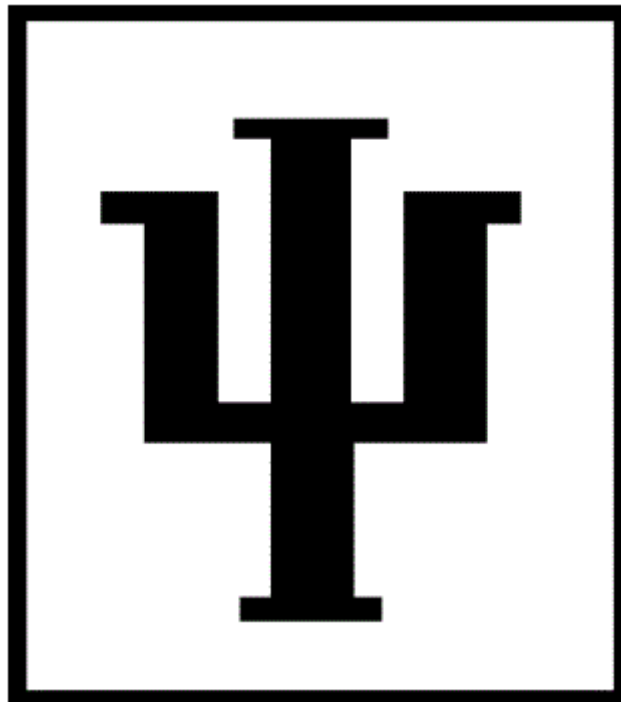


**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**

**MEETING MATERIALS**

**College Council  
June 22, 2018  
2018.02**



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

**COUNCIL MEETING AGENDA**

2018.02

June 22, 2018

9:00 AM to 4:00 PM

Agenda Item	Topic	Action	Page #	Strategic Direction*
<b>.00</b>	<b>CALL TO ORDER</b>			
.00a	Welcome of New Members		--	--
.00b	Election of the Executive Committee	<b>Decision</b>	<b>4</b>	<b>M8/M9</b>
<b>.01</b>	<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 2018.01 March 9, 2018	<b>Decision</b>	<b>13</b>	
.01d	Review & Approval of <b>IN CAMERA</b> <sup>1</sup> Minutes - Council Meeting 2018.01 March 9, 2018	<b>Decision</b>	--	
.01e	Review of Action List	<b>Discussion</b>	<b>22</b>	
<b>.02</b>	<b>CONSENT AGENDA ITEMS</b>	<b>Information</b>		
.02a	President's Report		<b>24</b>	
.02b	Registrar's Report		<b>26</b>	
.02c	Staff Presentations		<b>29</b>	
.02d	Committee Reports		--	
	(1) Executive Committee – See President's Report		--	
	(2) Registration Committee - To Follow Next Week		--	
	(3) Discipline Committee		<b>30</b>	
	(4) Inquiries, Complaints and Reports Committee		<b>32</b>	
	(5) Quality Assurance Committee		<b>35</b>	
	(6) Client Relations Committee		<b>49</b>	
	(7) Fitness to Practice Committee		<b>51</b>	
	(8) Finance & Audit Committee Report		<b>52</b>	
<b>.03</b>	<b>POLICY ISSUES</b>			
.03a	Policy I-2: Council & Committee Orientation and Training (Code of Conduct)	<b>Decision</b>	<b>55</b>	<b>M8, M9</b>
.03b	By-law 25: The Register and Related Matters	<b>Decision</b>	<b>60</b>	<b>M4,M8,M9</b>
.03c	Policy and By-law Amendments Recommended by Nominations and Leadership Development Committee	--	<b>75</b>	<b>M8, M9</b>
	(1) Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role	<b>Decision</b>	<b>76</b>	
	(2) Policy II-9(i): Nominations and Leadership Development Committee: Terms of Reference/Role	<b>Decision</b>	<b>79</b>	

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

	(3) By-law 5: Selection of Committee Chairs and Committee Members	<b>Decision</b>	<b>81</b>	
	(4) By-law 21: Committee Composition	<b>Decision</b>	<b>83</b>	
.03d	Policy II-5(ii): Peer Assisted Review: Criteria for Exemption or Deferral	<b>Decision</b>	<b>85</b>	<b>M5, M8</b>
.03e	Policy II-3(iv): Responding to a Request for Extension to make Written Submissions	<b>Decision</b>	<b>87</b>	<b>M4, M8</b>
.03f	EPPP2 Discussion with ASPPB Representatives (12:45 – 1:45)	<b>Discussion</b>	--	<b>M1</b>
.03g	Shaping the Future (2:00-3:15)	<b>Discussion</b>	<b>90</b>	<b>M1</b>
<b>.04</b>	<b>BUSINESS ISSUES</b>			
.04a	Committee Audits 2018-2019	<b>Decision</b>	<b>93</b>	<b>M9</b>
.04b	Finance and Audit Committee Audit Report	<b>Decision</b>	<b>95</b>	<b>M8, M9</b>
.04c	Client Relations Committee Audit Report	<b>Decision</b>	<b>100</b>	<b>M8, M9</b>
.04d	Appointment of Signing Officers	<b>Decision</b>	<b>106</b>	<b>M9</b>
<b>.05</b>	<b>STRATEGIC ISSUES</b>			
.05a	Strategic Direction Implementation: Chart Update	<b>Discussion</b>	<b>107</b>	
<b>.06</b>	<b>OTHER BUSINESS</b>			
.06a	Next Council Meeting: September 20 – 21, 2018		--	
.06b	Confirmed Council Meetings (2018): <ul style="list-style-type: none"> <li>• December 14, 2018</li> </ul> Proposed Council Meeting: <ul style="list-style-type: none"> <li>• March 21-22 or March 28-29, 2019</li> </ul>	<b>Information</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**

**Briefing Note – June 2018 Council**

**Executive Committee Elections 2018-2019**

**Strategic Direction Reflection**

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

**Procedure**

*By-law 4: Election of Members of the Executive Committee* outlines the election procedure to be followed at the beginning of the first meeting of the new fiscal year. According to the policy:

- 4.10 The Registrar shall be responsible for supervising and administering all elections of the College.
- 4.11 Prior to the balloting, each candidate for office will answer questions from other Council members for a maximum of ten (10) minutes.
- 4.12 The order for the elections to the Executive Committee will be: President, Vice-President, Member of the College, Public Member of Council. Unsuccessful candidates in an election, who have indicated their interest in candidacy for other Executive Committee positions as per 4.3 and 4.4, will be included in subsequent elections unless they choose to withdraw their name.
- 4.1 The election of the members of the Executive Committee shall be by secret ballot and, where more than two members of Council are running for any position, the member of Council who receives the lowest number of votes on each ballot shall be deleted from candidacy unless one member of Council receives a majority of the votes cast. This procedure shall be followed until one member of Council receives a majority of the votes cast.
- 4.14 The ballots will be counted by the Registrar and a member of Council not seeking election to office.

**Executive Committee Composition**

*By-law 21: Committee Composition* requires that:

- 21.1 (1) The Executive Committee shall be composed of:
  - (a) four members of the Council who are members of the College;
  - (b) both titles shall be represented among the members in section (a); and,
  - (c) two members of the Council appointed to the Council by the Lieutenant Governor in Council.

**Candidates for Positions**

President:	Lynette Eulette
Vice President:	Kristin Bisbee D'Arcy Delamere Elizabeth Levin
Member of the College:	Janice Currie Christine DiZazzo Michael Grand Elizabeth Levin, if not elected as Vice-President
Public Member of Council:	Kristin Bisbee, if not elected as Vice-President D'Arcy Delamere, if not elected as Vice-President

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

**Attachments**

Biographical Statement and Candidate Statements (presented alphabetically)

- Kristin Bisbee
- Janice Currie
- D'Arcy Delamere
- Christine DiZazzo
- Lynette Eulette
- Michael Grand
- Elizabeth Levin

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



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

**Executive Committee Statement of Interest**

Kristin Bisbee, Vice-President, Public Member

**Biography**

I have been a member of the Law Society of Ontario (LSO) since 2011 as a paralegal. Prior to my legal work, I was the Operations Manager of a publically traded auto parts manufacturing company, handling the Human Resources and Labour Management as well as the financial reporting.

Once I received my paralegal license, I worked in private practice for several years, representing individuals and corporations before Provincial Tribunals and Small Claims Court, mostly for matters involving the Workplace Safety and Insurance Board, Human Rights Tribunal of Ontario and employment law litigation (including Ministry of Labour charges). I also participated heavily in the later stages of the regulation of my profession which included organizing a professional association, and developing educational standards with Seneca College and LSO. Lastly, I also hold an Alternative Dispute Resolution certificate and regularly participate in mediations and settlement negotiations related to personal injury law, employment law, disability management, and breach of contract.

I have volunteered with a number of organizations over the years, which include Yellow Brick House, the OPSCA, Halton Regional Women's Shelters, Pride Toronto and the Ontario Justice Education Network.

Every year, I attend Seneca College to perform presentations on career counselling for graduating students. Further, every year, I teach human rights law to Grade 12 students at Marc Garneau Collegiate Institute who perform a mock trial in conjunction with Seneca College and OJEN.

I am currently working as an in-house Litigation Paralegal for the Miller Group of Companies.

**Candidacy**

I started my work with the College of Psychologists of Ontario in 2013 and have participated in as many committees as possible, including the Client Relations Committee, Quality Assurance Committee, Discipline Committee, Finance and Audit Committee and ICRC. I participated in the Sex Abuse Task Force consultation with the public members of our fellow RHPA Colleges. I value my role on these committees and within Council immensely, and engage constructively where I can.

I have thoroughly enjoyed the engaging and important work the College performs for the past four years. I believe that my experience has provided me with an appreciable understanding of the important work that is required at the Executive Committee level. I remain committed to my work at the College, and feel I would add value in productive and significant ways to the Executive Committee. I would appreciate your consideration for my election for the role of Vice President (or in the alternative, for the role of public member), for the 2018-2019 term.



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

**Executive Committee Statement of Interest**

D'Arcy Delamere, Vice-President, Public Member

**Expression of Interest to sit on the Executive Committee**

I have enjoyed serving on the executive committee and would like to be considered for the office of Vice President or, failing election, be considered to continue to serve as one of the public members of the executive committee. I believe I bring a different perspective to the issues the College faces, and will face going forward, such as the threats to self-regulation of all health professionals. Our greatest defense in that and other issues is to be seen as an efficient, well governed and managed College that clearly serves the public interest.

**Biographical Statement**

D'Arcy is a full-time Lecturer in the University of Waterloo's School of Accounting and Finance specializing in Organizational Behaviour and Leadership. Prior to joining UW, he taught in the School of Business and Economics at Wilfrid Laurier University. D'Arcy has been active in the K/W community. He is the former Chair of the Grand River Hospital Board and has provided volunteer support to the KW Chamber, Centre for Family Business and Community Support Connections. He currently serves on the Boards of Festival Hydro and Festival Hydro Services Inc.: the Board of Carizon Family and Community Services and the Council and Executive of the College of Psychologists of Ontario. He is the former chair of the Ontario Chamber of Commerce and has served on the Board and Executive of the Institute of Chartered Accountant of Ontario.

Prior to becoming a teacher, D'Arcy had extensive business experience including approximately 20 years in executive roles with Royal Bank of Canada, The Mutual Group/Clarica/Sun Life and the Cumis Group.



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

**Executive Committee Statement of Interest**

Janice L. Currie, Ph.D, C.Psych, Professional Member

**Brief Biography:**

I love the practice of psychology and I have been involved in the field in a variety of settings and roles over the course of my career. Initially, I trained at the University of Toronto (Bachelor's degree) and obtained my Master's and Ph.D. at the University of Waterloo. I developed my passion for Clinical Neuropsychology and School Psychology during those years. I started my career at the Hospital for Sick Children on a postdoc, and then moved to what is now a part of the Toronto District School Board as a field Psychologist. Over the years, I have moved through both field and administrative positions at the TDSB. I left there in 2008 and took on a brief role as the Vice President of Counselling for Kid's Help Phone. Currently, I am back practicing as a field Psychologist with the Durham Catholic District School Board.

During my career, I have represented the profession through my appointments to the Minister's Advisory Council for Special Education (Ministry of Education) and through serving as an elected representative on College Council. During my years on Council, I have had the opportunity to participate on a number of Committees, such as the Executive Committee (I was Vice President of the College for one year), Discipline and Quality Assurance. Most recently, I have served on the Inquiries, Complaints and Reports Committee. As well, I have participated as a member of the examining teams for the College Oral Examinations. I certainly have appreciated the various opportunities I have had to bring my experiences as a Psychologist to help shape policies at the College that ultimately affect the way we practice in this province.

