	\$ 748,672
Contingency reserve fund	979,000	979,000
Fee stabilization fund	1,383,532	1,075,000
Web site and database development reserve fund	243,810	243,810
Premises reserve fund	250,000	152,453
Fair registration practices reserve fund	80,000	80,000
	<b>\$ 3,685,014</b>	<b>\$ 3,278,935</b>

#### *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.

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MAY 31, 2017**

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*5. NET ASSETS - INTERNALLY RESTRICTED (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 Fund*

The Fee Stabilization 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 Fund. During the year, \$308,533 was transferred from the unrestricted fund to the Fee Stabilization 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 of premises in the future and to minimize the impact on the operating budget for major expenses relating to the College's property. During the year, the Council approved a transfer of \$97,547 from the unrestricted fund to the Premise Reserve Fund.

*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.



# THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2017

### 6. FINANCIAL INSTRUMENTS AND RISK EXPOSURE

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.

#### *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 sundry receivables. The College is not exposed to significant credit risk.

#### *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 and lease commitments. 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 risk. Price and interest rate risks are disclosed in note 2.

### 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 July 2021 and December 2022 while the lease for premises expires in December 2021. Lease commitments for the next five years and thereafter are as follows:

		<i>Premises</i>	<i>Equipment</i>
Fiscal year ending May 31	2018	\$ 115,761	\$ 16,539
	2019	120,145	16,748
	2020	126,284	16,748
	2021	126,284	16,748
	2022	73,666	4,883
	Thereafter	-	1,464
		<u>\$ 562,140</u>	<u>\$ 73,130</u>

In addition, the College is responsible for its proportionate share of operating costs and realty taxes on premises which in 2017 amount to \$161,000 (2016 - \$148,000).

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MAY 31, 2017**

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*8. GUARANTEES AND INDEMNITIES*

The College has indemnified its past, present and future directors, officers and volunteers against expenses (including legal expenses), judgments and any amount actually or reasonably incurred by them in connection with any action, suit or proceeding, subject to certain restrictions in which they are sued as a result of their involvement with the College, if they acted honestly and in good faith with a view to the best interest of the College. The nature of the indemnity prevents the College from reasonably estimating the maximum exposure. The College has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits and actions.

In the normal course of business, the College enters into agreements that include indemnities in favour of third parties, either express or implied, such as in service contracts, leasing agreements and purchase contracts, etc. In these agreements, the College agrees to indemnify the counterparties in certain circumstances against losses or liabilities arising from the acts or omissions of the College. The terms of these indemnities are not explicitly defined and maximum amount of any potential liability cannot be reasonably estimated.

Draft - Aug 24/17

## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## REPORT OF THE INDEPENDENT AUDITOR ON SUMMARY FINANCIAL STATEMENT

TO THE MEMBERS OF THE COUNCIL OF THE THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

The accompanying summary financial statements of The College of Psychologists of Ontario (the "College"), which comprise the summary statement of financial position as at May 31, 2017, and the summary statement of operations for the year then ended, are derived from the audited financial statements of the College for the year ended May 31, 2017. We expressed an unmodified audit opinion on those financial statements in our report dated .

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements therefore, is not a substitute for reading the audited financial statements of the College.

**Management's Responsibility for the Summary Financial Statements**

Management is responsible for the preparation of a summary of the audited financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the summary financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, "Engagements to Report on Summary Financial Statements".

**Opinion**

In our opinion, the summary financial statements derived from the audited financial statements of the College for the year ended May 31, 2017 are a fair summary of those financial statements, in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Ontario

CHARTERED ACCOUNTANTS  
Licensed Public Accountants**SUMMARY STATEMENT OF FINANCIAL POSITION****AS AT MAY 31, 2017**

	2017	2016
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	\$ 4,052,984	\$ 6,838,388
Prepaid expenses and sundry receivables	46,345	73,584
Investments - short term	4,542,827	1,120,052
	<b>8,642,156</b>	<b>8,032,024</b>
Investments - long term	97,595	353,116
Property and equipment	177,335	203,089
	<b>8,917,086</b>	<b>8,588,229</b>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities	353,512	271,600
Registration fees received in advance	2,702,876	2,680,868
	<b>3,056,388</b>	<b>2,952,468</b>
<b>NET ASSETS</b>		
Invested in capital assets	177,335	203,089
Internally restricted reserve funds	3,685,014	3,278,935
Unrestricted	1,998,349	2,153,737
	<b>5,860,698</b>	<b>5,635,761</b>
	<b>8,917,086</b>	<b>8,588,229</b>

**SUMMARY STATEMENT OF OPERATIONS****YEAR ENDED MAY 31, 2017**

Revenues		
Registration fees	3,152,598	3,121,522
Examination fees	160,011	162,880
Interest and miscellaneous income	74,339	96,347
	<b>3,386,948</b>	<b>3,380,749</b>
Expenses		
Administration	2,108,229	2,139,096
Professional services	150,801	92,850
Investigations, hearings and resolutions	262,447	246,759
Examination and seminar costs	281,699	277,142
Governance	79,678	90,895
Registration	70,147	98,883
Professional organizations	30,616	32,420
Communication, education and training	142,017	88,670
Quality assurance	36,377	5,501
	<b>3,162,011</b>	<b>3,072,216</b>
Excess of revenues over expenses for the year	<b>\$ 224,937</b>	<b>\$ 308,533</b>

Complete audited financial statements available upon request from the office of the Registrar.



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Motion Submission Form – Council Meeting September 2017**

**Audited Financial Statement**

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner*

**Motion for Consideration**

That the Audited Financial Statements for 2016-2017 be approved.

**Moved By** TBD

**Budgetary Implications**

None.

**Supporting Documents**

1. Audited Financial Statements Year Ending May 31, 2017

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Motion Submission Form – Council Meeting September 2017**

**Appointment of Auditors for 2017-2018**

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner*

**Motion for Consideration**

That the firm of Hilborn LLP, formerly to Clark Henning LLP be appointed as Auditors for the College for the year 2017-2018

**Moved By** TBD

**Budgetary Implications**

None.

**Supporting Documents**

None.

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Briefing Note – Council September 2017**

***Reserve Fund Allocations***

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner*

**Motions for Consideration – Recommendation from Finance and Audit Committees**

1. That the following allocations be made to the Reserve Funds:
  - a. Investigations and Hearings Reserve Fund be increased by \$101,328 to \$850,000;
  - b. Contingency Reserve Fund be increased by \$21,000 to \$1,000,000;
  - c. Fee Stabilization Fund be decreased by \$383,532 to \$1,000,000 with funds moved to;
  - d. Premises Reserve Fund which will be further increased by \$366,468 to \$1,000,000.
  
2. That *Policy III F-2* be amended to:
  - a. Delete iii (b) pertaining to the allocation of the annual operating surplus;
  - b. Amend the statement regarding steps to be taken with respect to surpluses (4.) to include “or for increased spending in the service of the public, members and other stakeholders.”
  
3. That a “*Future Projects*” *Working Group* be struck to consider ways in which the College can provide further service to the public, members and other stakeholders.

**Moved By TBD**

**Rationale**

A recent review of *Policy III F-2 Reserve Funds* suggested a need for revisions and updating. This prompted a review of the policy by the Executive Committee with a further review by the Finance and Audit Committee. As a result of this review, the Finance and Audit Committee is recommending the allocation of unrestricted reserves to various Reserve Funds and amendments the Reserve Funds Policy.

**Background**

*Policy III F-2 Reserve Funds* establishes and sets out the details for three College Reserve Funds:

- *Investigations and Hearings* 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 Counseling which exceed annual budget provisions for those activities. A minimum of \$300,000 is required;
- *Contingency* designated to provide for extraordinary expenses that exceed or fall outside of the provisions of the College’s operating budget and are not otherwise covered by the Investigations & Hearings Reserve Fund or to fund the College’s obligations in extreme circumstances as determined and approved by the Council of the College including in the event that the College ceases to exist as a statutory body corporate. A minimum of \$500,000 is required; and,
- *Fee Stabilization* designated to minimize or delay the impact of year-over-year changes in revenues or expenses on membership renewal fees. A minimum of \$500,000 is required.

In addition to other parameters, the policy also currently states that:

1. Any annual operating surplus remaining after appropriate allocations are made to the other reserve funds will be allocated to the *Fee Stabilization Reserve Fund*.
2. The aggregate value of these reserve funds shall not exceed \$3 million or such other amount as may be approved by the Council of the College.
3. In the event that there are surpluses in excess of this amount, the Finance and Audit Committee will consider whether to recommend to Council means for reducing revenues in subsequent years.

In addition, the policy provides for the establishment of other reserve funds as deemed appropriate by the Council. Three such funds have been created:

- *Website & Database Development* designated to provide funding for ongoing web site and database development;
- *Premises* designated to provide funding for purchase of premises in the future and to minimize the impact on the operating budget for major expenses relating to the College's property; and,
- *Fair Registration Practices* designated to cover costs, including professional fees, for the preparation and conduct of audits of the College's registration practices.

### **Status of Current Reserve Fund**

According to the Draft Audited Financial Statements to May 31, 2017 the internally restricted assets held in reserve funds are:

• <i>Investigations and Hearings</i> (minimum of \$300,000 required)	\$ 748,672
• <i>Contingency</i> (minimum of \$500,000 required)	\$ 979,000
• <i>Fee Stabilization</i> (minimum of \$500,000 required)	<u>\$1,383,532</u>
Aggregate	\$3,111,024
• <i>Website &amp; Database Development</i> (no minimum required)	\$ 243,810
• <i>Premises</i> (no minimum required)	\$ 250,000
• <i>Fair Registration Practices</i> (no minimum required)	\$ 80,000

### **1. Reallocation to Reserve Funds**

The Finance and Audit Committee is recommending to Council that allocations be made to the Reserve Funds as follows:

- a. *Investigations and Hearings Reserve Fund* be increased by \$101,328 to \$850,000 in anticipation of, or as a contingency, in the case of significant activity in complaints and discipline. Funds to be moved from unrestricted reserves;
- b. *Contingency Reserve Fund* increased by \$21,000 to \$1,000,000 to be used for extraordinary expenses or in extreme circumstances. Funds to be moved from unrestricted reserves; and,
- c. *Premises Reserve Fund* increased by \$750,000 to \$1,000,000 in anticipation of funding requirements related to the end of the current office lease in December 2021. \$383,532 to be reallocated from the *Fee Stabilization Reserve Fund* and \$366,468 to be moved from unrestricted reserves.

With these reallocations, the status of the reserve funds would be:

• <i>Investigations and Hearings</i> (minimum of \$300,000 required)	\$ 850,000
• <i>Contingency</i> (minimum of \$500,000 required)	\$ 1,000,000
• <i>Fee Stabilization</i> (minimum of \$500,000 required)	<u>\$ 1,000,000</u>
Aggregate	\$ 2,850,000

- *Website & Database Development* (no minimum required)           \$ 243,810
- *Premises* (no minimum required)   \$ 1,000,000
- *Fair Registration Practices* (no minimum required)                 \$ 80,000

With the addition of the 2016-2017 excess of revenue over expenses there would be approximately \$1,686,885 in Unrestricted Assets available for other projects or other expenses which fall outside of the budget.

In correspondence with the College Auditor regarding the appropriate unrestricted reserves to maintain, he noted that there is not a general guideline or 'rule of thumb' for how much money should be in the unrestricted fund, since that depends on an organization's ability to generate revenues and effectively manages costs. He noted that showing a significant balance in unrestricted funds may indicate fees collected from members are not being adequately spent to better serve the College's mandate. When considering how much money the College should have in the unrestricted funds, management should take into consideration that the unrestricted fund balance is for the day to day operations of the College while the contingency funds are internally restricted by the Council and the funds should only be used under extraordinary circumstances with the Council's approval. Hence an adequate level of unrestricted fund balance should be maintained such that the College does not risk running into liquidity/cash flow issues and be able to meet its financial obligations as they come due. Given the predictable membership revenue stream which for many years has readily covered the day to day operation and the sizable Contingency Reserve Fund accumulated, it would appear that the current Unrestricted Assets are sufficient for their purpose.

Based on this, the Finance and Audit Committee approved that the allocations to the Reserve Funds, as described, be recommended to Council.

## **2. Amendments to Policy III F-2 Reserve Funds**

### **a. Delete Requirement to Allocate Surplus to the Fee Stabilization Fund**

According to the *Policy III F-2 Reserve Funds (iii)(b)*, "Any operating surplus remaining after appropriate allocations are made to the other reserve funds will be allocated to the Fee Stabilization Fund."

In discussing this, the Executive and Finance and Audit Committees believed that this requirement was placing undue restrictions on the Council as to how the College might best use operating surpluses from a previous year. Council could, for example, wish to dedicate these funds to a special project. It is recommended that this requirement be deleted, thus permitting Council to determine how to use these funds. This could be to allocate funds to one of the reserve funds or it could be for other projects deemed important and necessary in service of the College mandate.

### **b. Permitted Uses of Excess Funds**

According to the *Policy III F-2 Reserve Funds 4.*, "In the event that there are surpluses in excess of this amount, the Finance and Audit Committee will consider whether to recommend to Council means for reducing revenues in subsequent years." Similar to the concern described **a.** above, the Executive and Finance and Audit Committees believed that requiring that only "means for reducing revenues" be able to be considered was overly restrictive with regard to Council's ability to make decisions in the best interest of the College. It is recommended that this statement be amended to permit consideration of increased spending in the service of the College's mission and mandate; not only reduced revenue. With the recommended wording, this sentence would read, "In the event that there are surpluses in



excess of this amount, the Finance and Audit Committee will consider whether to recommend to Council means for reducing revenues or for increasing spending in the service of the public, members and other stakeholders, in subsequent years.”

### **3. Future Projects Working Group**

As noted above, amendments to *Policy III F-2. Reserve Funds*, if approved, would support the Council having more flexibility with regard to the use of the College’s unrestricted assets. To this end, it is recommended that a Working Group, reporting to the Executive Committee, be established to consider new projects the College could undertake in the service of the mission and mandate to further enhance the College’s service to the public, members and other stakeholders.

### **Budgetary Implications**

None. Existing funds are being reallocated but not spent. Budgetary implications of projects suggested by the *Future Projects Working Group* will accompany any proposals developed.

### **Next Steps**

1. With the approval of the proposals, the reallocations, as noted, will be made to the Reserve Funds, and *Policy III F-2. Reserve Funds* be amended as described.
2. With approval of Council, a *Future Projects Working Group* will be established.

### **Attachments**

1. Tracked Changes Version of *Policy III F-2 Reserve Funds*

### **Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> FINANCIAL			<b>POLICY #:</b> III F - 2
<b>POLICY:</b> Reserve Funds		<b>COVERAGE:</b> Council	
<b>CREATED:</b> March 2007	<b>REVISED:</b> June 2013, <a href="#">September 2017</a>	<b>NEXT REVIEW:</b> 2018/2019	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The College shall establish and maintain reserve funds in order to cover variable and/or unforeseen costs and expenses.

**PROCEDURE:**

1. The College shall establish and maintain the following reserve funds: Investigations & Hearings Reserve Fund, Contingency Reserve Fund, Fee Stabilization Fund, and any other reserve funds as deemed appropriate by the Council.
2. All transfers to and from the reserve funds shall be approved by the Council upon the recommendation of the Finance and Audit Committee, unless otherwise specified.
3. The details of the funds are as follows:
  - i. Investigations & Hearings Reserve Fund
    - (a) The Investigations & 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 Counseling which exceed annual budget provisions for those activities.
    - (b) The minimum amount to be maintained in this fund is \$300,000 or such greater amount as may be determined by the Council of the College.
    - (c) In any fiscal year in which the costs of the activities set out in paragraph 3(a) exceed budget and the College runs an operating deficit for that year, funds may be transferred from this fund to cover the cost overrun.
  - ii. Contingency Reserve Fund
    - (a) 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 are not otherwise covered by the Investigations & Hearings Reserve Fund or to fund the College's obligations in extreme circumstances as determined and approved by the Council of the College including in the event that the College ceases to exist as a statutory body corporate.
    - (b) The minimum amount to be maintained in this fund is \$500,000 or such greater amount as may be determined by the Council of the College
    - (c) In the event of dissolution of the Council, these funds are to be used only upon approval of a person or entity legally authorized to oversee the financial affairs of the College.
  - iii. Fee Stabilization Fund
    - (a) The Fee Stabilization Fund is designated to minimize or delay the impact of year-over-year changes in revenues or expenses on membership renewal fees.