**Candidate's Statement:**

When I ran as a Candidate for Council, I committed to represent the Psychologists and Psychological Associates in District 5 to the best of my ability. I take seriously their trust in having elected me and for that reason, I wish to put my name forward to serve as a Member-at-Large on the Executive Committee. Having previously served terms on both Council and the Executive Committee, I understand and respect the roles of Executive Committee members to guide the functioning of the College. In the role of Member-at-Large on the Executive Committee, I would have the opportunity to contribute my fresh perspective and ideas from my work as a practicing psychologist, informed by my previous experiences on the Council, Executive Committee and other committees. Over the course of my three-year tenure on College Council, I am planning to seek out additional leadership opportunities within the College Committees, with a view to enhancing service to our members and the Ontario public, which we serve. This position on the Executive Committee is a first step toward fulfilling that goal.





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

**Executive Committee Statement of Interest**

Christine M. DiZazzo, M.Ps., C.Psych.Assoc., Professional Member

As a Psychological Associate I worked for school boards in Ontario for many years (first for the former Stormont Dundas and Glengarry Board as a Psychometrist, and then for the Ottawa Carleton District School Board). Since 2007, I have been in private practice. Recently, I cut down significantly on my practice. In both public and private settings I was always acutely aware of the difficulties in accessing qualified and regulated mental health professionals. This has been particularly true for children and youth, a population that research has shown to be chronically under-served. I feel strongly about ensuring that school-aged children have access to timely assessment and psychotherapeutic services that will promote success for them first in their academic careers and, then to meet the challenges that they will face throughout their lives. Similarly, through a lifespan perspective, I recognize the necessity of having robust mental health services as these individuals transition into adulthood and then later life. This strong belief has led me into many advocacy roles. When I worked for the OCDSB I was an active member of my union, the Ontario Secondary School Federation. As a PA, I have been a member of OAPA since its founding sat on its Board for several years until joining Council last year. I am proud to have served and done my small part for advancing the concerns of Master+Apprenticeship psychological professionals as well as advocating for the provision of services to meet the needs of students by competent professionals. I served a term on Council several years ago (2006-2009) and was elected to Council last year. In addition to being a professional member of Council, I served on the Executive and the Client Relations Committees this past year. It is my hope that I can continue to make a contribution to the profession while highlighting the skills that PAs have to offer.

We stand at an interesting point in our profession. Aware as we are of the serious mental health needs of our population, we find that there is a limited pool of individuals with the necessary training to meet their needs. Most school boards, hospitals, and even most private practitioners have long waiting lists for psychological assessments and treatments. Ensuring that the public has access to well-trained and of us in the profession to meet these needs has always been a priority of mine. It is my belief that all psychological professionals in Ontario need to make common cause to ensure the availability of quality psychological supports and I look forward to an opportunity to facilitate that cause at the regulatory level.



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

**Executive Committee Statement of Interest**

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

**Biography:**

I received my undergraduate degree from the University of Saskatchewan, and my graduate degrees from the University of Waterloo. I registered with the College in 1991, and started my career in Ontario at the Children's Hospital of Western Ontario. Subsequently, I was employed at the University of Waterloo Counselling Services. During this time I was also the Campus Sexual Harassment Counselor and was a trained Mediator for the University. From 2002-2009, I was the Chief Psychologist at the Waterloo Region District School Board. Since then, I have had the position of Part Time Faculty in the Clinical Psychology graduate program at the University of Waterloo. Lastly, I maintain a private practice and have done so for over 10 years.

I have served on the Executive of the Association of Chief Psychologists in Ontario School Boards and as Co-Chair of the Health Professionals Advisory Council for the Waterloo Wellington Local Health Integration Network. I have been a Board member with Thresholds, a community agency that provides support and housing for adults with severe mental health concerns. For over fifteen years, I have been involved in outreach through church and community activities in a neighbourhood with a high percentage of refugees and New Canadians.

Prior to being elected to the College Council, I served on the Quality Assurance Committee and was an examiner at the College Oral Exams. During my time on Council, I have served on the Client Relations, Nominations and Leadership Development, ICRC, Registration and Executive Committees. In addition, I have been involved in and have chaired hearings as part of the Discipline Committee and have continued involvement in the College Oral Exams. For the past two years, I have served as President.

**Candidate Statement:**

I consider it an honour to have served as Council President and thank the Council for the confidence that they have placed in me. Over this past year, I continued to learn more about the role but it was also good to be able to anticipate responsibilities since there is a yearly rhythm to the work of the College. Last year, my word descriptors for the year were 'daunting' and 'enjoyable'; this year 'energizing' captures my experiences. In my role as Chair of the Council and Executive meetings, I have fostered an open culture that promotes thorough and frank discussion and I have worked with the Registrar and Executive to bring a proactive approach to our work. Together with Council, we have worked to further the College's trustworthiness by declaring conflicts of interest at Council meetings, by engaging in self-assessment, by increasing the transparency with which we work, and by continuing to reach out to the membership via the Barbara Wand Symposium and the 'on the road' Executive and town hall meetings. Amongst other initiatives, we have supported the implementation of a risk management program for the College, and are using the information from the Council self-assessment to guide further governance work.

My experiences working within the private and public sectors and being involved in the training of psychological practitioners together with my administrative skills and regard for the profession of psychology have served me well in the role of the Council President. I would like to continue to serve in this role for the coming year.



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

**Executive Committee Statement of Interest**

Michael Grand, PhD, C.Psych, Professional Member

As a member of the College for 40 years, I have combined the roles of academic, clinician, administrator and activist.

In my private practice, I have worked primarily with young adults and their families, focusing on the challenges of developmental transitions. Mirroring my research, I have also offered specialized clinical services to all members of the adoption constellation: adoptees, birth parents, and adoptive parents. Recognizing that behaviour must always be understood within its context, I have led a community-based, national effort to open adoption records in every province and territory. By taking my research and clinical work to the streets, it has been my intention to demonstrate the relevance of our discipline beyond the walls of the academy.

In 1974, following two years of teaching at the University of Birmingham in Birmingham England, where I was responsible for the senior year of training in Clinical Psychology, I came to the University of Guelph. I have taught graduate courses in Psychopathology, Social and Emotional Assessment, Diagnosis, and Systems and Processes in Psychotherapy. I have served as a practicum supervisor and been the research advisor for over 50 MA and PhD theses. I wrote the initial curriculum for our Clinical PhD program, served as the Director of Training for over 20 years and wrote the last CPA accreditation document for the program. I currently hold the rank of Professor Emeritus.

I have filled many administrative positions including Departmental Graduate Officer, and Chair of the Department of Psychology. During this time, I have framed University-wide policy documents, managed a multimillion dollar budget and a staff/faculty complement of over 50 and chaired many important University committees.

I am now completing my third year on the Council of the College of Psychologists of Ontario as one of the two academic representatives. I sit on the Executive, Registration, Nominations, Fitness to Practice and Discipline Committees. I greatly appreciate that these experiences have afforded me the opportunity to use the skills that I have honed over the course of my career.

I am again putting my name forward for a position on the Executive Committee as I believe that I can continue to contribute to the workings of the Council and the College. In the near future, the College will face important challenges, particularly the development of policy that both protects the public, and does not overly encumber the professional lives of our members. We must be proactive in ensuring that our profession holds to the highest ethical and professional standards of practice. By serving on the executive committee, it is my hope that I can make a constructive contribution to meeting these goals.

Michael Grand, PhD, C.Psych



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

**Executive Committee Statement of Interest**

Elizabeth Levin Ph.D., C. Psych., Vice-President, Professional Member

I am seeking your support for a term as Vice-president (or College member) on the CPO. I believe in protecting the public and in advancing the profession and I believe these goals to be compatible. I have been a member of Council for the past four years and I am prepared to take on the challenges associated with the position on the Executive.

I have been a registered psychologist for twenty-five years and I have been teaching child development to undergraduate students and psychological assessment to graduate students for over thirty-five years. Professionally I have been able to work at the two things I love most, teaching, and working with youth of all ages for my entire career. In my clinical work, I have had the opportunity to work with many psychologists around Northern Ontario and to consult at many agencies ranging from local school boards and hospitals to children's aid and children's mental health. I have consulted to a traveling team that provided services to children in remote locations. I currently provide assessments of students with learning disabilities for NOARC. For almost half of my academic career I was the chairperson of the psychology department at Laurentian University and during that time I worked to develop a clinical graduate program. I have supervised and continue to supervise many graduate students as they complete(d) their degrees. I have had the pleasure of working with many psychology graduates as they became working professionals. Several years ago I became the Division Head of Human Sciences at the Northern Ontario School of Medicine and I now divide my time between NOSM and the university. The medical school appointment allows me to further our interdisciplinary and interprofessional collaborations. Informing medical students about the value of psychology enhances our profession and should lead to better working relationships.

I graduated with an HBSc in psychology from McGill University and obtained my MA and PhD in developmental psychology from the University of Waterloo. My research interests center on parenting styles and children's conceptions of parenting, learning disabilities, and youth mental health. My most recent work has centered on barriers to seeking mental health services faced by young people. I enjoy speaking to the media and the public on parenting and child development issues. I co-edit the newsletter of the clinical section of the CPA.

I have served on the College Council, and as an oral examiner, and have worked on the Inquiries, Complaints and Reports Committee and the Quality Assurance Committee. I have volunteered for several ad hoc committees. I am willing to serve wherever I am needed but now I would like to work on the executive and feel I am well prepared to do so.

Both my clinical and academic experiences have helped foster my interest in serving on the CPO. I know the challenges and limitations as well as the advantages of working in the North and I would like to be able to foster greater communication among our members. I have a strong interest in professional practice issues such as integrating newcomers to the profession and providing supervision. I would like to facilitate more opportunities for those engaged in professional practice to get together either in person or electronically to share issues and concerns.

I hope to use my willingness to work hard, my enthusiasm and judgment, and my ability to get along with others, to entertain different points of view and to see the big picture as a member of the executive. I hope I have your support.



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

**COUNCIL MEETING**

**2018.01**

**March 9, 2018**

**Present:**

Lynette Eulette, Ph.D., C.Psych., President  
Ruth Berman, Ph.D., C.Psych., Vice-President  
Kristin Bisbee, Public Member  
Judy Cohen, Public Member  
Christine DiZazzo, M.Ps., C.Psych.Assoc.  
Michael Grand, Ph.D., C.Psych.  
Jaffar Mohammad Hayat, Public Member  
Emad Hussain, Public Member

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

**Regrets:**

Dorothy Cotton, Ph.D., C.Psych.  
D'Arcy Delamere, Public Member  
Denise Milovan, 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

**2018.01.00 Call to Order**

The President called the meeting to order at 9:02 AM.

The President welcomed Mr. Emad Hussain, recently appointed as a public member to Council.

**2018.01.01 Approval of the Agenda and Minutes**

**.01a Approval of Agenda**

The following changes were made to the agenda:

Added:

.03g Follow up from Council Training Day March 8, 2018

.03h Bill 87 Implementation

**It was MOVED Teitelbaum**

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

**CARRIED**

47 **.01b Declarations of Conflicts of Interests**

48 There were no declarations of conflicts.

49

50 **.01c Minutes Council Meeting 2017.04 on December 1, 2017**

51

52 It was MOVED Minnes

53 That the minutes from the Council Meeting 2017.04 of December 1, 2017 be approved as presented.

54

CARRIED

55

56 **.01e Review of Action List**57 The Council reviewed the Action List from the minutes of the previous meeting and noted items that  
58 were completed, outstanding or on the agenda at this meeting.

59

60 **2018.01.02 Consent Agenda**

61

62 It was MOVED Cohen

63 That the Consent Agenda be approved.

64

CARRIED

65 **2018.01.03 Policy Issues**

66

67 **.03a Policy II-10(i): *Jurisprudence and Ethics Examination Committee: Terms of Reference/Role***68 The Registrar provided Council with a Briefing Note discussing proposed amendments to the Policy II-  
69 10(i): *Jurisprudence and Ethics Examination Committee: Terms of Reference/Role*. The change would  
70 incorporate a recommendation from the JEE audit that there be a schedule established for  
71 reviewing/revisiting the methodology of the JEE. It was suggested that every 5 years was a reasonable  
72 review period. The Council reviewed and discussed the proposed amendment.

73

74 It was MOVED DiZazzo

75 That the amendment to *Policy II-10(i) Jurisprudence and Ethics Examination Committee: Terms of*  
76 *Reference/Role* be approved.

77

CARRIED

78 **Action Item Staff**79 To amend Policy II-10(i): *Jurisprudence and Ethics Examination Committee: Terms of Reference/Role* in the  
80 *College's Policies and Procedure Manual*.

81

82 **.03b Policy II-4(i): *Discipline Committee: Terms of Reference/Role***83 The Director, Investigations & Hearings provided the Council with a Briefing Note discussing proposed  
84 amendments to Policy II-4(i): *Discipline Committee: Terms of Reference/Role*. At its November 30, 2017  
85 plenary meeting, the Discipline Committee reviewed this policy and is recommending the deletion of  
86 Section 2. This section restricts the Chair of the Discipline Committee from serving on a panel of the  
87 Committee. The Council reviewed and discussed the proposed amendment.

88

89 It was MOVED Hayat

90 That the amendment to Policy II-4(i): *Discipline Committee: Terms of Reference/Role* be approved.

91

CARRIED

92

93 **Action Item Staff**

94 To amend Policy II-4(i): *Discipline Committee: Terms of Reference/Role* in the College's *Policies and Procedure*  
 95 *Manual*.

96

97 **.03c Policy II-4(ii): *Discipline Committee: Rules of Procedure***

98 The Director, Investigations & Hearings provided the Council with a Briefing Note discussing proposed  
 99 amendments to Policy II-4(ii): *Discipline Committee: Rules of Procedure*. At its November 30, 2017  
 100 plenary meeting, the Discipline Committee reviewed this policy and is recommending some changes. In  
 101 addition to some necessary formatting and itemization changes, the Committee is proposing to remove  
 102 the section which permits the parties to seek a motion to examine a witness before a hearing. This has  
 103 never been the practice and is unnecessary. The Discipline Committee is recommending the addition of  
 104 two new sections pertaining to reprimands, and access to hearing records. The section on reprimands  
 105 would establish in By-law that these are delivered in public rather than in private. With regard to access  
 106 to hearing records, the main thrust of this change would be to shift the responsibility for reviewing the  
 107 record for sections for which the public was excluded, from staff to the Chair or panel of the Discipline  
 108 Committee.

109

110 **It was MOVED Grand**111 **That the amendments to Policy II-4(ii): *Discipline Committee: Rules of Procedure* be approved.**

112

**CARRIED**

113

114 **Action Item Staff**

115 To amend Policy II-4(ii): *Discipline Committee: Rules of Procedure* in the College's *Policies and Procedure Manual*.

116

117 **.03d By-law 25: *The Register and Related Matters***

118 The Director, Investigations & Hearings provided the Council with a Briefing Note discussing proposed  
 119 amendments to *By-law 25: The Register and Related Matters*. At its November 30, 2017 plenary  
 120 meeting, the Discipline Committee reviewed its Rules of Procedure in light of the recent amendments to  
 121 the *Regulated Health Professions Act, 1991 (RHPA)* resulting in a number of changes being  
 122 recommended. Section 23(14)(a) of the Health Professions Procedural Code requires publication of a  
 123 "synopsis" of any reprimand made in a Discipline proceeding. The Committee believed it is reasonable  
 124 and appropriate that the entire text of the reprimand be posted, rather than a synopsis. As this change  
 125 goes further than what the *RHPA* requires, this change must be implemented through the Register By-  
 126 law.

127

128 There were several other changes to the By-law being recommended which deal with the deletion of  
 129 items that are now captured in the recent amendments to the *RHPA* and therefore, no longer need to  
 130 be included in By-law. In addition, there are some matters related to the transparency initiatives and  
 131 other items that have been brought to the College's attention. As well, some housekeeping changes are  
 132 included while the By-law is being circulated to the membership. The Council reviewed and discussed  
 133 the proposed amendments to *By-law 25*.

134

135 **It was MOVED Cohen**136 **That the amendments to *By-law 25: The Register and Related Matters* be approved for circulation to  
 137 the membership.**

138

**CARRIED**

139

**Action Item Staff**

To circulate proposed amendments to *By-law 25: the Register and Related Matters* to the membership for consultation.

**.03e Examination for Professional Practice in Psychology (EPPP) – Action Plan Review**

The Registrar provided Council with a Briefing Note outlining the Action Plan developed for considering the implications for the College's registration process of the proposed changes to the EPPP. Primarily these relate to the ASPPB decision not to continue to support a French Language version of the current test, or offer a French version of the competency test, under development. The Registrar indicated that a legal opinion will be obtained with respect to the legal requirement to offer the exams in French, and confirmation from ASPPB with regards to the French language options. It was recognized that if the College was not able to continue the use of the EPPP, then significant lead time would be required to explore alternatives. Council requested that statistics with regards to the failure rate for the EPPP be brought to the Council meeting in June.

**Action Item RM**

Bring statistics on the EPPP to the June Council meeting.

**.03f Application Behavioural Analysis (ABA) Regulation - Update**

At its meeting of December 1, 2017, Council discussed the referral letter by the Minister of Health and Long-Term Care to the Health Professions Regulatory Advisory Council (HPRAC) regarding the regulation of ABA. HPRAC invited Colleges to make submissions on this matter. The Registrar provided a copy of the letter submitted on behalf of the College which indicated the Council's interest in being part of this process. The Registrar reported that no further information has been received.

**.03g Follow up from Council Training Day March 8, 2018 on *Shaping the Future***

At the Training Day held prior to the Council meeting, the Council received a presentation on *Shaping the Future of Psychology Regulation in Ontario*. The Registrar provided Council with a history of this issue and the steps that had been taken since March 22, 2013 when Council adopted the following proposal from the Task Force on Shaping the Future of Psychology Regulation in Ontario:

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

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

It had been noted that many of the current Council members were not on Council at the time when this matter was extensively discussed. The Nominations and Leadership Development, in planning for the Training Day suggested that, given the importance of this issue, it would be beneficial for all Council members to be fully informed as to the Council decision of March 2013.

Council expressed interest in further discussing the March 2013 decision and requested the Registrar provide information on this issue for the June 2018 Council meeting. In addition the Council asked for information that would inform possible different options which could include:

- Continuing work on the motion as is



- 187 • Separating the motion into two issues: the closure of master’s level registrants, and registering
- 188 all psychological associates as psychologists.
- 189 • Rescinding the entire motion
- 190

#### 191 **Action Item RM**

192 The Registrar to provide further information on *Shaping the Future* and on the implications for modifying or

193 rescinding the March 2013 Council motion.

#### 194

#### 195 **.03h Bill 87 – Proposed Ministry of Health and Long-Term Care (MOHLTC) Regulations**

196 This item was added to the agenda. The Registrar informed Council that the MOHLTC is consulting with

197 the Regulatory Health Colleges on proposed regulations being considered in relation to Bill 87.

198 Specifically, the Registrar brought the proposal regarding Information Prescribed under Subsection 23(2)

199 of the Health Professions Procedural Code to Council’s attention.

200

201 The first proposed regulation is with regards to extending the definition of a “patient” as it relates to

202 “sexual abuse” of a patient by a member. The legislation proposes that a “patient” includes, “any

203 individual who was a member’s patient within one year or such longer period of time as may be

204 prescribed from the date on which the individual ceased to be the member’s patient.” The question for

205 Council was whether to consider developing a regulation to extend the period of time, past one year, for

206 which an individual would be a patient as it relates to sexual abuse.

207

208 Currently, the *Standards of Professional Conduct* prohibit members from entering into an intimate or

209 sexual relationship with a former client where psychological services were provided within the previous

210 two years. When the legislation is proclaimed the College will need to adjust the *Standards* accordingly

211 as the first year post termination will be dealt with in statute. The Registrar noted that the one year

212 minimum as proposed in the legislation would not prevent the College from requiring additional years as

213 a minimum within its *Standards*. Council indicated that it did not wish to propose a regulation to extend

214 the definition of a patient as it relates to sexual abuse, beyond the one year proposed in legislation.

215

216 The Council reviewed proposed regulations pertaining to additional information to be prescribed to be

217 posted on the public register of the College. The Council expressed an appreciation of the public

218 protection intention behind the proposed regulation but noted some concerns.

219

220 The first proposal would require the posting of “a finding of guilt against a member under the *Criminal*

221 *Code (Canada)* . . .”. The College Council was concerned with the breadth of this requirement.

222 Specifically, the Council was concerned that this requirement would include the posting of charges

223 which may not be relevant to a member’s practicing of the profession. The Council recommended that

224 the concept of ‘relevance to practice’, regarding charges being posted, be included in the regulation.

225

226 Other sections, as proposed, would require the posting of “any currently existing conditions of release

227 following a charge for an offence under the *Criminal Code (Canada)* . . .” and whether “a member has

228 been charged with an offence under the *Criminal Code (Canada)* . . . and the charge is outstanding”. The

229 Council expressed concern with respect to the public posting of charges or bail conditions, in the

230 absence of a finding of guilt. Council raised the issue of due process and fairness inherent in posting

231 information that had yet to be adjudicated by the courts.

232

233

234 **It was MOVED DiZazzo**  
 235 **That the Registrar be directed to respond to the MOHLTC consultation with regards to proposed**  
 236 **regulations under Subsection 23(2) of the Health Professions Procedural Code. The College Council**  
 237 **recommends that only criminal findings of guilt that are relevant to practice be posted on the public**  
 238 **register and that criminal charges and accompanying bail conditions should not be posted.**

239 **9 In Favor**  
 240 **1 Opposed**  
 241 **3 Abstained**

242 **CARRIED**  
 243

244 **Action Item RM**

245 To draft a response from the College for submission to the MOHLTC based on the discussion at Council with  
 246 regards to the proposed regulations to Subsection 23(2) of the Health Professions Procedural Code.  
 247

248 **2018.01.04 Business Issues**

249  
 250 **.04a Draft Budget 2018-2019**

251 The Registrar provided the Council with the draft budget for 2018-2019. This budget had been reviewed  
 252 and approved by the Finance and Audit Committee at their teleconference meeting of January 23, 2018  
 253 and by the Executive Committee on February 2, 2018. The draft budget for 2018-2019 anticipates a  
 254 deficit in the amount of \$170,284. The Registrar noted that the main contributors to the increased  
 255 spending are costs related to Investigations and Hearings and Discipline. The Council directed the  
 256 Registrar investigate if it would be more cost efficient to have lawyers on staff or on retainer rather than  
 257 the current billing for work as it is done.  
 258

259 **Action Item RM**

260 To research the cost of having lawyers on retainers and report back to Council.  
 261

262 **It was MOVED Keyes**

263 **That the budget for 2018-2019 be approved.**

**CARRIED**

264  
 265 **.04b Enhancing Services Working Group - Update**

266 Following a discussion at the September 2017 Council Meeting, the Council created a working group to  
 267 consider ways in which the College could provide further service to the public, members and other  
 268 stakeholders. The Council received a Briefing Note from the President outlining the discussions held by  
 269 the Enhancing Services Working Group. The Council discussed the recommendation of the Working  
 270 Group to develop a College Communications Plan which could include the hiring of a Communications  
 271 Consultant. In response to a question, the Registrar explained that the target group for a  
 272 Communications Plan would be members, the public and other stakeholders. Council thanked the  
 273 Enhancing Services Working Group for their work.  
 274

275 **It was MOVED Hayat**

276 **To confirm the recommendation of the Enhancing Services Working Group to pursue a project**  
 277 **directed toward updating and improving the way in which the College communicates with the public,**  
 278 **members, and other stakeholders. This would involve the development and implementation of a**  
 279 **formal Communication Plan.**

**CARRIED**  
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326

**Action Item RM**

To begin the development and implementation of a formal Communications Plan.

**.04c HIROC – IRM Update**

The Registrar reported on the work undertaken to implement the Risk Management System developed by the Healthcare Insurance Reciprocal of Canada (HIROC). The Council received a chart showing the potential risks initially identified for consideration. The Registrar explained that this is an ongoing process and that as the work on some risks is completed, others will be added to the risk management workplan.

**.04d College Website Analytics**

At the December Council meeting, a question was raised as to whether the College could track the level of interest of the public in the online public register. In addition, Council members asked if it is possible to track how often the website is visited. The Registrar provided Council with a Briefing Note and a *Google Analytics* chart. The Council reviewed and discussed the information. The Council noted that the Google Analytics information demonstrated that our website was being accessed, which supported the Council's previous decision to move forward with a Communication Plan.

**.04e Notice: Executive Committee Elections/Council Committee Appointments**

The President provided the Council with copies of *By-law 4: Election of Members of Executive Committee* and *By-law 5: Selection of Committee Chairs and Committee Members* and advised Council of the process for seeking election to the Executive Committee. She also explained that following the Council meeting a call for interest for committee appointments will be sent to the membership and that Council members will also be asked to identify their committee preferences. The Nominations and Leadership Development Committee will meet in the Spring to review submissions and make recommendations to the Executive Committee for committee appointments. In response to a question, the President noted that the Nominations and Leadership Development Committee has met and begun to work on the criteria to be considered in making recommendations for committees.

**.04f Registrar's Performance Review: IN CAMERA**

This agenda item was discussed **IN CAMERA** in the absence of the Registrar and Recorder. The Minutes for this item will be provided by the President.

**It was MOVED Grand**

**That the Council go IN CAMERA to discuss the Registrar's Performance Review.**

**CARRIED**

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

**It was MOVED Hussain**

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

**CARRIED**

When the Council returned from the IN CAMERA session the Council discussed the Policy I-11: *Role of the President*, and requested that the Executive Committee add this to their next agenda for review.

**Action Item Executive Committee**

To discussed Policy I-11: *Role of the President* at the next Executive Committee Meeting.

## 327 **2018.01.05 Strategic Issues**

328

### 329 **.05a Strategic Direction Implementation Update**

330 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. Items  
331 added since the Council Meeting of December 1, 2017 were shown in **Bold**.