College of Psychologists Policy and Procedure Manual			
SECTION: FINANCIAL			POLICY #: III F - 2
POLICY: Reserve Funds		COVERAGE: Council	
CREATED: March 2007	REVISED: June 2013, <a href="#">September 2017</a>	NEXT REVIEW: 2018/2019	PAGE #: 2 of 2

~~(b) Any annual operating surplus remaining after appropriate allocations are made to the other reserve funds will be allocated to the Fee Stabilization Fund.~~

~~(e)~~(b) In any fiscal year in which there is an operating deficit, even after funds from the Investigations & Hearings Fund are applied to cover any overspends for 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 Counseling, funds may be transferred from the Fee Stabilization Fund to cover such deficit.

~~(d)~~(c) In any fiscal year in which the fee stabilization fund falls below \$500,000, the Finance and Audit Committee will make recommendations to Council for a strategy for topping up the Fund.

4. Maximum Aggregate Value of Reserve Funds: The aggregate value of these reserve funds shall not exceed \$3 million or such other amount as may be approved by the Council of the College. In the event that there are surpluses in excess of this amount, the Finance and Audit Committee will consider whether to recommend to Council means for reducing revenues or for increased spending in the service of the public, members and other stakeholders, in subsequent years.



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**THE BARBARA WAND SEMINAR IN PROFESSIONAL ETHICS, STANDARDS AND  
CONDUCT –June 26, 2017  
CURRENT ISSUES IN PROFESSIONAL PRACTICE**

**Using Technology Safely and Ethically in Clinical Practice (Morning)  
Best Practices and Methods in Online Treatment (Afternoon)**

**Presenter: Dr. Christine Korol**

*Kelty's Key - Online Therapy Service at Vancouver Coastal Health  
Adjunct Professor, Department of Psychology, UBC  
Vancouver General Hospital*

**Tricky Issues in Professional Practice**

**Presenter: Dr. Rick Morris, C.Psych.**

*Registrar & Executive Director, College of Psychologists*

The Barbara Wand Seminar in Professional Ethics, Standards and Conduct took place on Friday, June 26, 2017 at the Ottawa Conference and Event Centre, 200 Coventry Road, Ottawa. Once again this year, the Seminar was also offered to members as a live webinar. The total number of registered participants, including both in-person and webinar, was approximately 1,250. This included 116 who attended in-person for the full day, 4 who attended for the morning session only, 15 who attended the afternoon session only and approximately 1115 who participated by webinar.

There were 640 registered sites for the webinar. This is a significant increase from previous years and likely reflects the webcast being free. In many cases, there were a number of participants at each site ranging from 1 or 2 to 20 or 30. The majority of participants were members of the College but, as in the past, there were about several non-members and students.

The evaluation of the Seminar was completed on-line with 282 (22%) of the participants responding. The overall response to the Seminar was very positive. Two charts are attached which present the results of the evaluation survey showing the response to the individual speakers as well as the evaluation of the venue, logistics and the overall organization.

Of the respondents, 72% reported they found the overall Seminar to be either *Excellent* or *Very Good* and 78% indicated that Seminar met their expectations.

When asked about the length of the Seminar over 69% indicated they found it to be *Just Right* with the most of the rest indicating it was *Too Long* or *Long*.

The survey of webinar participants also asked about Ease of Login and Ease of Interactivity with the Speakers. Unfortunately, the webcast service experienced a technical issue and webcast viewers were not able to view the slides as they progressed. This error was captured on the archive version as well.

Most participants were satisfied with their ability to interact with the speakers by submitting questions or comments which were then relayed to the in-person session. For some this proved to be less satisfying as time restrictions resulted in some questions not getting asked. When one is present on-site, one is more likely to attract the speaker's attention with a question than when one submitted a question online. The webcast also creates a delay for the viewers so that by the time they submitted a question, the live speaker has often moved off the topic.

In addition to the 5-point scale questions asked in the survey, respondents were offered the opportunity to provide additional comments and, as well, to suggest themes and possible speakers for future seminars.

The verbatim responses to a number of the open-ended questions are attached. The responses related to logistics will be used in planning future Seminars.

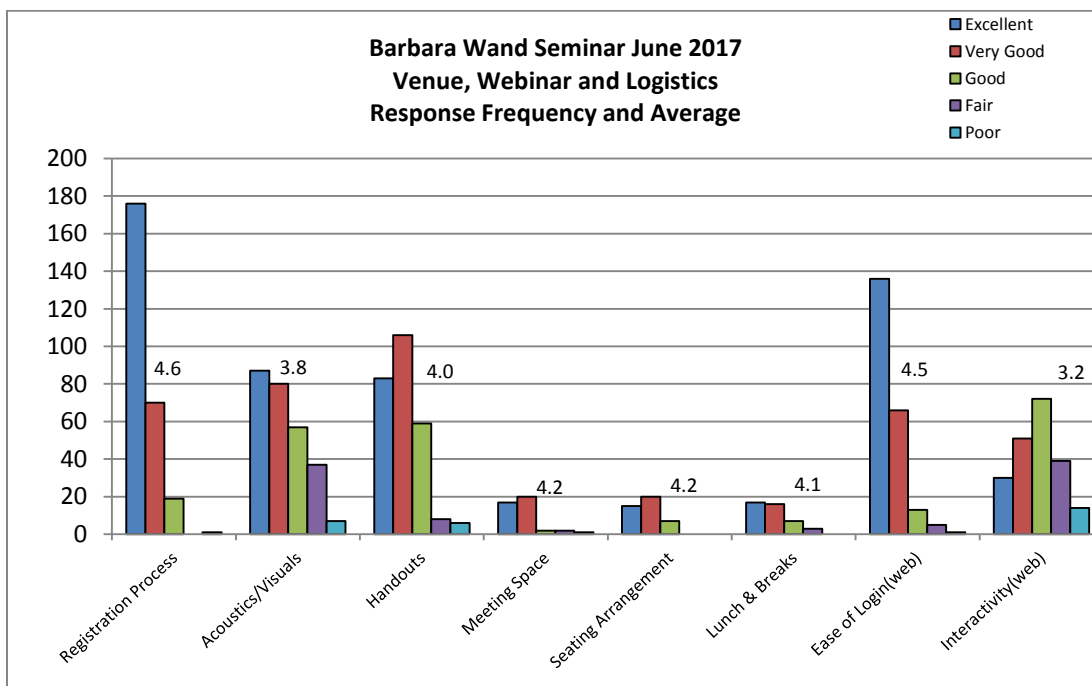
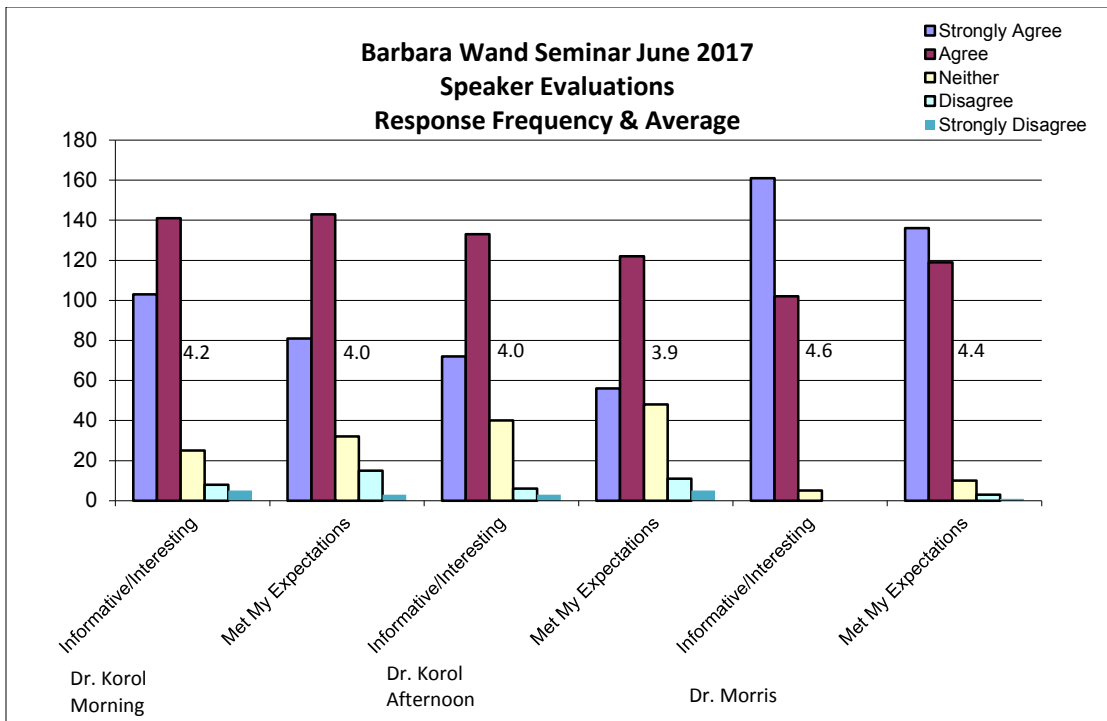
The seminar was offered at no charge to members for the second time as a service by the College. Non-members were charged \$50 for full day registration. For in-person participants, this included the full day seminar and all refreshment breaks, lunch and materials. The Seminar is not designed to be a profit center. The cost of the seminar was slightly higher this year due to the increased travel expenses of staff to Ottawa. A Financial Comparison is attached which presents an overview of attendance as well as revenues and expenses for the Seminar with a comparison to the previous five years.