332

333 Council suggested adding the following:

- 334 • Circulation of amendments to By-law 25: *The Register and Related Matters*
- 335 • Development of a College Communications Plan
- 336 • Submission to the MOHLTC regarding proposed regulation amendments in the Health Professions  
337 Procedural Code

338

### 339 **.05b Council Evaluation and Goals**

340 At the Council Training Day in September, the Council reviewed the report of the Self-Assessment  
341 Survey undertaken in the late summer. Recently the College received the “Board Self-Assessment  
342 Results by Sector” which summarizes the results for all organizations that participated in the 2017  
343 survey; this was provided to the Council for review. The results indicated the Council’s responses to  
344 each of the questions in order to facilitate comparison with the other similar organizations. The  
345 additional comparative information was helpful to place the Council's results in perspective with other  
346 Boards, but it did not alter the Council's perception of the previous results. The President noted that it is  
347 anticipated that the current Council will complete the 2018 survey in the Spring of 2018.

348

### 349 **.05c Generative Discussion: Code of Conduct**

350 On a number of occasions, the College Council has discussed introducing an explicit *Code of Conduct for*  
351 *Council and Committee Members*. Research conducted by College staff suggests that many of the other  
352 health Colleges have introduced such formal *Codes of Conduct*. A sample was provided to Council for  
353 review along with examples from other Colleges. It was agreed that Council should move forward with  
354 the creation of *Code of Conduct* and provided feedback on the sample. Staff will incorporate the  
355 suggestions from Council and bring a draft to the June Council meeting.

356

#### 357 **Action Item Staff**

358 To take into consideration the feedback received from Council on the *Code of Conduct for Council and Committee*  
359 *Members* and provide a draft at the June Council meeting.

360

## 361 **2018.01.06 Other Business**

362

### 363 **.06a Next Meetings of Council**

- 364 ○ Friday, June 22, 2018
- 365 ○ Council Training: Thursday, September 20, 2018
- 366 ○ Council Meeting: Friday, September 21, 2018
- 367 ○ Friday, December 14, 2018

368

### 369 **.06b Other Business**

370 The College Council congratulated Dr. Dorothy Cotton on recently being appointed to the Order of  
371 Ontario.

372

373 **2018.01.07 Adjournment**

374  
375 Prior to adjournment, the President presented Certificates of Appreciation to the following Council  
376 members who have completed their terms on Council:

- 377 • Mr. Glenn Webster – 9 years  
378 • Dr. Ruth Berman – 6 years  
379 • Ms. Ethel Teitelbaum – 9 years

380  
381 There being no further business,

382  
383 **It was MOVED Teitelbaum**  
384 **That the Council Meeting be adjourned.**

**CARRIED**

385  
386 The Council Meeting was adjourned at 2:46 PM.

387  
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389 \_\_\_\_\_  
390 President

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394 \_\_\_\_\_  
395 Vice-President

396  
397 **Minutes approved at the Council Meeting on June 22, 2018**



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

**Action List**

College Council 2018.01 – March 9, 2018

<b>Item:</b>	<b>Responsibility:</b>	<b>Action:</b>	<b>Status:</b>
2017.03.04f	Rick Morris	Include a copy of the regulation amendment in the next Council materials, if available at that time.	In Process
2017.04.05b	Rick Morris	In the call for elections include an article with an appeal that encourages members with diverse skills and background to run.	Deferred
2018.01.03a	Staff	To amend <i>Policy II-10(i) Jurisprudence and Ethics Examination Committee: Terms of Reference/Role</i> in the College's <i>Policies and Procedure Manual</i> .	Completed
2018.01.03b	Staff	To amend <i>Policy II-4(i) – Discipline Committee: Terms of Reference/Role</i> in the College's <i>Policies and Procedure Manual</i> .	Completed
2018.01.03c	Staff	To amend <i>Policy II-4(ii) – Discipline Committee: Rules of Procedure</i> in the College's <i>Policies and Procedure Manual</i> .	Completed
2018.01.03d	Staff	To circulate proposed amendments to <i>By-law 25: the Register and Related Matters</i> to the membership for consultation.	Completed
2018.01.03e	Rick Morris	Bring statistics on the EPPP at the June Council Meeting.	On Agenda
2018.01.03g	Rick Morris	The Registrar to provide further information on <i>Shaping the Future</i> and on the implications for modifying or rescinding the March 2013 Council motion.	On Agenda

Item:	Responsibility:	Action:	Status:
2018.01.03h	Rick Morris	To draft a response from the College for submission to the MOHLTC based on the discussion at Council with regards to the proposed regulations to Subsection 23(2) of the Health Professions Procedural Code.	Completed
2018.01.04a	Rick Morris	To research the cost of having lawyers on retainers and report back to Council.	In Process
2018.01.04b	Rick Morris	To begin the development and implementation of a formal Communications Plan.	In Process
2018.01.04f	Executive Committee	To discussed Policy I-11: Role of the President at the next Executive Committee Meeting.	In Process
2018.01.05c	Rick Morris	To take into consideration the feedback received from Council on the Code of Conduct for Council and Committee Members and provide a draft at the June Council meeting.	On Agenda



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

**President & Executive Committee Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

This report provides a summary of my activities and meetings of the Executive Committee which have occurred since the March Council meeting.

In the past two months I have had the privilege of attending two conferences which included many sessions having to do with professional regulation. In mid-April, I attended the Mid-Year Meeting of the Association of State and Provincial Psychology Boards (ASPPB) which had the theme of “Accountability in Regulation”. At least two of the sessions included information and discussion about considering a Code of Conduct for regulators. This was interesting and relevant since the Council has decided to consider a Code of Conduct, and this is on the agenda for today. Another relevant and timely topic in sessions and collegial discussions was the enhanced Examination for Professional Practice in Psychology (EPPP). You will notice that we have representatives from the Board of ASPPB at our meeting this afternoon. They will provide information to Council about the proposed changes to the EPPP and will answer questions.

At the end of May, I attended a conference with the theme of “Inspiring Public Confidence”. The conference was organized by the Ontario College of Teachers. There were many health regulatory Colleges in attendance since the issue of public confidence is common across all regulatory bodies. Most inspiring were the keynote speakers. The first was Mr. Rex Murphy who talked about the role of journalism in the public interest. Secondly, Dr. Harry Cayton, Chief Executive Officer of the Professional Standards Authority in Britain and author of ‘right-touch regulation’, spoke about professionalism being at the heart of good practice. Most inspiring was the final keynote speaker, Ms. Margaret Trudeau, who spoke of her personal journey with mental illness and the need for good self-care.

The Executive Committee held a members’ reception and its meeting in Kingston in early May. The reception was well-attended with members from both public and private sectors. Dr. Rick Morris, Registrar & Executive Director, fielded questions during a Q and A session. Most of the questions concerned the controlled act of psychotherapy and supervision of non-registered practitioners. It was a lively session with good dialogue and problem-solving.

At the Executive meeting the following day, the agenda was quite full such that the Committee decided to postpone a couple of less time-sensitive items to the next meeting. The Executive reviewed several policy and By-Law amendments which are on the Council agenda for today. The Executive approved an ICRC Working Group that is tasked with reviewing the remediation tools available to the ICRC and refining the process for setting up mentorships. The Executive completed the Registrar’s Performance Review. As well, it also considered some recent legislative amendments and changes.

During the winter, the Finance and Audit Committee (FAC) had undergone a Committee audit. The Executive reviewed the FAC Audit Report and recommendations and reviewed the FAC Financial Report for the last quarter; these are both on the agenda for today. Significant time during the Executive



meeting was spent discussing the EPPP and Shaping the Future, both of which are on the agenda for this afternoon.

At the beginning of June, I chaired a Nominations and Leadership Development Committee meeting at which the Committee prepared a recommended roster of individuals for appointment to the statutory and non-statutory Committees for the coming year. Immediately following the Council meeting today, the Executive Committee will review these recommendations and make Committee appointments for 2018-2019 year.

Respectfully submitted,  
Lynette Eulette



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

**Registrar & Executive Director's Report to Council**

Council Meeting – June 2018

**College of Registered Psychotherapists of Ontario (CRPO) Draft Regulation: Categories of Prescribed Therapies Involving the Practice of Psychotherapy**

As noted in an e-mail sent to Council on May 3, 2018, the CRPO proposed a regulation prescribing, for its members, the therapies involved in the practice of psychotherapy. The CRPO has the authority to make a regulation prescribing therapies involving the practice of psychotherapy for its members.

According to this regulation, *the following are the categories of prescribed therapies involving the practise of psychotherapy:*

- *Cognitive and Behavioural therapies*
- *Experiential and Humanistic therapies*
- *Psychodynamic therapies*
- *Somatic therapies*
- *Systemic and Collaborative therapies*

The regulation was posted on the Ontario Regulation Registry with public comment invited until June 15, 2018. As I indicated in the May 3<sup>rd</sup> e-mail to Council, it did not appear that there was a need for the College of Psychologists to make a lengthy submission as the CRPO does have the authority to prescribe, for their members, what is and what is not psychotherapy. This was discussed by the Executive Committee and it was determined that the College should respond, at least to comment on our understanding that the list of therapies prescribed as “psychotherapy” by the regulation would apply only to members of the CRPO. That is, it will not pertain to members of our College. It would be further noted that the College does not endorse such a list for our members, but rather expects our members to ensure they provide evidence-based services be it assessment, psychotherapy, research or any other psychological service undertaken. A copy of the submission is attached.

**Technical Amendment to OntReg 74/15 - Registration**

On July 25, 2016, the College submitted a proposed technical amendment to the Registration Regulation. This amendment would correct the error in section 23 to remove the words “one of” from the non-exemptible requirements for a Certificate of Registration for a Psychological Associate Authorizing Supervised Practice. With the change in government, some of the processes begun under the previous Ministry of Health and Long-Term Care must now be reinitiated. To this end, I was recently contacted by the Ministry to formally confirm that the College remains interested in having this Regulation change made. With the confirmation made, the Ministry will prepare a new copy of the Regulation amendment to be ‘sealed’. This was done previously but, with the change in government, Regulations must ‘sealed’ again. I was informed that the College shortly would receive the documents for signing and then the Ministry would take this forward.

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

On June 14, 2018, the College held the Barbara Wand Seminar in Professional Ethics, Standards and Conduct at the London Convention Centre in London, Ontario. The title of the Seminar was *Providing*

*Possibly Contentious Psychological Opinions* and featured guest speakers Dr. Peter Jaffe, C.Psych. and Dr. Margaret Weiser, C.Psych. I had the privilege of presenting two *Tricky Issues*.

The Seminar was attended by over 120 members in person at the Convention Centre with more than 1325 participating by webinar. The informal feedback received from participants at the Convention Centre was very positive regarding the presentations and discussion. Many members also expressed their appreciation to the College for bringing this event to London. Evaluations were sent to all participants and a formal report on the Seminar and participant evaluation will be provided to the next Council meeting.

I want to thank Barry Gang, Deputy Registrar/Director, Professional Affairs for his leadership in organizing the event. I also want to extend my thanks and appreciation to Stephanie Morton, Manager, Administration and Caitlin O'Kelly, Administrative Assistant, for all of their work behind the scenes to ensure the Seminar ran smoothly, for both in-person and webinar participants from registration through the conclusion of the day.

**Contact for Questions**

Rick Morris, Registrar and Executive Director

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

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**Submitted through Ontario's Regulatory Registry**

May 25, 2018

Ministry of Health and Long-Term Care  
 Prescribed Therapies Regulation under the Psychotherapy Act, 2007  
 Tracking Number: 18-HLTC021

To Whom It May Concern:

**Re: *Prescribed Therapies Regulation under the Psychotherapy Act, 2007***

The College of Psychologists of Ontario welcomes the opportunity to make provide comments regarding the proposed Prescribed Therapies Regulation under the *Psychotherapy Act, 2007*.

The College of Psychologists is the regulatory body for the profession of Psychology in Ontario. As such, the College regulates the registration of, and services provided by, Psychologists and Psychological Associates. Our members work in hospitals, school boards, universities, agencies, correctional services, clinics and in private practice, and provide a variety of psychological services to clients of all ages and backgrounds. There are currently approximately 3430 *Psychologists* and 425 *Psychological Associates* actively providing services in Ontario.

It is our understanding that the purpose of the regulation is to prescribe the therapies involving the practice of psychotherapy for members of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario (CRPO). That is, this is a set list to be used by, and solely pertaining to, members of the CRPO. The College of Psychologists has no issue with the regulation with the understanding that the prescribed list is applicable only to members of the CRPO.

While members of the College of Psychologists are authorized to perform the controlled act of psychotherapy, the College sees no need to provide a prescribed list of what is considered "psychotherapy" to our members. Psychologists and Psychological Associates who provide psychotherapeutic services have the requisite training, skill and experience to do so. Rather than setting out a list of what is and what is not psychotherapy; as with any service offered, the College expects its members to ensure they provide evidence-based services be they assessment, consultation, psychotherapy, research or any other psychological service undertaken.

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



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

**Staff Presentations Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

**Dr. Rick Morris, Registrar & Executive Director**

- March 27, 2018 *Tricky Issues in the Professional Practice of Psychology, Ethics and Professional Issues Course, University of Toronto, Toronto*
- April 13, 2018 *Licensure: Fairness and Consistency in the Evaluation of Applicants, ASPPB 33<sup>rd</sup> Midyear Meeting, Savannah Georgia*
- June 5, 2018 *Oral Examiners Briefing, December Oral Examinations, Toronto*
- June 14, 2018 *Tricky Issues in Professional Practice, Barbara Wand Seminar, London*

**Ms. Lesia Mackanyn, Director, Registration**

- April 13, 2018 *Toronto Area Internship Consortium , Toronto*



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

**Discipline Committee Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

**Committee Members:**

Robert Gauthier (Chair)	College	Emad Hussain	Public Member
Ruth Berman	Council	Marilyn Keyes	Council
Kristin Bisbee	Public Member	Elizabeth Levin	Council
Clarissa Bush	College	Maggie Mamen	College
Judy Cohen	Public Member	Donna McNicol	Public Member
Dorothy Cotton	Council	Denise Milovan	Council
D'Arcy Delamere	Public Member	Patricia Minnes	Council
Christine DiZazzo	Council	Mary Ann Mountain	College
Lynette Eulette	Council	Donna Reist	College
Michael Grand	Council	Cory Richman	Public Member
Allyson Harrison	College	Ethel Teitelbaum (until May 3)	Public Member
Jaffar Mohammad Hayat	Public Member	Glenn Webster	College
Jan Heney	College	Pamela Wilansky	College
Tim Hill	College		

**Referrals**

Two matters were referred to the Discipline Committee in the 4th quarter:

1. A matter regarding Dr. Reuben Schnayer, which is currently at the Pre-hearing Conference stage. A summary of the matter is available here:  
[https://members.cpo.on.ca/public\\_register/show/328](https://members.cpo.on.ca/public_register/show/328)
2. A matter regarding Dr. David Davies. The hearing in this matter was held on June 4, 2018. A summary of the Discipline Committee's findings are available here:  
[https://members.cpo.on.ca/public\\_register/show/21054](https://members.cpo.on.ca/public_register/show/21054)

**Hearings**

Three hearings were held by the Discipline Committee in the 4<sup>th</sup> quarter:

1. At a hearing on March 26, 2018 and at the request of the College, the Discipline Committee panel ordered that the allegations made in a Notice of Hearing dated March 22, 2017 be withdrawn.
2. Dr. M. M. Sapienza: A hearing was held in this matter on April 11 and 30, 2018. The Discipline Committee's findings in this matter are available here:  
[https://members.cpo.on.ca/public\\_register/show/20259](https://members.cpo.on.ca/public_register/show/20259)

3. Dr. Gail Hutchinson: A hearing was held in this matter on May 31, 2018. The Discipline Committee's findings in this matter are available here:  
[https://members.cpo.on.ca/public\\_register/show/754](https://members.cpo.on.ca/public_register/show/754).

**Ongoing matters**

In addition to the above-noted matters, there are also two outstanding matters before the Discipline Committee. The Notices of Hearing for these matters are available here:

1. Mr. Mohammad Dehganpour:  
[https://members.cpo.on.ca/public\\_register/show/21494?section=discipline#ui-tabs-12](https://members.cpo.on.ca/public_register/show/21494?section=discipline#ui-tabs-12)
2. Ms. Elena Baskakova:  
[https://members.cpo.on.ca/public\\_register/show/21556](https://members.cpo.on.ca/public_register/show/21556).

A pre-hearing conference in one matter is scheduled for August 15, 2018.

Respectfully submitted,

Robert Gauthier, M. Sc., M.Ed., C.Psych.Assoc.  
Discipline Committee Chair  
June 11, 2018



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

**Inquiries, Complaints and Reports Committee (ICRC) Report to Council**

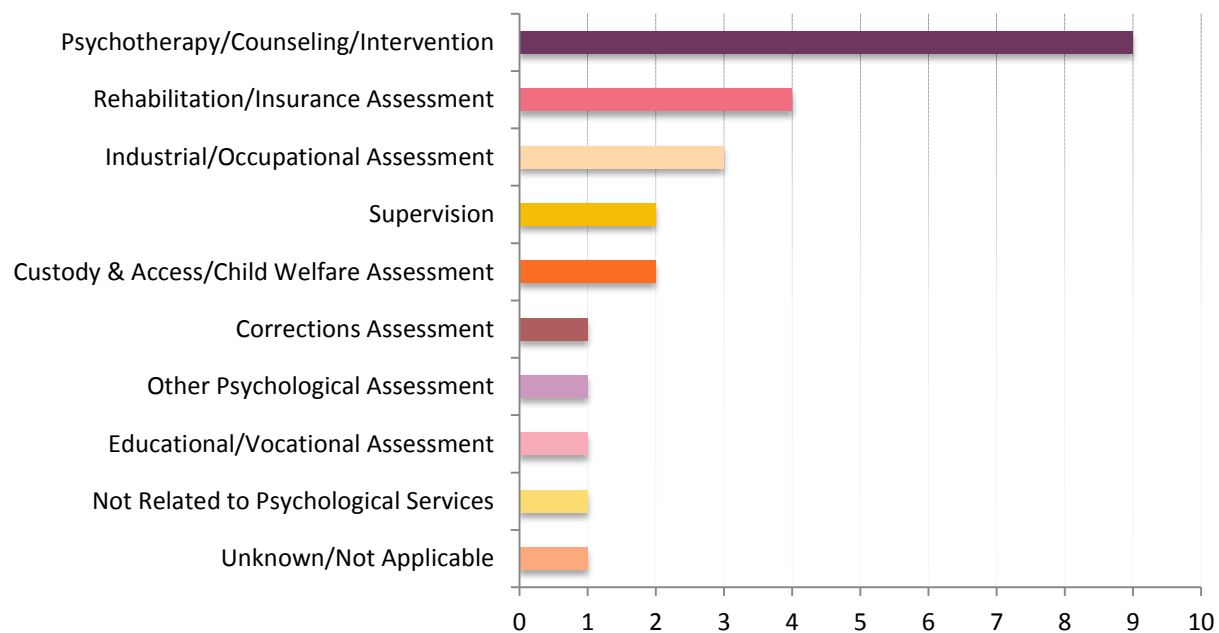
Fourth Quarter, March 1, 2018 – May 31, 2018

**Committee Members:**

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

**New Complaints and Reports**

In the 4<sup>th</sup> Quarter, the College received 25 new complaints. The nature of service in relation to these matters is as follows:



**ICRC Meetings**

The ICRC met on March 22, April 13 and May 11, 2018, to consider a total of 26 cases. Also, 12 teleconferences were held to consider 24 cases, in addition to 2 standing teleconferences held on March 2 and April 20, 2018, to consider 4 cases. A plenary meeting was also held on April 20, 2018 for all ICRC members. The next ICRC meeting will take place on June 12, 2018, with 6 cases scheduled to be considered.



**ICRC Dispositions**

The ICRC disposed of 25 cases during the 4<sup>th</sup> Quarter, as follows:

Disposition	Number of Occurrences (in 25 cases)	Percentage (out of 25 cases)
Take No Further Action	10	40%
Take No Further Action – F&V†	3	12%
Advice	4	16%
Undertaking	3	12%
Caution	2	8%
SCERP‡	3	12%
Referral to Discipline	2	8%
<b>Total*</b>	<b>27</b>	<b>108%</b>

\*Percentage and number values reflect an overlap of dispositions in some cases. One case was disposed of by way of both Caution and Undertaking, another case by way of Caution and SCERP.

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

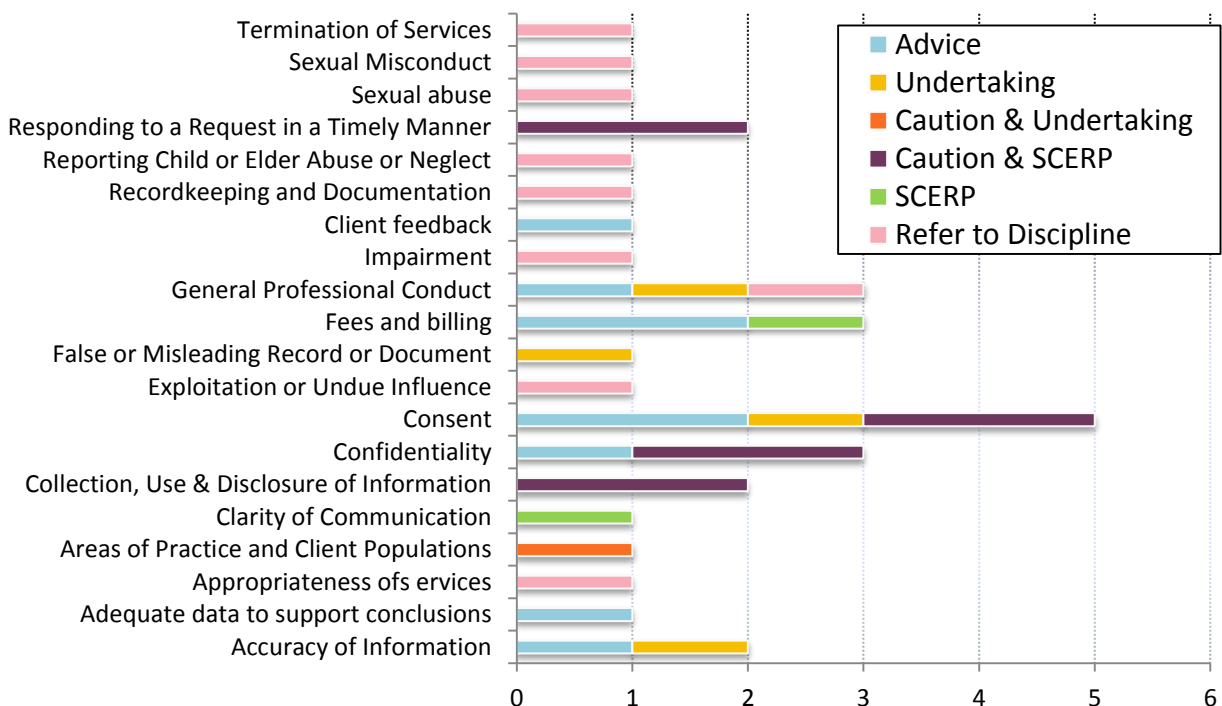
‡ SCERP: Specified Continuing Education and Remediation Program

**Disposition of Allegations**

In the 4<sup>th</sup> Quarter, the 25 cases disposed of included the consideration of 81 allegations.

The most common allegations related to: General professional conduct (14); Consent (7); Accuracy of information (6); Confidentiality (6); Collection, use and disclosure of information (5); Objectivity and bias/appearance of bias (5); conflict of interest (5); and fees and billing (4).

The ICRC took remedial action with respect to 33 allegations. The substance of these allegations is illustrated below.



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

In the 4<sup>th</sup> Quarter, 10 HPARB reviews of ICRC decisions were requested. One HPARB review was concluded, with the ICRC decision being confirmed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sara Hagstrom".

Sara Hagstrom, Ph.D., C.Psych.

Chair: Inquiries, Complaints and Reports Committee

June 8, 2018



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

**Quality Assurance Committee Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

**Committee Members:**

Donna Ferguson (Chair)	College	Maria Kostakos	College
Kristin Bisbee	Public Member	Patricia Minnes	Council
Marilyn Keyes	Council		

The Committee met on April 19, 2018 by teleconference and in person on May 31, 2018. In addition, the Committee held a Plenary Session on March 12, 2018.

Ongoing Cases

The Committee reviewed three outstanding cases in which concerns were raised in the context of the Peer Assisted Review (PAR) process. In one case, the Committee continues to monitor a Specified Continuing Education or Remediation Program (SCERP) arising from failure to submit the Self-Assessment Guide and Continuing Professional Development Plan (SAG) and to cooperate with the PAR process. In another case, the Committee gathered further information following concerns identified in PAR report and decided to take no further action. The Committee continues to gather further information in the third matter, before considering whether to take further action.

Self-Assessment Guide and Continuing Professional Development Plans

The College reviewed and revised the Self-Assessment Guide and Continuing Professional Development Plan form. It was provided to members with even registration numbers. Electronic declarations of completion of the SAG are due on June 30, 2018.

Peer Assisted Reviews

A total of 49 Reviews were completed during the 2017-2018 fiscal year and four are currently in progress. Four members selected did not undergo the review because they retired or resigned their memberships before a review was undertaken. An additional 12 reviews were deferred until the coming year due to members' personal circumstances.

The Committee reviewed 20 Peer Assisted Review (PAR) reports which had been received since the last meeting of Council. In 19 cases, the Committee notified the members that there were no outstanding concerns and that it would be taking no further action. In the remaining case, the Committee decided to gather further information from the member before considering whether to take any further action.