Respectfully submitted,

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

Attachments:

1. Seminar Evaluation Chart – June 2017 Seminar *Evaluation Results – 5 point scale*
2. Financial Comparison as of June 2017
3. Verbatim Responses to Open-Ended Questions



		2013	2014	2015	Dec-16	Jun-17
<b>REGISTRATION</b>	Members	289	264	464	1194	1217
	Non-Members	11	5	3	13	1
	Students	5	11	2	33	24
	Council	7	8	7	5	3
	Staff	5	7	8	8	5
	<b>Total Attendance</b>	<b>317</b>	<b>295</b>	<b>484</b>	<b>1253</b>	<b>1250</b>
<b>REVENUE</b>		<b>\$26,914.00</b>	<b>\$20,383.00</b>	<b>\$18,069.00</b>	<b>\$450.00</b>	<b>\$50</b>
<b>EXPENSES</b>	Seminar Materials	\$0.00	\$0.00	\$0.00	\$0	\$0
	Speaker/Travel Expenses	\$1,245.68	\$1,114.10	\$400.00	\$1,042	\$6,123
	Facility Costs	\$2,090.50	\$2,090.50	\$1,977.50	\$3,616	\$4,120
	Catering	\$12,151.69	\$6,488.94	\$5,810.72	\$2,314	\$9,119
	Webcast	\$8,512.24	\$10,776.54	\$10,974.29	\$5,712	\$5,514
<b>Total Expenses</b>		<b>\$24,000.11</b>	<b>\$20,470.08</b>	<b>\$19,162.51</b>	<b>\$12,685</b>	<b>\$24,876</b>
<b>REVENUE OVER EXPENSES</b>		<b>\$2,913.89</b>	<b>-\$87.08</b>	<b>-\$1,093.51</b>	<b>\$12,234.91</b>	<b>\$24,826.20</b>

## Verbatim Responses to Open Ended Questions

### Overall, I found this year's Barbara Wand Seminar to be:

- The technology aspect was very frustrating. We could not get adequate sound on the computer, and used a second device to get good sound. The slides did not shift on our screen, and the screens on both devices froze several times.
- Dr. Korol was an excellent speaker with very timely information.
- A good introduction but without specific details necessary to be very useful.
- Much of the morning content was basic and could have been covered in a fraction of the time.
- Excellent
- I was very pleased with the content and the value of the day.
- The speaker presented well, but the subject was not really compatible with my work.
- The information was very relevant. The presenters were knowledgeable. The handouts excellent. The choice of conference hall and the food was also excellent.
- I especially liked the morning re: using technology safely; Dr. Morris' tricky issues is always interesting!
- Presentation by Dr Korol was very timely and encouraging, in terms of the use of technologies, discussion of professional issues encountered, and information about the Kelty's Key program and its availability for others to utilize.
- The seminar was thought provoking, informative. The speaker was very good.
- It very much helped strengthen my resolve to remain vigilant and cautious in my usage of media.
- As I do not do teletherapy it really wasn't relevant for me but I was interested in what was and is happening in this area.
- Dr. Korol extremely knowledgeable and well-prepared.
- Dr. Morris as always very enlightening.
- Very enlightening and informative
- I didn't watch the second half of the day except for tricky issues. I had it running and hope to go back to view it later. Sounded good from the snippets I caught. Very good information!
- More necessary and timely than I realized. Food for thought about meeting MH needs with finite number of therapists. Christine was clearly the right person: an expert with thought for the practical.
- I wish she had been crisper about either telling us how to locate resources that were secure and useful or forthright that even the experts don't know.
- very interesting and informative. in this day and age, technology is ever more present.
- I also enjoyed Rick Morris's tricky issues. Always relevant.
- It was a wonderful day of learning with a colleague!
- Good balance of practical information, professional ethics, business savvy, and common sense.
- The content was not practical and had little depth re the technology portion. I liked the tricky issues as always. The degree of security recommended made our profession seem paranoid. It was not based on empirical evidence. I think it is an issue of not being fully aware on new technology and not realizing that the concept of privacy that once existed no longer is possible.



- I did learn a lot from the presentation, but the therapy section was not as relevant to my clinical work. However, Dr. Korol was engaging and I hope you do have her give more presentations in the future!
- This has raised my awareness significantly. I found it an important topic.
- Morning session was especially helpful. Good and timely content. Would want more on tricky issues.
- The experience was diminished by the difficulties with the slides. Every time one refreshed the site to move the slides, there was a loss of relevant information and continuity.
- Tricky issues were most informative. While it is clear that presenter has lots of experience providing online services, her presentation did not reflect her expertise. It would be better to have a presenter from Ontario.
- topic not directly relevant or applicable to my work; slow moving initially (5 slides in the first hour)
- Practical, excellent issues discussed, appreciated the Canadian content re: technology issues. Always like the Tricky Issues sections.
- Although geared more for private practice, there was enough good information to be useful.
- Some technical challenges in being able to view the slides for both presenters negatively impacted the experience by the content was excellent . There was not enough time allotted for Rick to process the responses in a thorough enough manner .
- Very timely given the pace of technological developments in our work
- I thought the Speaker was wonderful and the topic so timely!
- A really enjoyable experience this year!
- It was an eye opener to the future of therapy implementation.
- Tricky issues was the most relevant ethical content. The afternoon portion for many members will be seen as an advertisement for CBT groups (for which I am a strong proponent) and you will likely get a lot of negative feedback.
- Not nearly enough time for tricky issues
- Very timely, and a knowledgeable presenter. thank you, great choice!
- The seminar was interesting and engaging for the most part. I always especially enjoy the tricky issues portion.
- I was unable to view the slides, only the presenter.
- The presentations were extremely helpful. Ethics and the Safe Use of Technology was an extreme eye-opener.
- The speaker was very well informed and an excellent presenter.
- This was a significant improvement over the previous half-day one. The main speaker was a lot more relevant to the practice of psychology compared to last time.
- A few technical problems. Refreshing the browser to access the slides was not helpful, as I would lose about 15 seconds of the presentation each time I was refreshing. Also, while Dr. Korol was referring to her own website, and attendees could see it, we online folks only saw a brief portion, and then the camera cut back to her only.
- Dr Korol was an engaging and organized speaker who addressed the topic in an approachable manner. Well done!
- Unfortunately for me, only the morning session was relevant.
- Dr. Korol, a lovely and excellent speaker.
- One of the best! Very relevant to everyone's practice.
- Important, timely and such a depth of knowledge to be shared. I have a hunger for best practices and Christine's work is obviously state of the art.

- I will be going back to review some pieces that especially pertain to me, and liked knowing the overall picture as well. Thank you for choosing Christine for this seminar and very very much for the Webinar format which not only made it happen for me, but also is there for the next months when I will go back to the detail.
- Enjoyed tricky issues questions. The technology presentation was too focused on technology and not enough on the clinical aspects.
- Excellent and clear coverage of the areas
- All the material was presented clearly and in an engaging manner. The topics are timely especially, as always, Dr. Morris's tricky issues.
- Very relevant
- Excellent speaker, practical comments.
- The slides did not progress with the speakers which was very annoying. To refresh the screen each time resulted in losing continuity.
- Excellent topic -very few practical suggestions.
- somewhat relevant
- Very good refers to the morning presentation and Dr. Morris a.m. and p.m.
- The tricky issues segment was helpful and would be important to enlarge rather than being rushed at the end of the two segments.
- Thank you for presenting an excellent learning experience. The format worked well as a webinar. I am grateful that you created this option. I would not have been able to attend otherwise this year. It was time well spent. I would plan to attend with colleagues if I were to attend the webinar format in the future.
- i did not think the content this year would be helpful re: private practice...however it definitely was! (more so the morning than the afternoon.)
- Agonizingly slow lecture--I could have read a concise summary of the presentation in 1/4 or 1/8 of the time. Also, the slides did not appear when viewing after the fact. Thru the entire lecture the only slide that appeared was the opening slide with the name of the lecture. So when she was referring to lists of points I couldn't see them.
- Tele-psych is definitely a growing field, so this was timely.
- Always enjoy the Tricky Issues part.