The Committee reviewed and confirmed eligibility criteria for Member Nominated Peer Reviewers (attached) which it will begin to utilize.

The Committee also finalized discussion of a Peer Assisted Review Exemption or Deferral Policy and provided it to the Executive Committee for consideration. *Policy II-5(ii) Peer Assisted Review: Criteria for Exemption or Deferral* is on the meeting agenda for Council consideration and approval.

Additionally, the Committee completed its review of the Peer Assisted Review Report Form for use in the 2018-2019 Reviews. Amendments were made in order to facilitate more consistency in the reviews and content and reports. The revised report is attached.

#### Plenary Session and Policy Issues

The Committee discussed the assumptions, values, and principles which guide them in administering the College's QA program. These are summarized below:

- The QA program does not operate in isolation and must be integrated with the College's other main functional areas; the public interest would be best served were the Committee to communicate with the ICRC and Registration Committee to identify risks and opportunities to assist members in providing higher quality services to the public
- Collegial support is associated with quality and opportunities for this should be optimized
- QA should not be a 'one size fits all' program; private, group, institutional and other models of practice each have their own opportunities and constraints with respect to QA activities
- The QA program is not an investigative tool and rather than something to be feared by members it should be viewed as a positive opportunity to improve the quality of services provided

The Committee began discussion of several other aspects of the QA program and will continue to discuss ways in which to further operationalize and implement these principles. The Committee also discussed enhancing evaluation of the QA program with respect to efficiency, efficacy and member benefit and this will be further discussed at future meetings.

Donna Ferguson, Chair

June 10, 2018

Attached:

1. Eligibility Criteria for Member Nominated Peer Reviewers
2. Peer Assisted Review Report Form



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

**Eligibility Criteria for Member Nominated Peer Reviewers**

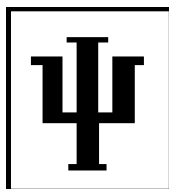
The Quality Assurance Committee of the College wishes to thank all of those considering appointment as a Member Nominated Peer Reviewer for the purpose of conducting Peer Assisted Reviews.

Before agreeing to become a Member Nominated Peer Reviewer, please review the criteria for eligibility listed below.

Individuals may only act as a Member Nominated Peer Assisted Review if they:

- Have a desire to assist peers to help improve and enhance their practices;
- Have a strong sense of professional responsibility and commitment to peer support;
- Have strong knowledge of the standards, legislation, policies and guidelines relevant to the practice of Psychology;
- Have been registered for Autonomous Practice for at least five years and are currently in practice;
- Are not in a conflict of interest or in a relationship within which there is a power imbalance with respect to the person being reviewed;

If ineligible, because some of the exclusionary criteria are related to sensitive information, potential reviewers are not expected to provide reasons for declining an invitation to become a reviewer.



THE COLLEGE OF  
PSYCHOLOGISTS  
OF ONTARIO

**QUALITY ASSURANCE PROGRAM**  
PEER ASSISTED REVIEW FINDINGS

<i>Member Reviewed</i>	
<i>College Appointed Reviewer</i>	
<i>Member Nominated Reviewer</i>	
<i>Facility or Work setting</i>	
<i>Date of Review</i>	

## Summary

<b>Rating 1</b>	Meets standards without any qualification
<b>Rating 2</b>	Would meet standards with minor modifications
<b>Rating 3</b>	Significantly below standards

	1	2	3	Not Applicable
<b>Practice Setting/Office</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Professional Conduct</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Supervision and/or Consultation and/or Other Non-Direct Services</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Administrative</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Research/Teaching/Academic</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Record Keeping</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>File Review</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Self-Assessment and Continuing Professional Development</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>OVERALL RATING</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Sample questions are provided in each section to guide the review and may be used if relevant to the member's adherence to the *Standards of Professional Conduct, 2017*. You are welcome to ask any questions you believe to be relevant to the member's practice.

### Practice Setting /Office

Brief Description of Practice Setting/Office (e.g., accessibility, privacy, safety, comfort):

Specific Areas of Strength and Opportunities for Improvement:

### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



### Professional Services

What are the member's authorized area(s) of practice and population(s)? Does the member recognize and practice within their limits of competence?

What types of presenting problems does the member work with?

Who are the member's referral sources?

How does the member manage his/her waiting list?

Who does the member refer clients to and under what circumstances?

Does the member engage in multidisciplinary work and, if so, which other disciplines are involved and how are psychological services integrated with other services in terms of such things as clinical decision making, report writing, signing of reports and file storage?

How does the member obtain consent and explain the limits of confidentiality?

How does the member explain client access to notes or records?

Does the member use any formal assessment materials? Which ones? How are they stored?

Does the member monitor client progress and if so, how?

Other issues discussed:

### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:





### Professional Conduct

Has the member had any experience with dual relationships? How did they handle them?

In describing their own example of a case that posed an ethical dilemma or a problem of an ethical nature, how did the member address the issues?

Has the member encountered a 'duty to warn' type of situation? What were the circumstances? What did they have to consider? Did they act appropriately?

Does the member understand mandatory reporting obligations? Have they encountered such a situation and if so, did they act appropriately?

Does the member consult with colleagues? What kinds of issues do they consult on?

Does the member provide telepsychology services? If so, do they do so in accordance with the Standards of Professional Conduct?

Does the member bill clients? If so, do billing and receipt documents conform with the requirements set out in the Standards?

How does the member manage collection of overdue accounts?

How does the member manage collection of accounts from clients who have lost their jobs or are otherwise unable to pay for services?

What arrangements have been made in the event of vacation leaves, or sudden illness or incapacity?

Other issues Discussed:

### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



### Clinical Supervision and/or Consultation and/or Other Non-Direct Services (if Applicable)

Is the member providing clinical supervision and/or non-supervisory consultation and/or other non-direct services? If so to how many individuals and to whom (i.e. supervised members, non-regulated individuals, regulated members another college)?

Is the member providing supervision and/or non-supervisory consultation and/or other non-direct services within the boundaries of their authorized areas of practice and/or populations?

Is there a supervision and/or non-supervisory consultation agreement signed by the member and the supervisee/consultee for each supervision and/or non-supervisory consultation relationship?

Are supervision records being maintained in accordance with the Standards of Professional Conduct?

How is the member monitoring services provided under their supervision? How frequently are they with supervisee(s)?

Are clients being informed of the supervisory relationship, limits to confidentiality, and how to contact the member (supervisor)?

Are any non-regulated supervisees providing clinical supervision and/or non-supervisory consultation to others?

What system is in place to ensure proper clinical supervision and/or non-supervisory consultation and/or oversight of other non-direct psychological services?

If the member is providing non-supervisory consultation? Does the member have a clear written agreement signed by all parties that ensures the understanding that the member is not taking on responsibility for client care?

Do any supervisees work offsite? If yes, does the member have access to the client records?

Other issues discussed:

#### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:


**Administrative (if applicable)**

What is the structure of the organization and how do psychological services fit within that structure?

What are the benefits and challenges of this model? How does the member handle any challenges?

What structure is in place to assure adherence to both College and institutional standards?

Other issues discussed:

**Overall Rating:**

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



### Research, Teaching and other Academic Activities

Does the member engage in research and/or academic/teaching activities and if so, of what nature?

If the member is engaged in research, what does the ethical review process entail?

How does the member ensure the confidentiality of research subjects?

How is feedback provided to research participants?

Is the member aware of any institutional policies or procedures in place to ensure objectivity in evaluation and the avoidance of exploitation, abuse and/or harassment of any nature?

Other issues discussed:

#### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



## Record Keeping

Is it clear who the legal custodian of records is?

How are records stored and what security measures are utilized?

If records are kept electronically, what risk mitigation strategies are employed?

Are records legible?

How long are records kept?

Are archived files stored on site?

Is there a system for destruction of old records and is a record kept of which records were destroyed?

How is confidential information disposed of?

Are psychological files kept separately from facility records and if so, how are access, confidentiality and security of records handled?

If member works in an organization, how does psychological record keeping work within the setting and how is it integrated into the record keeping structure of the setting?

How does the member use rough case notes? Are these kept as part of the formal client file?

Do records contain the required elements listed in the Standards of Professional Conduct?

### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



### File Review (At least two charts to be reviewed)

Is the file organized so that the member's professional activities can be easily understood?

Does the record show documentation of assessment, goals, and treatment plans?

Is client progress monitored and if so, how?

How are outcomes measured?

How did the member choose the assessment tools or interventions used for each client and is there a rationale for the choices evident?

Can the member describe any issues that might have prompted consultation with peers?

Was client progress monitored and if so, how?

Has the member learned from the cases reviewed and if so, how has this influenced the care of other clients?

### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



### Self-Assessment & Continuing Professional Development

Has the member completed a SAG and CPD Plan as required?

Has the member engaged in CPD as required?

How does the member determine professional development goals and develop their CPD Plan?

Does the member take a reflective approach to maintaining continued competency and to developing practice?

How has the member benefited from continuing professional development and how was this learning put into practice?

Has peer/colleague interaction or discussion influenced or changed the member's practice and if so, how?

Did preparation for the peer review result in any changes to the member's practice?

Other issues discussed:

#### Overall Rating:

1. Meets standards without any qualification	<input type="radio"/>
2. Would meet standards with minor modifications	<input type="radio"/>
3. Significantly below standards	<input type="radio"/>

Areas of Strength/Areas Requiring Ongoing Learning:



**Areas of Strength/Areas Requiring Ongoing Learning not included above:**

**Additional Comments:**

\_\_\_\_\_  
**College Appointed Reviewer's  
Signature**

\_\_\_\_\_  
**Member Nominated Reviewer's  
Signature**

\_\_\_\_\_  
**Date**





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

**Client Relations Committee Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

**Committee Members:**

Denise Milovan (Chair)	Council	Ester Cole	College
Kristin Bisbee	Public Member	Christine DiZazzo	Council
Judy Cohen	Public Member	Maya Hammer	College

The Client Relations met on April 12, 2018.

Funding for Clients Who Have Been Sexually Abused by Members

There are three individuals currently receiving funding in relation to sexual abuse by members. No new applications for funding have been received.

Sexual Abuse Prevention Initiatives

The Committee has begun to work on the development of a Discussion Guide to facilitate members' review of the College's guiding documents relating to the prevention of sexual abuse and boundary violations.

In beginning this work the Committee reviewed statistical information gathered by staff regarding the causes and precipitants of Sexual Abuse of Clients by Members. Information about matters brought before the Discipline Committee between 1980 and 2018 was reviewed by staff. The cases identified involved 36 members, some of whom were referred to the Discipline Committee on more than one occasion. Causes and precipitants of the abuse were identified as follows:

1. Boundary Violations: 25 members (substance abuse was noted with 4 members, mental health problems were noted with 2 members)
2. Predatory Behaviour: 10 members
3. Inappropriate Intervention ( poor professional judgment): 1 member

The Committee has begun work on the Discussion Guide, with the assistance of College staff.

The Committee also discussed presenting specific suggested curriculum requirements for consideration by academic institutions and requested that staff communicate with the Canadian Psychological Association Accreditation Committee and the College Directors of Training Group, with respect to inclusion of sexual abuse prevention material in course curricula and training programs.

The Committee also expressed a desire to collaborate with the Registration Committee in the development of specific sexual abuse and boundary violation related issues for consideration during oral examinations.

Committee Audit Report

The Committee reviewed and discussed the report and auditor's recommendations. The Director of Professional Affairs advised of recent discussions with the Director of Investigations and Hearings concerning appropriate staff training for those involved in the investigation of Sexual Abuse related matters. The Committee was also informed of a current initiative of the Federation of Health Regulatory Colleges to develop training materials for other College staff.

Respectfully submitted,

Denise Milovan (Chair)

June 10, 2018



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

**Fitness to Practice Committee Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

**Committee Members:**

Glenn Webster (Chair)	College	Jaffar Hayat	Public Member
Christine DiZazzo	Council	Sandra Jackson	College
Marilyn Keyes	Council		

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



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

**Finance and Audit Report to Council**

Fourth Quarter, March 1, 2018 – May 31, 2018

**Committee Members:**

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

The Finance and Audit Committee(FAC) met by teleconference on April 17, 2018. The Committee reviewed the Unaudited Financial Statements, the Variance Report, and the Investment Report, all to February 28, 2018, the end of the third quarter.

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

The Committee voted to receive these reports.

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period December 1, 2017 to February 28, 2018 was received.

Based on the documents reviewed at this meeting, it is the view of the Committee that the College continues to operate on a sound financial basis.

**Attachments**

1. Statement of Revenue and Expenses to February 28, 2018
2. Balance Sheet to February 28, 2018 (unaudited)

## THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

## STATEMENT OF REVENUE &amp; EXPENSES

9 Periods Ended 28/02/2018

	2017-2018 Budget	Budget YTD	2017-2018 YTD	2017-2018 % To Date	Expected % To Date	% Variance YTD	\$ Variance YTD	Year-End 31-May-18
<b>REVENUE</b>	3,412,450	2,458,625	2,532,836	74%	72%	3%	74,211	3,404,150
<b>COST OF SALES</b>	258,000	232,000	255,986	99%	90%	10%	23,986	270,000
<b>GROSS MARGIN</b>	3,154,450	2,226,625	2,276,850	72%	71%	2%	50,225	3,134,150
<b>EXPENDITURES:</b>								
Governance	101,200	75,400	64,576	64%	76%	-14%	-10,824	95,936
Registration	95,000	71,250	65,080	69%	75%	-9%	-6,170	90,000
Client Relations, Communications & Education	33,450	71,588	19,062	57%	93%	-73%	-52,526	31,550
Quality assurance	29,750	22,313	22,818	77%	75%	2%	505	25,750
Investigations and resolutions	112,100	84,950	88,319	79%	76%	4%	3,369	121,305
Hearings	249,400	191,125	240,642	96%	77%	26%	49,517	300,309
Government relations	0	-	-		-			0
Liaison (Professional Organizations)	35,675	27,475	19,280	54%	77%	-30%	-8,195	36,686
Administration	2,534,135	1,900,601	1,758,862	69%	75%	-7%	-141,739	2,366,459
<b>Total Expenditures</b>	3,190,710	2,444,701	2,278,639	71%	75%	-7%	-166,062	3,067,995
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	(36,260)	(218,076)	(1,789)	5%	75%	-99%	216,287	66,155

# THE COLLEGE OF PSYCHOLOGISTS

Balance Sheet  
As Of February 28, 2018

Unaudited

<u>ASSETS</u>	Current Year	Prior Year
Current assets:		
Petty Cash	200.00	200.00
Bank	521,455.05	589,723.67
Cash Equivalents	1,981,718.72	404,652.96
Short Term Investments	4,114,845.91	5,161,806.86
Accounts Receivable Control	23,524.92	14,154.72
Interest Receivable	4,402.91	3,833.52
Prepaid Expenses	72,584.29	31,476.49
Total current assets	6,718,731.80	6,205,848.22
Fixed assets:		
Furniture & Equipment	54,210.55	51,385.55
Computer Equipment	70,785.32	63,416.24
Leasehold Improvements	197,547.38	197,547.38
Website & Database Development	288,308.51	264,257.85
Less accumulated depreciation	489,219.78	409,514.73
	121,631.98	167,092.29
Other assets:		
Long Term Investment	97,595.06	462,424.45
	97,595.06	462,424.45
	6,937,958.84	6,835,364.96
 <u>LIABILITY AND SHAREHOLDER'S EQUITY</u> 		
Current liabilities:		
Accounts Payable Control	114,576.26	56,266.86
Accounts Payable Other	149,832.07	182,201.31
Employee Tax Deductions Payab	21,633.60	19,961.38
Prepaid Fees	793,012.58	796,816.20
Total current liabilities	1,079,054.51	1,055,245.75
Long term liabilities:		
	0.00	0.00
Shareholder's equity:		
Retained Earnings	1,686,882.65	2,259,273.02
Investigations & Hearings Reserve Fund	850,000.00	748,672.00
Contingency Reserve Fund	1,000,000.00	979,000.00
Fee Stabilization Reserve Fund	1,000,000.44	1,075,000.00
Website & Database Development Reserve Fund	243,810.25	243,810.25
Premises Reserve Fund	1,000,000.00	250,000.00
Fair Registration Practices Reserve Fund	80,000.00	80,000.00
Profit (loss) for period	(1,789.01)	144,363.94
Total shareholder's equity	5,858,904.33	5,780,119.21
	6,937,958.84	6,835,364.96



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

**Briefing Note – June 2018 Council Meeting**

**Code of Conduct for Council and Committees**

**Strategic Direction Reflection**

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

**Motion for Consideration**

That the revision to *Policy 1 – 2 Council and Committee Orientation and Training*, to include the *Code of Conduct for Council and Committee Members* be approved.

**Background**

On a number of occasions, the College Council has discussed the idea of introducing an explicit *Code of Conduct* for Council and Committee members, however these discussions usually concluded without a specific action. Research conducted by College staff suggests that many of the other health Colleges have introduced formal *Codes of Conduct* for their Council and Committee members. At the March meeting the Council was provided with samples of similar policies from the other health Colleges and agreed that it would like to move forward with their own.

**Rationale**

Some elements of a *Code of Conduct* for Council and Committee members have already been implemented by the College through policies on Confidentiality and Conflict of Interest (Policies I-5 and I-6), for example. There are many other elements of a *Code* contained in place in other Colleges which are not set out as explicitly. These would include elements such as being prepared for meetings, regularly attending meetings and communicating in a respectful manner, etc.

The introduction of a standard *Code of Conduct* would provide transparency and accountability to members of the public and members of the College who do not serve on Council or any committees, regarding the conduct expected from its elected members and volunteers. As well, a *Code* could describe the route by which concerns regarding conduct could be addressed.

When the *Code of Conduct* is approved, it will become part of a revised *Policy 1 – 2 Council and Committee Orientation and Training*, as attached.

**Attachments**

1. "Tracked changes" version of revised *Policy 1 – 2 Council and Committee Orientation and Training*, including the *Code of Conduct for Council and Committees*

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
<b>SECTION:</b> COUNCIL AND COMMITTEES			<b>POLICY #:</b> I – 2
<b>POLICY:</b> Council & Committee Orientation and Training		<b>COVERAGE:</b> Council, <del>and</del> Statutory <u>and Non-Statutory</u> Committees	
<b>CREATED:</b> March 2007	<b>REVISED:</b> <u>June 2018</u>	<b>NEXT REVIEW:</b> <del>2018/2019</del> <u>2021/2022</u>	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The Council ensures that Council and Committee members receive appropriate training related to their responsibilities.

**PROCEDURE:**

<p>1. Newly elected or appointed members of the College Council, <del>and</del> statutory <u>and non-statutory</u> committees shall be provided with orientation respecting the role and function of the Council or Committee and the applicable legislation and regulations.</p> <p><del>1.2.</del> <u>The orientation of Council and Committee members shall include a discussion of the <i>Code of Conduct</i> [Policy I – 2(a)].</u></p> <p><del>2.3.</del> Members of the College’s statutory <u>and non-statutory</u> committees will receive ongoing training, <u>as necessary</u>, to assist them in fulfilling their responsibilities. Such training shall normally be provided at least once annually.</p>	<p>Obligation to provide orientation, and ongoing training as necessary, extended to non-statutory committees”</p> <p>Training to include a review and discussion of the <i>Code of Conduct</i></p>
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**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
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***Code of Conduct for Members of Council and its Committees***

Policy I – 2(a)

**Preamble**

**This Code of Conduct serves to provide Council and its Committees with high standards of conduct to guide and support their work in the best interests of the College, its legislative mandate, and the public. Council and Committee members have a responsibility to effectively regulate the profession of psychology in the public interest. In doing so, members are expected to comply with, support and promote, the principles set out in this Code. Each individual and the Council or Committee as a whole, is accountable for its conduct and performance.**

Legislation, By-laws and Policies

1. Council and Committee members shall:
  - a. be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991 (RHPA)*, its regulations and the Health Professions Procedural Code being schedule 2 of the *RHPA*, the *Psychology Act, 1991* and its regulations, and the by-laws and policies of the College;
  - b. place the public interests mandate of the College, Council and Committees above self-interest;
  - c. avoid and, where that is not possible, declare any appearance of, or actual, conflicts of interest, in accordance with *College Policy I – 6 Conflict of Interest and Reasonable Perception of Bias*; and,
  - d. preserve confidentiality of all information before Council or Committees, in accordance with Section 36 of the *Regulated Health Professions Act, 1991* and *College Policy I - 5 Confidentiality Obligations & Handling of Confidential Materials*.

Meetings and Decisions

2. Council and Committee members shall:
  - a. be prepared to participate in Council meetings and Committee work, including reading background materials and briefing documents;
  - b. participate actively on Committees as appointed by the Executive;
  - c. regularly attend meetings and participate constructively in discussions;
  - d. offer opinions and express views on matters before the College, Council and Committees, when appropriate;
  - e. participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing diverse backgrounds, skills and experience of other members of Council and Committee members;

- f. uphold the decisions made by Council and Committees regardless of the level of prior individual disagreement; and,
- g. refrain from attempting to influence a Committee decision unless one is a member of the panel or, where there is no panel, of the Committee dealing with the matter.

#### General

- 3. Council and Committee members shall:
  - a. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment;
  - b. respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members;
  - c. refrain from including or referencing Council or Committee positions held at the College in any personal or business promotional materials, advertisements or business cards. Referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as this is not used overtly in a promotional manner; and,
  - d. respond to communications from Council and Committee members and staff regarding Council and Committee business, in a timely manner; and,
  - e. recognize the right of the public and of members to be heard and respected.

#### Accountability

- 4. It is the responsibility of each Council and Committee member to hold themselves accountable for behaving in accordance with the *Code of Conduct*. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the *Code of Conduct*.

#### Handling Concerns

- 5. If a Council or Committee member has concerns that the behaviour of another Council or Committee member does not reflect the *Code of Conduct*, the member is expected to:
  - a. discuss their concern with the Council or Committee member whose conduct was perceived to be of concern;
  - b. if such a discussion is not appropriate under the circumstances, or if following such a discussion, the member does not recognize the problem and take appropriate action or the behaviour continues, bring the matter to the attention of the President (for behaviours at Council) or the Committee Chair (for behaviours at Committees).
- 6. After a review of the concern regarding a Council member, the President may meet with the Council member and provide individual coaching. At any time, the President may seek advice from the Executive Committee and/or the Registrar.
- 7. After a review of the concern regarding a Committee member, the Committee Chair may meet with the Committee member and provide individual coaching, or refer the matter to the President.

8. If a matter regarding the conduct of a Committee member is referred to the President, the procedure will follow that outlined in section 6, above.
9. If the behaviour of concern is confirmed and continues after a meeting with the President, the Council or Committee member whose behaviour is at issue may be asked to meet with the full Executive Committee to discuss their behaviour.

DRAFT



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

**Briefing Note – June 2018 Council Meeting**

***By-Law 25: The Register and Related Matters***

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner*

**Motion for Consideration**

That the amendments to *By-law 25: The Register and Related Matters* be approved.

**Update**

At the March 9, 2018 meeting of Council, amendments to *By-Law 25: The Register and Related Matters* were approved for circulation to the membership, for the required 60 days. The consultation was distributed to members and other stakeholders on April 18, 2018 and a reminder was published in the April 2018 *e-Bulletin*. Feedback deadline was June 18, 2018.

The consultation as sent to 4403 people. To date, the College has received 23 responses.

**Feedback**

The feedback received was only related to a very small number of the proposed amendments. For ease of reference, the feedback has been grouped according to the proposal being commented upon, and is provided verbatim *in italics*. I have provided some “Summary Comments” at the beginning of each section.

General Support for Proposed Changes

**Summary Comments:**

Three members provided overall general agreement with the proposed changes.

1. *I have read the Bylaw 25 and the proposed amendments and explanations and find these to be clear. No change to propose. Thanks for your thoroughness and hard work.*
2. *I have reviewed the changes and they all seem reasonable. Thank you for the opportunity.*
3. *I'm in general agreement with the proposed changes.* [This member added a question to be considered in relation to sections 28-30.]

25.3 16. Proposal that the public register includes *the full name of every direct supervisee, who is not a member of the College.*

**Summary Comments:**

This proposal received the most comment with 16 responses. With the exception of one response, those providing feedback were concerned about the public protection value of this additional requirement when viewed against the increased burden it will place on members. Members noted the

variety of settings and circumstances in which one may undertake supervision which can include supervision of many research assistance and all students in clinical training programs. In listing supervisors of supervised practice members, the public could readily find the names of these individuals by “searching” the supervised practice member. Since many of the supervisees contemplated in this section are non-members, their names would not be searchable and therefore not available unless one already knew the name of the supervisor. It would appear that the “unintended consequences” of enacting 25.3.16 may be significant and further consideration may wish to be given to this proposal before it is included. I would suggest Council consider removing this item at this time.