#### Suggestions for Future Seminars:

- Ethical issues regarding the assessment of Malingering and assessment in medicolegal settings
- Anything that keeps us up to date with things we need to know. Today, for example, Rick included some info about bill 87.
- Perhaps you could have Dr. Korol back to give her training in e-therapy.
- Ethical and legal issues for retiring psychologists.
- The future of psychology, including clinical practice, research, and training needs, could be of interest to the membership.
- Acceptance and Commitment therapy
- the safe and effective use of self in psychology, and ethical issues
- More on ethics, privacy and specific resources that are available.
- I would be interested in future seminar topics such as;
- Digital testing methods and digital/internet clinical resources

- New topics for Psychologists in clinical practice such as Cyber Bullying, Internet and Digital addictions. Legalizing Cannabis.
- Keeping abreast of the fast paced changes in our profession. Balancing everyday clinical practice with learning and incorporating new approaches.
- New orientations in child psychotherapy
- Using Apps in the therapy with children
- Ethic dilemmas in psychotherapy
- What do we need to think of as we get closer to retiring from the profession (files, insurances, etc.)
- I would appreciate having speakers with a more clinical approach. For example, I went to a conference organized by another College of psychologists and they brought in Dr. Louis Cozolino who spoke on neuro psychology and this subject was of both theoretical and practical interest and I have applied it to my current work practice.
- I would like to propose a presentation along the lines of the supervision information in the new Standards of Practice. This would include supervision of therapists in their supervised year, and non-psychologists. I believe there is a lot of fear around supervising.
- I really think the College needs to provide members in private practice some guidance on how to run a practice in an ethical manner without squashing creativity and accessibility. For instance, a small but important issue is the College tells us to have a separate bank account for a retainer. Banks are not kind to small businesses and charge too many fees... please see below
- Another topic I think is to help its members become better problem solvers and more flexible in our approach to our work. I find many practitioners are rather rigid in their thinking, lacking nuance in their approaches. I have worked in many organizations where our non-psychology colleagues find us very rule-oriented, rigid, and not team players. This severely limits our ability to influence organizations in direction and quality of work. This situation is very unfortunate as we have a lot of knowledge that is not used to its maximum benefit. Psychologists are often sidelined in the process.
- Serving currently underserved communities especially Northern most communities. How who when where... Mental health, relational trauma, generational trauma, resilience building/suicide prevention
- Treatment with children with ASD
- More of Dr. Morris' Tricky issues and it being allotted more time in the schedule.
- Presentations by experienced and exceptional lawyers on dealing with difficult ethical issues and impasses in daily psychological practice. E.g: Mr. Cameron Godden of Bell Temple.
- More of an opportunity being given to attendees (on site or via email), to bring up some general ethics-related questions, and/or to share their own wisdom/impasses and experiences in dealing with tricky issues in their settings and practices. I always have lots of little questions that are not urgent and so it is not something that I would call the College about, but would be helpful to discuss
- A review/summary of main areas of complaints, with some reflections arising from this. Similarly, a review of frivolous complaints, and what we can learn from this. A more in-depth discussion of the work of College Committees.
- Continue with Rick Morris
- Review of legislation
- Rick Morris to speak for a whole day on whatever he thinks are relevant issues for the college and discussions with participants how these problems can be handled better.

- Board members of College. Psychologists and lay members of what issues they think are relevant and discussions with participants what could be done better.
- Health minister or designate to talk about what they see all colleges need to do to keep public safe and protected.
- dealing with consent, guardians, powers of attorney for personal care with aging population or people with disabilities, Disability Services Ontario, Intellectual Disabilities, ethics re guardian and agitated behaviours, Alzheimer's, etc.
- It would be instructive for there to be a portion of the seminar with a panel of participants who are elders in the profession, to discuss the ethical dilemmas they've faced and the impact they've experienced of many changes to the practice of psychology over the decades. What's really been going on in individual private practices...for example, I know that many of us have been quietly supplying pro bono services to many clients over the years. And many have experienced abuse by clients but can't discuss it, ever. And of course there are all the upsides to relate.
- Formative seminars on ethical issues.
- Tricky Issues with Rick Morris for a full day.
- Possibly something on dealing with moral ethical issues in a world where rights are evolving rapidly. End of life issues, gender issues, etc.
- more focus on ethics and tricky technology situations (some of the speaker's comments were related to research on interventions, I would have preferred a stronger focus on ethics)
- more time for Tricky Issues
- Practicing in isolation (e.g., only Psychologist on a multidisciplinary team, only Psychologist in town, no access to network of Psychologists working in the same field) and ways to stay up to date on current issues, best practices, etc. and ways to find Psychologists with similar interests to participate in clinical discussions.
- Continue to update members on Online therapy; related research; strengths and weaknesses related to population(s) needs; skills of service providers.
- Have a section of a day on pragmatics, including shredding of files- what data to keep on that file. Consultation with members reflects a range of opinions.
- CE credits+ quality assurance best practice guidelines.
- Consider Webinars on line during the year, as a follow -up to the B.W. Seminar.
- More tricky issue types of educational experiences
- More on ethics. Case studies
- Drug use abuse dependency. How legalizing pot will affect our work. Increased use--mental health
- Updating our knowledge of duty to report, custody issues, and working with children and families in CAS.
- Testing assessment pitfalls and ethics
- Ken Pope
- One issue that concerns me greatly is mandatory reporting. Also, as I practice in a rural area, issues of conflicts of interest is important.
- assessment-related topics
- Dr. Derek Truscott, University of Alberta has valuable information to offer on common errors that can lead to disciplinary action or other poor decision making. He might be a speaker for consideration in the future.
- Critical issues for private or solo practice. Especially remote areas.
- Today's topic was very topical, especially the first am session.

- Hard to think of examples off the top of my head, but longer sessions centred on issues such as presented by Dr. Morris might be considered.
- Half day on Tricky issues
  - supervision
  - diagnosis of LD
- More of the same - as the speaker said, technology is changing rapidly and we could all use up-to-date info.
- Education on new/updated legislation, as well as Ethical standards (ie CPA Code of Ethics 2017)
- It would be interesting to have an overview of the ICRC process in handling/reviewing complaints and the most common pitfalls for psychologists.
- Standards for training of interns (i.e. The use of Video, direct observation) and preparing grad students to be supervisors one day
- Please continue having the section on Tricky Issues.
- Ethics related to Multicultural and Immigrant issues
- Not commonly discussed ethical dilemmas (research, teaching, assessment)
- professional issues in multidisciplinary practice
- Personally I would like some topics/presentations on the work of psychologists in a hospital setting and some of the struggles they may experience. How different a hospital setting is compared to private practice.
- -proper, adequate note taking for the average clinician but that includes awareness of notes used for legal purposes too
- Always wanting to have tricky issues with Dr. Morris presented in the Barbara Wand Seminar
- When psychotherapy becomes a controlled act; there might be many topics that come from that topic; namely supervision of other disciplines by psychologists.
- Place focus on the complexity of serving clients in a college/university setting especially with no ready access to a health clinic.
- Please keep the tricky issues in, with a little more time.
- Maybe talk about the ethics of Pearson's testing and storage of information.
- Talks dedicated to recent legislative and other changes.
- Someone to speak again about the ethics related to maintaining electronic files if possible as this is a growing area and issue.
- Dealing with difficult or unengaged patients
- Would love to see something on supervision next year, especially given all of the new CPO standards in this area.
- More on tricky issues and case discussions.
- best practices for transdiagnostic groups in mental health
- FASD treatment and ax for adults
- more of the tricky issues- larger time frame
- Dealing with employers who have no respect for standards.
- Boundary issues, especially as related to the most common complaints the College receives.
- Include warning signs of impending violations, common cognitive distortions and what to ask oneself when uncertain if one is skating close to the edge.
- Are there patterns that have been identified over time by the College Complaints Committee that might help us avoid the problem before it occurs in ourselves and others?

- I think most of us hope we never get the tiniest sniff of this in our colleagues and never have to report anyone - but this kind of avoidance is dangerous in itself. I have been close, but not close enough, to this position to report anyone, but when and how criteria would be helpful.
- I wonder if there is a link you could put up as for this survey that we could add suggestions when we come across them?
- Leading edge assessment and intervention strategies across the lifespan. Not just adults.
- Not at this point
- Autism Spectrum Disorder - assessment and treatment
- Dale Munro of Redpath Centre is excellent for treatment and general information.
- Assessment ?
- You could certainly have Dr. Korol back for an update in future.
- do this topic again.
- Dealing with insurance companies.
- Undoubtedly, the topic of on-line psychological services will present many opportunities for future seminars. Would be beneficial to stay on top of current trends in this growing field.
- Now that the CRPO is in gear, what is the CPO's perspective on it?
- Just continue the conversation about technology use and protection
- Updates on legislation.
- Practising in a changing world - the Psychotherapy College, large practices etc.
- Please continue with Tricky Issues and telepsychology. Both of these topics are indispensable for us to learn and reflect. There is probably more and more "tricky issues" as it applies to telepsychology.
- Psychological assessment:
- Why we need psychological assessment (defined as including psychometrics) when most DSM diagnostic criteria are behavioral?
- Is psychological report more than reporting psychometrics?
- Ethics of accepting assessment referrals when issues of custody, critical illnesses (e.g. early dementia) are in the background.
- Therapy
- Treatment of social phobia in the culture of the internet: trolling, shaming and permanent records.
- Mindfulness work offered by psychologists.
- Best practices would be of interest to me, particularly in relation to the complexity in working with individuals with a range of capacities and dysfunctions.
- I don't know a speaker personally. I know there is work going on at the University of Toronto.
- I could listen to Dr. Korol annually! I would welcome any further information about the use of interactive technology in psychological practice.
- Case Studies involving high conflict divorces/separations and the role of the psychologist as well as the cautions not to wear two hats.
- working cooperatively with physicians on interdisciplinary teams
- use of on line or interactive modules as augmenting therapy
- Continued Tricky Issues!
- Participating in Family Health Teams.
- ICRC outcomes? themes seen by the committee
- Supervision standards implementation

- We need a train the trainer PD where we could come together and implement this material in a practical, ethical and useful way.
- No. The topics selected were the exact ones needed.
- Supervision of nonregulated providers and supervision of students.
- review of updated CPA ethical standards.
- more about effective documentation of sensitive clinical materials, particularly for clients who do not want too many details from their personal narratives in their therapy files.
- Electronic record keeping
- Assessment and Treatment of Anxiety and Depression
- Threat Assessment
- Always tricky issues. Need those clickers so that everyone can put in their answers anonymously and we can see numbers for each choice, that would be so fun.
- -Supervision
- -Registration process
- -Updates on application of relevant laws/standards (e.g., alternative decision makers, consent, privacy)
- -college updates - information about mandate, how the college operates, how the board operates, how committees operate, etc. Current issues before the board/college and how they are being dealt with
- -government updates related to registration/registered health care generally?
- -recent cases among psychologists or health providers generally related to prevention of sexual abuse by practitioners
- -other lessons that can be learned by the regulation/authority of college and government/complaints processes?
- The future of Psychology
- To Diagnose or not: that is the question - will we still be diagnosing in 2020 or will we be using a more taxonomy type approach
- Advocacy: how do we advocate as a profession and what do we advocate for
- Supervision
- Burnout
- Dealing with "race" in therapy.
- Continue understanding of working safely in the digital age.
- yes, I would find it interesting to have a seminar on the supervision of members of other regulated professions who are delivering psychological services.
- Pros and cons...how to minimize clinical risks..best approach to take with supervisee....etc.
- thank you
- Setting up a private practice office
- DBT
- None that come to mind
- If the topic relates to The Internet and security issues, I would be more interested in hearing from a professional in that particular field.
- There has been a lot of discussion as of late on the OPA listserv regarding spanking/CAS reporting and many different opinions/perspectives have emerged. I think this could be an interesting topic for a 1/2 workshop. Or potentially broadening the topic to issues related to reporting more generally and making it a full-day workshop.

- Would be nice to have a speaker that covers latest research/best practices across a broad domain. I find in private practice this is an area that I could easily fall behind in.
- more tricky issues with Rick Morris
- Canada's Cultural Diversity & Resources for Clinical Practice
- Advocacy for psychology in Ontario, how to incorporate it into your clinical practice and community.
- Dealing with multidisciplinary teams - how to work as a team, to respect each other's discipline, and how to manage 'overlap'. For example, OTs are doing more and more mental health assessment and treatment, social workers are doing almost everything that psychologists so and do it cheaper!, and psychiatrists hold all of the power in OHIP and current legislation. Where does psychology fit? How to stay relevant in changing funding models for mental health services in Ontario.
- It would be interesting to have a full half-day devoted to Dr. Morris's Tricky Issues since this is always such an excellent learning opportunity.
- I would appreciate more on internet based CBT. I would like to see more review of the current options out there and relative strengths and weaknesses.
- Development of a standard informed consent form for assessment as well as therapy
- Dealing with ethical dilemmas in different work environments (e.g., hospital, private practice, Canadian Mental Health Association, Children's Aid Society)
- Psychology practice in the schools
- How Psychologists can establish themselves as Mental Health Experts - What Separates us from Other Professionals (i.e. Social Workers, Psychiatrists, etc.)
- Best practices for supervision in educational or hospital setting with combination of registered and non-registered staff or colleagues.

Additional Comments:

- Thanks for your kind efforts.
- See comments above re: technology!
- Thank you!
- Thank you for continuing to offer this event.
- Please host more workshops in Ottawa!
- Thank you so very much for making this event available to us. It was very worthwhile.
- These seminars are a good opportunity to meet the colleagues and do networking. It could be amazing to plan some group activities to promote connections.
- Thank you for reaching out to do the seminar in Ottawa, it is very appreciated that we not need to come to Toronto for all seminars.
- I must say I find many articles in the Bulletin not helpful. When an issue/legislation is presented, there is a lot of "be careful; don't do this", which only encourages rigid thinking.
- Private practice: ... and a separate account only raises the costs of running a business. A better solution is to have a software accounting program like Quickbooks that takes care of keeping track of the retainer - without unnecessary banking fees. The rules about advertising are restrictive. I don't think we should be getting client testimonials or using a huckster approach but being able to let the community know that a service exists is important. We could learn a lot on how Dentists are trained to run their own private practices....
- Thrilled that the seminar was held in Ottawa!



- It is not practical for me to attend the seminars in Toronto. I did watch the webinar for the last seminar, but really not the same thing as being there in person.
- It was a fantastic learning experience. I felt more confident about what I have to do to ensure security of the technology tools I use in my practice.
- Many thanks to Ms. Morton, Mr. Gang, Dr. Morris and colleagues for the care taken in organizing this day.
- Regarding the topic of the current seminar (and even the one from December 2016), the OPA has an excellent position paper on service delivery with different platforms/new technologies. Perhaps the College could publish a companion paper on this with recommendations for members who use or contemplate using new technologies (and/or EMRs).
- As noted earlier, I did find that the location was not convenient for me, and was hard to access. I might recommend for the future a setting such as the Centurion Centre on Colonnade Road, which is an excellent facility and location and also has free parking.
- Many thanks for the healthy snacks/availability of fresh fruit.
- More frequent Barbara Wand seminars in Ottawa.
- Overall the seminar was very well done and the speaker was great.
- Keep up the good work and thanks for keeping the members informed.
- Thanks
- Excellent set up and out reach. Thank you
- Thank you VERY much for this workshop and allowing me to do it online.
- Excellent workshop. Serving Members well.
- Appreciate that it was at no cost.
- Many thanks for developing the agenda, and for Dr. Korol's communication, and teaching style.
- Dr. Morris is as impressive this year as he has been during former presentations.
- The high number of members who participated speaks for itself.
- Thanks to CPO's staff who were integral to the success of the day!
- Good example how to share information and resources with the membership at minimal cost.
- Great job as always! It is wonderful to have a College that cares about its members as much as our COP does.
- It was very nice that this was available on webinar at no cost. I think the college should do more of this and more often than on an annual basis. It is particularly hard for people that aren't in major cities to attend seminars in major cities as it normally is very expensive for the seminar and cost of hotel, food and loss of time and income. Thank you college
- Please continue with webinar option!!
- Just one: I watched the APA webinar, "Using Technology in Clinical Practice" on June 23, 2017 (last Friday). They made the point that encrypted messages can be viewed, and also that most of the common web-based email services are encrypted, such as gmail. I checked mine (Rogers Yahoo) on the web, and just as they said, the web address was an https: with a lock. I thought that Dr. Korol should have mentioned this, as she gave the impression that "encrypted" e-mails were secure, and that using an encrypted service was somehow better than using the popular e-mail servers. That being said, the "hushmail" that she uses does add an extra layer of protection by having a secret password.
- Should have mentioned earlier, particularly in the morning, she spent so much time interacting with her audience (which she said she preferred) she left the web audience watching her listen to questions in a discussion. If she could have limited it to an audience QA section that could have controlled the time so she could have gotten through everything in the morning. Most of

her morning session was generic and not specific to psychology but she could have had more time on that if she had limited the questions and gave general resources for people.

- I learned a few things and had my eyebrows raised by a few considerations inner rapidly changing world! It was worth the time spent attending.
- I was very happily surprised by the quality of the speaker. I then went on to review her website. It is an excellent resource! I wish we could do something like this in the GTA!
- In future sessions, allow two 5-minute pauses outside the 15-minute break. We found it challenging as a group when something was said and we wanted to speak to the issue. In the end, either we missed what the speaker said after that or we felt caught between trying to still hear the speaker when the peer discussion was happening.
- Did I mention-more Rick Morris?
- Good presentation overall.
- I appreciate the fact that I could sit in my office and attend the webcast. it would have been nice to also see the slides though.
- Please continue to offer webinars as alternative to travelling to location for those living outside of the GTA.
- Thought it was an excellent seminar and great to be able to view in webinar format.
- The web-based approach assumes a very high speed internet connection, generally available only to those in the city. I found my system was 'stalling out' fairly frequently as it tried to catch up with the download. Likely something experienced by those of us who do not have a cable connection. Not a deal breaker, but it did somewhat impact on my ability to participate. I may have to try connecting from the local library next time.
- MANY thanks for the content and format. I hope there will be others in the future
- well done
- Dr. Korol was an excellent presenter! One of the best B. Wand seminars over the many years that I've attended either live or by webinar. Her style & manner of presenting definitely helped to diminish feeling overwhelmed about the use of technology in my work. Appreciated that very much! Felt I learned a significant amount from the entire day so well worth the time. Thank you.
- Thank you for this very positive initiative. It's excellent and helps also to hear/see some of the people working at the college, which we really don't get to experience much.
- Too many questions from audience members and online members that weren't relevant to what Dr. Korol was presenting at the time. At many times, she was interrupted in the middle of explaining and demonstrating a point/process that was quite complex and thus made it more difficult to follow.
- Good idea and great value that the webinar was free of charge this year.
- Although I signed up for both sessions, I appreciated that there was an option to be able to select only a half day attendance.
- Knowing that we will be able to access the webinar in the coming days is another real plus - allows one to focus on the speaker and discussions as opposed to note taking.
- Well done and thank you!
- Thank you for making the symposium available. It is a great professional development activity and the format is convenient. Also - the price is right.
- I would like to suggest that the C. of P. develop a practice management software program in consultation with members. I would be willing to pay a subscription fee of up to \$100/ year to use a system that I know meets expected security and professional standards.

- I may have missed this at the beginning, while I was adjusting things, but did anyone say a few words about who is Barbara Wand, and why the seminar is named after her?
- This was probably the best BW seminar in several years from my perspective partly because the presenter was excellent but also because I learned so much. That being said, I found much of the information anxiety provoking and sometimes felt overwhelmed by the prospects of having to keep up with security issues etc. Nevertheless, it was exciting to see that internet therapy is developing so successfully. I also am a big fan of the Tricky Issues segment and liked having them in the a.m. and p.m. Congratulations on a great seminar!!
- Thank you for offering this phenomenal webinar. The speakers were exceptionally engaging and the topics were covered very comprehensively. There was enough material to easily extend either/both topics beyond the one-day format.
- I look forward to joining future seminars!
- Thank you for offering this workshop. Also appreciated is the no cost. Training is increasingly expensive in workshop fees but also loss of income so it helps.
- I very much liked the online format as I could login from my office and discuss issues with colleagues here as the seminar progressed.
- Thank you!
- Thank you the webcast was excellent and I was pleased with the ease of logging in.
- Thank you for the time that went into the session.
- Thank you for an excellent seminar.
- Very superior seminar in which every topic was relevant, something that is not typically experienced in seminars in general.
- Again, a wonderful webinar.
- This was a timely topic. With regard to the technology, the slides did not advance unless the page was refreshed, which in turn caused the sound to be stopped and restarted. In the future, it would be helpful if the presenter was knowledgeable about how the legislation in Ontario was relevant to their topic.
- The Barbara Wands are great, always look forward to them.
- Thank you for continuing to offer this in an online format. I likely would have difficulty attending otherwise.
- Very helpful seminar
- The main challenge in this seminar was that the keynote speaker was not the appropriate expert. While she was clearly very interested in electronic tools and the electronic delivery of clinical services, the audience may have benefited from an IT professional. Regarding the review of distance therapy, she did a very good job.
- Dr. Morris' component was, as always, very interesting and well delivered.
- This years workshops provided a great deal of food for thought and compelling research with respect to the use of online technologies in the treatment of mental health issues. I have since provided Kelty's Key as a resource to patients and found it very useful.
- Thanks for a great day!!
- Many thanks for making this available as a webinar. It was nice to be able to participate despite being unable to travel to Ottawa. As always, very well-organized by Stephanie Morton!
- some years the Barbara Wand Seminar is just outstanding; some years it doesn't quite hit the mark - the challenge is that the college members are diverse in their practice, settings, experience, etc., so it is very difficult to identify topics that might cut across all groups. Might we have two topics/speakers such that one topic may be key to one large group of practitioner and the other to a second, or to the general audience? While I was a bit disappointed this year, I still

applaud the committee for organizing the topic, as it is certainly timely. perhaps it was spot on for some members.

- Thank you for a great day!
- overall fantastic!
- Very worthwhile time spent!
- Thanks for seeking high quality, upbeat speakers for the Barbara Wand Seminar!
- Keep them coming!
- Still waiting to hear from someone as to whether I can be a late registrant for the seminar and how I might pay for the registration and have my efforts count towards my ongoing professional training.
- Please advise
- Psychology continues to lose ground in public hospitals, primary care, and community funded settings. Competition for insurance money is increased with OTs and social workers and registered psychotherapists doing the work that psychologists were doing, exclusively. Internship placements are disappearing, so many Ph.D. students are being forced to leave Ontario for internship placements and some are not returning because they cannot find work. The restrictive nature of our CPO registration limits the population groups people can work with, this is not the same as other registered professions, so we are at a disadvantage and less desirable as compared to the other professions. For example, we must register for populations separately (e.g., adolescent, adult, seniors), social workers do not need to do this. As a result, they are seen as more flexible in their work, so they are being hired into more and more positions that could be available for psychologists.
- Unfortunately, this year the PowerPoint presentation was very irritating in that the slides did not automatically change, as I know you are well aware.
- I am glad to have the option to attend these annually. Thanks!
- It was all good. I don't know how it could have been better. The only thing is that I really don't like the topic, but it was a useful topic.
- The half day format with the option of a webinar was helpful. Didn't have to be on site and could work it into the day more easily. The date however was tricky to attend in a school Board setting while finishing up for the end of the school year.
- The workshop was excellent. Thank you!

**COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**STRATEGIC DIRECTION 2017 - 2022**  
**Updated September 1, 2017**

**Vision** *[What we aspire to be]*

The College strives for excellence in self-regulation in service of the public interest.

**Mission** *[Why we exist]*

To regulate the practice of psychology in serving and protecting the public interest

**Strategies** *[How we accomplish our Mission]*

In accomplishing our Mission, the College promotes excellence in the practice of psychology by:

- Enforcing standards fairly and effectively through:
  - Developing, establishing and maintaining standards of qualifications for individuals seeking registration,
  - Developing, establishing and maintaining standards of practice and professional ethics for all members,
  - Developing, establishing and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among members;
- 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;
- Acting in a responsibly transparent manner; and,
- Advancing the Council's governance practices.

**Values** *[What we uphold in all our activities]*

Fairness

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

Accountability

The College acts in an open, transparent and responsible manner and communicates about its processes.

Integrity

The College acts honestly, ethically, and responsibly.

Respect

The College treats members of the public, members of the College, prospective members and other stakeholders with respect.

Agenda Key	MISSION: To regulate the practice of psychology in serving and protecting the public interest by:	Current/Recent Examples	In Development/Proposed Examples
M1	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing and maintaining standards of qualifications for individuals seeking registration,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Revised the manner for recording Oral Exam results when not all areas of practice/client groups are authorized (September 2016)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Briefing Note</i> on Implementation of Council's March 2013 decision respecting future of psychology regulation in Ontario submitted to Ministry (November 2016)</li> </ul>
M2	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing and maintaining standards of practice and professional ethics for all members,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Review of Standards of Professional Conduct underway (Fall 2016)</li> <li>• <b>Adopted the new <i>Standards of Professional Conduct</i>, to go into effect September 1, 2017 (March 2017)</b></li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
M3	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among members</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
M4	<ul style="list-style-type: none"> <li>• Communicating clearly and effectively with stakeholders, particularly applicants, members and the public</li> </ul>	<ul style="list-style-type: none"> <li>• Publication of <i>e-Bulletin</i> quarterly</li> <li>• Staff presentations to students and members (ongoing)</li> <li>• Strategic Direction 2017 – 2022 to members</li> <li>• Executive Committee Reception with London members (May 2017)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

M5	<ul style="list-style-type: none"> <li>Supporting and assisting members to meet high standards</li> </ul>	<ul style="list-style-type: none"> <li>Practice advisor service (ongoing)</li> <li>Barbara Wand Symposium (December 2016)</li> <li>Revision of the Self-Assessment Guide (May 2017)</li> <li>Continuing Professional Development Program Implementation</li> <li>Examination and Corporation Fee Reductions (June 2017)</li> <li>Practical Applications within new <i>Standards</i> will be continuously updated (June 2017)</li> <li><b>Barbara Wand Symposium in Ottawa (June 2017)</b></li> <li><b>Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017)</b></li> <li><b>Frequently Ask Questions for the new Standards and CPD Program continuously updated (August 2017)</b></li> </ul>	<ul style="list-style-type: none"> <li><b>French translation of the new Standards almost complete (August 2017)</b></li> </ul>
M6	<ul style="list-style-type: none"> <li>Responding to changing needs in new and emerging practice areas</li> </ul>	<ul style="list-style-type: none"> <li>New technological standard within the revised <i>Standards of Professional Conduct 2017</i></li> </ul>	
M7	<ul style="list-style-type: none"> <li>Collaborating in shaping the regulatory environment</li> </ul>	<ul style="list-style-type: none"> <li>Participation in ASPPB, ACPRO, FHRCO</li> <li>College participation in inter-</li> </ul>	

		<p>College Psychotherapy Working Group</p> <ul style="list-style-type: none"> <li>• FHRCO Sexual Abuse Prevention Task Force Chaired by Deputy Registrar (2016-2017)</li> <li>• College participation in FHRCO discussions regarding Bill 87 (transparency and other changes to the RHPA)</li> <li>• College Council responded to the Standing Committee on Bill 87 (March 2017)</li> </ul>	
M8	<ul style="list-style-type: none"> <li>• Acting in a responsibly transparent manner</li> </ul>	<ul style="list-style-type: none"> <li>• Posting of Council materials package before meetings on website (June 2016)</li> <li>• <b>Council Meetings to begin with a Declaration of Conflicts of Interest (June 2017)</b></li> </ul>	
M9	<ul style="list-style-type: none"> <li>• Advancing the Council's governance practices</li> </ul>	<ul style="list-style-type: none"> <li>• New Briefing Note format for Council materials</li> <li>• March 2017 Council training day</li> </ul>	<ul style="list-style-type: none"> <li>• Revision to Role of the Executive Committee</li> <li>• Agenda to Reflect Strategic Direction of Item</li> <li>• Introduction of Board Self-Assessment process (June 2017)</li> </ul>

**Notes:** Some items could be entered in more than one place. When an item could belong to more than one area, it has been placed in the primary category.

The items shown in BLUE have been added by Registrar and Executive Committee since June 2017 as activities undertaken in service of the College's Strategic Directions 2017 - 2022





**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Motion Submission Form – Council Meeting September 2017**

**Enterprise (Integrated) Risk Management**

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner & Advancing the Council's governance practices*

**Motion for Consideration**

That the College work with the Healthcare Insurance Reciprocal of Canada (HIROC) to implement the Integrated Risk Management process.

**Moved By** TBD

**Budgetary Implications**

TBD

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

**Briefing Note – Council September 2017**

**Generative Discussion: Improving Medical Reporting and Eliminating Driver Licence Returns**

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner & Advancing the council's governance practices*

**For Council Consideration**

Is there action to be taken with regard to the following proposal from the Ministry of Transportation as it pertains to members of the College and the College's mandate to protect the public interest?

**Background**

On August 25, 2017, the Ministry of Transportation posted a notice of proposed steps to be taking to amend the mandatory reporting requirements within the Highway Traffic Act. Comments regarding the proposed changes are due by October 9, 2017. Members of the College of Psychologists currently do not have a mandatory reporting requirement with respect to difficulties that could impact on an individual's fitness to drive as these tend to be of a physical nature. The proposal would be to include conditions or impairments of a cognitive and mental health nature. A copy of the proposal is attached.

Of note is consideration for inclusion in mandatory reporting, for those professions designated, are:

- Cognitive impairment where attention, judgement or insight is affected;
- Impairment of consciousness or awareness that may be recurrent if uncorrected or untreated;
- Motor or sensory impairment where such things as coordination, muscle strength or control are affected;
- Visual impairment where prescribed regulatory standards are not met;
- Substance use disorder if untreated, or where non-compliance with treatment recommendations exists; and,
- Psychiatric illness including acute psychosis or severe abnormalities of perception.

## **Improving Medical Reporting and Eliminating Driver Licence Returns**

### **Context**

Currently, sections 203 and 204 of the Highway Traffic Act (HTA) require physicians and optometrists to report to the Ministry of Transportation (MTO) patients, 16 years of age or over, who may be suffering from medical or visual conditions that may make it unsafe for them to drive. This requirement, which has been in place since 1968, does not specify which medical conditions should be reported.

In an effort to provide clear direction to the medical community on what types of conditions must be reported, and to also acknowledge the expanded scope of practice for nurse practitioners, the ministry is taking steps to amend the mandatory reporting requirements. Sections 203 and 204 of the HTA have been amended to permit these changes.

In addition, it is an offence to possess or display a licence that is suspended. In an effort to improve customer service and simplify compliance, the ministry is eliminating unnecessary steps in the suspension and reinstatement process.

### **Ministry Proposal**

MTO is considering the following amendments to Ontario Regulation 340/94 (Drivers' Licences):

- Establish a list of prescribed medical conditions, functional impairments and visual impairments that must be reported to the ministry;
- Require mandatory reporting by specifying which medical practitioners must report the prescribed conditions to the ministry;
- Allow discretionary reporting by specifying which medical practitioners may report a person who has a medical condition, visual impairment or functional impairment that may make it dangerous for the person to drive; and
- Allow drivers suspended for medical reasons to keep their licence card rather than returning it to the ministry.

Among the conditions and impairments known to be relevant to the task of driving, and under consideration for inclusion in mandatory reporting, are:

- Cognitive impairment where attention, judgement or insight is affected;
- Impairment of consciousness or awareness that may be recurrent if uncorrected or untreated;
- Motor or sensory impairment where such things as coordination, muscle strength or control are affected;
- Visual impairment where prescribed regulatory standards are not met;
- Substance use disorder if untreated, or where non-compliance with treatment recommendations exists; and

- Psychiatric illness including acute psychosis or severe abnormalities of perception.

Reporting of these conditions and impairments may not be mandatory if they are of a distinctly temporary, non-recurrent or controllable nature.

### **Rationale**

Strengthening medical reporting requirements in the HTA will enhance road safety; clarifying which conditions medical practitioners are required to report will provide greater clarity for the medical community and improve MTO's ability to identify potentially unsafe drivers. In addition, by improving the quality of the information received by MTO at the time of the initial report, the ministry will be able to take appropriate action in a timelier manner and remove unfit drivers from Ontario's roads. The ministry will also improve customer service and simplify compliance by allowing drivers suspended for medical reasons to keep their licence card rather than returning it to MTO.

The inclusion of specific medical conditions, visual conditions and functional impairments in regulation allows practitioners to quickly identify those high risk conditions that pose a risk to road safety and warrant a report to MTO. It also helps eliminate unnecessary reports of low risk or temporary conditions that do not impact driving ability.

The inclusion of a broader range of health care practitioners in the reporting requirements is consistent with other Canadian jurisdictions. By broadening medical reporting requirements to include other qualified healthcare practitioners, the ministry will be able to take appropriate action in a timelier manner and remove unfit drivers from Ontario's roads.

MTO invites comments on the proposed regulatory amendment.