1. *I have looked at the amendments. For the most part, they all make sense and appear appropriate. However, there is one which I question: 25.3 #16. I do not understand why a supervisee who is not a member, or in the process of becoming a member, of the College would need to be named. For example, if the supervisee is a member of the College of Social workers, which has their own set of regulations, how would that be pertinent to having their name written up in the College of Psychologists? Also, as a client can choose whether they wish to consult with a psychologist, a psychotherapist or a social worker and if they have not chosen a psychologist, what advantage would it be to a supervisee to have their name made available to a College of which they are not a member? Has this suggested amendment been presented to other Colleges for their feedback?*
2. *Thank you for taking these concerns into account. I have reviewed the proposed amendments to By-law 25. I am very glad to see the proposal for including the listing of direct supervisees (25.3, item 16), which will ensure ease of access to this information by clients, other disciplines, and for psychologists (e.g., to readily confirm official status and lines of responsibility, especially within large organizations such as school boards).*
3. *Thank you for this opportunity to comment on the proposed changes to the by-laws. Regarding the contents of the register (25.3), point 16 “The full name of every direct supervisee, who is not a member of the College,” I support the principle of transparency behind this change. I would appreciate a clarification that the intention is to list supervisees regarding psychological services (rather than the direct reports of members who are managers or clerical staff hired to support a private practice), if that is correct. I would assume that this requirement would include both students/residents and nonregulated professionals (e.g., psychometrists), as well as anyone being supervised by a supervisee (e.g., a member in supervised practice who is supervising the work of a student). I would also assume that if an individual is supervised by several members for different services (e.g., in an institutional or group practice setting), then each member would list the supervisee. On a practical level, I have questions about the mechanisms to keep this information up-to-date, especially regarding trainees who might be supervised for only a short time.*
4. *25.3 16 Full name of every direct supervisee who is not a member of college*
  - *Will this listing require both the names of supervisees who are employees in the case of school boards and students on placement?*
  - *Will the consent of supervisees to have their name posted on a public website be required?*
  - *How will this consent be obtained/documentated and/or does this now become a condition of employment for those who work under supervision in an organizational setting?*
  - *How often will this list need to be updated? What will members be instructed to do when there are MAT and other kinds of leaves?*
  - *I work in a unionized setting and can foresee some push back around privacy of non-members.*

5. Thanks for the opportunity to read the changes to By-law #25.

Regarding Item No. 16:

*I wondered if this requirement will be applied to all members of the College, including members with combined academic and clinical duties (e.g., like a Professor in a Clinical Psychology department). For example, would clinical/academic members have to list graduate students conducting research (academic supervision), in addition to their clinical graduate students (receiving supervision for therapy/assessment, etc.)?*

*If so, would there be value in adding details to this entry to increase clarity?*

*It strikes me that the College already has access to information about Supervised Practice members and their supervisors, but data collection would be needed if graduate students (in training) are included on the listing.*

6. *I support the spirit of the proposed amendments as well as the proposed amendment language with one query.*

*At Article 25.3, there is an addition to the provisions that ..." the register of the College shall contain the following information with respect to each member":*

*16. "The full name of every direct supervisee, who is not a member of the College;"*

*The stated rationale is:*

*"Provides additional transparency for the public with respect to non-members who provide services under supervision. This is consistent with current requirement (17) for posting names of Supervised Practice supervisors."*

*Does the provision apply to the proposed 25.3 [16] that certain requirements do not apply when the activity occurs in the context of formal training of doctoral students registered in a recognized doctoral programme whose mandate is to prepare students for entry to practice under the jurisdiction of CPO)?*

*If this is correct, it would be helpful to provide the cross-reference in the By-law amendment with a comparable explanatory note in the accompanying rationale.*

7. *Dear Dr. Morris and College Council Members:*

*I wish to raise an issue about the proposed amendments to By-law 25. In particular, Article 25.3 includes an addition to the provisions that states that, " the register of the College shall contain the following information with respect to each member:"*

*16. "The full name of every direct supervisee, who is not a member of the College;"*

*The stated rationale is: "Provides additional transparency for the public with respect to non-members who provide services under supervision. This is consistent with current requirement (17) for posting names of Supervised Practice supervisors."*

*It is unclear whether this proposed amendment is meant to apply to trainees enrolled in a professional program that will lead to eventual registration with the College of Psychological of Ontario. Requiring supervising psychologists to disclose each of their supervisee students will result in a significant administrative burden particularly when supervisee turnover can be quite high (e.g., supervision is for a restricted activity that is a one off event or time limited). It will also create a administrative burden for the College in having to amend the website each time such a supervision begins and ends.*

*I think there is wisdom in providing the public with transparency about who is ultimately responsible of their care. However, I think it is reasonable for an exemption to be applied to students enrolled in a clinical psychology program or pre-doctoral internship program. Students in our programs must*

*explain their status to each of their clients and provide contact information of the supervising psychologist upon their first contact. Other aspects of our students' interactions with clients ensures transparency about the nature of their level of training and supervisee status (e.g., communication of a diagnosis is conducted in the presence of the supervising psychologist).*

*I welcome the opportunity to discuss this matter further.*

8. *I would like to provide some feedback on the following:*

*My understanding is that the following includes trainees in accredited programs.*

*"The full name of every direct supervisee, who is not a member of the College;"*

*"Provides additional transparency for the public with respect to non-members who provide services under supervision. This is consistent with current requirement (17) for posting names of Supervised Practice supervisors."*

*As the Director of our Training Programs this process will either be onerous on our staff or will change the way that we provide training experiences, which will ultimately limit the experiences and reduce the training experiences of doctoral students, interns, and post docs*

- *Although this process would be simple when we assign main rotation supervisors, in practice trainees will end up being supervised by a number of psychologists, and at times there will be little notice of this case supervision.*
  - *We often look for experiences for trainees to work with other psychologists for one or two cases to help round out their training. These experiences emerge when a patient becomes referred and there is often little time between the referral request and when the patient is seen. Over the course of the year, this happens with approximately 5 additional supervisors. I am worried that if we need to have a system in which the supervisor needs to log in to add the trainee, we might have to stop this practice, which ultimately benefits the trainee in terms of ensuring a well rounded training experience that is tailored to their needs*
  - *When supervisors are away, a registered colleague will cover their supervision*
  - *When an emergency occurs, the trainees are told to locate any registered psychologist with the needed competency to supervise the emergency situation. This could result in registered psychologists believing (or perhaps accurately) assessing that they cannot support the trainee in an urgent situation because they have not posted the trainees name as a supervisee*

*One potential solution would be for every psychologist at our hospital to add the names of all trainees currently assigned to our program as supervisees. This would resolve the time sensitive issue and meet this requirement. However, I wonder then how 30 members who would have a list of the same 15-20 students list provides clarity even if we could consider this transparency*

*If I have misunderstood then I apologize for taking your time. If not, I am hopeful that we can develop a strategy that can meet the need for transparency in a training environment.*

9. *Dear committee,*

*As a Director of Training and Supervisor at HHS, I also have concerns about the proposed amendment*

*16. "The full name of every direct supervisee, who is not a member of the College;"*

*I believe there should be an exemption for those supervising students enrolled in programs leading to eligibility for registration with the College. The amendment as proposed will have a significant impact on training programs (doctoral and internship) as well as training sites.*

10. *I would like to let you know that I have concerns about the amendment to by-law 25 "The register of the College shall contain the following information with respect to each member: the full name of every direct supervisee, who is not a member of the College" as it affects the supervisors of graduate psychology trainees. Considering the rapid rotation of supervision, large volume of supervisees, and short-term coverage needs for supervisors, the proposed changes may add onerous documentation requirements. The public is already informed of supervision arrangements for graduate psychology trainees through accredited doctoral and internship programs. The proposed amendment may result in additional burden with marginal benefit.  
Perhaps the college might consider an exemption for members providing supervision to students who are fulfilling requirements to ultimately become members of the College.*
11. *Thank you for the opportunity to provide feedback on the proposed amendments to Bylaw 25. I would like to provide some comments about the addition to 25.3 of "16. The full name of every direct supervisee, who is not a member of the College;" While I understand the goal in making this change I am concerned about the logistics of this requirement for members such as myself, who provide a significant amount of clinical supervision to graduate students in training. At any given time I may be supervising 10-15 graduate students at a training clinic associated with a Clinical Psychology program. Some of the students working with me change each semester (every 4 months), sometimes the changes happen less predictably. I am also involved in coordination of practicum placements for our graduate program. The majority of these placements last for about 4 months. If supervisors were required to update this information on the register each time a new student was working with them I expect this would create a high administrative burden, and may often be forgotten. I would like to advocate for an exemption to the requirement for those in training (practicum students and interns). I believe our standards sufficiently outline the requirements for those in training to outline their role and the involvement of their supervisor, and I am prudent to ensure all clients are aware of my role and my supervisees' trainee status.  
I hope that I have sufficiently expressed my thoughts, and welcome any questions or discussion if that would be helpful to you.*
12. *RE: 25.3.16. The full name of every direct supervisee, who is not a member of the College.  
This is another onerous requirement that will discourage members from offering supervision to psychology graduate students and interns.*
13. *I am writing with respect to the proposed amendments to By-law 25. As the director of a doctoral program in clinical psychology, I am concerned about point 16 which proposes that the College register should include "The full name of every direct supervisee, who is not a member of the College." Although I understand the rationale for this proposed change, I am very concerned about how this requirement would affect professional psychology training programs, internship/residency programs, and practicum sites in the province. For example, would this require the program in which the student is registered to provide the names of all students in practicum and internship training, and to include their clinical supervisors? Alternatively, would this reporting be required of training sites (i.e., practicum sites and internships) or would this be the responsibility of each registered psychologist who is providing supervision to students? My view is that the most reasonable approach would be to exclude from point 16 all graduate students who are in the process of completing their clinical training, especially as similar exclusions have been granted for other by-laws and regulations.*



14. *It has come to my attention that there is a proposed amendment to CPO By-law 25 that states the following:*

*"The register of the College shall contain the following information with respect to each member:*

*16. "The full name of every direct supervisee, who is not a member of the College;"*

*I certainly understand the need to provide additional transparency for the public with respect to non-members who provide services under supervision. The new provisions in the Standards with regards to supervision will most certainly improve transparency and in the same token, public protection.*

*I wanted to express my concern with regards to this By-law, especially with regards to my clinical setting. I am the Clinical Leader of a Behavioural Rehabilitation Service at the XXX [identifying name removed] Centre. I work with a population of adult with acquired brain injury presenting with behaviour dyscontrol. I work with Behaviour Therapists, roughly around 20 of we consider full-time, part-time and casual staff.*

*As it is the case in all service provision, the patients and families are aware of the Behaviour Therapists, the supervisory relationship etc. when I treat them. This By-law would have a significant administrative burden, considering the number of BTs in my service. From a client's standpoint, especially working in a hospital setting, I don't think that this provision of the By-law would increase public protection or transparency as it is already quite transparent. The negative impact would be on me.*

15. *I am writing today to provide some feedback on the proposed amendment to CPO Bylaw 25, stated as follows:*

*CPO By-law 25 that states the following:*

*"The register of the College shall contain the following information with respect to each member:*

*16. "The full name of every direct supervisee, who is not a member of the College;"*

*The stated rationale is it, "Provides additional transparency for the public with respect to non-members who provide services under supervision. This is consistent with current requirement (17) for posting names of Supervised Practice supervisors."*

*This amendment is extremely problematic for academic training programs for the following reasons:*

- 1) Are you including all research supervisees, as well as clinical supervisees? Can the public distinguish the difference between the two? If so, this should be stated clearly.*
- 2) Supervision in the university can include direct academic, clinical, committee work, and transient one-of cases in an onsite clinic. Updating this information constantly is a huge burden for supervisors.*
- 3) In cases where supervision has been completed, can archived records be accessed by the public or other members? How do we deal with the interpretation of this information?*

*The burden of this is quite large for the sheer number of supervisees we have in an academic setting. For example, I supervise about 6-8 assessments per year, with 1-2 students per case; I have 7 graduate students, some of whom only work on research or on both research and clinical work; and I am on 23 student committees. I do not think I am alone in the amount of documentation this would require, not just on the CPO website, but also per the supervisory documentation guidelines that the CPO has already put in place.*

*I hope this feedback is helpful and is given due consideration. Thank you for requesting out input as members.*

16. *To whom it may concern:*

*In regards to the proposed amendments to bylaw 25.3 "...the register of the College shall contain the following information with respect to each member: ....16. "The full name of every direct supervisee,*

who is not a member of the College", it is my understanding that the College wants to publish this information for the public to see on the register. However, I feel that the standards section on supervision already provides plenty of information for ensuring that the public is informed of a supervisee's status. Furthermore, I have the following concerns and questions:

- I. I am very concerned about the ethical issues around collecting the names of non-members and storing this information in a Data Base. (1) Where would it be stored? (2) Who could access this information (Job Titles) and (3) For what purpose?
- II. I believe the triad between Supervising Psychologist, non-registered service provider and client is a confidential relationship; and via our registration and certification we have been given the right to supervise personnel in a professional and ethical manner. Unless a client complaint is made or as part of our official review by the College, the names of people you supervise should remain confidential.
- III. Will the College contact non-registered service providers directly and give them the above-noted information, and obtain their consent to publish their names and/or contact information.

25.3 17. Proposal that the public register includes the names of both current and past College authorized supervisors of supervised practice member.

**Summary Comments:**

Two members offered feedback on this proposal. The comments received suggest that the wording for 25.3 17 does not convey the intention of the section. The requirement is that the College website list, as part of a supervised practice member's information, the names of the primary and alternate supervisors. That is, the individuals approved by the College to provide supervision during the period of supervised practice; and only during this time. The intent is also to list the names of individuals who may have acted as supervisors during part of the supervised practice period, but, for whatever reason, no longer are providing supervision. This is what was attempted to be captured by including the words "current or past". It should be noted that this information is only posted while the member is in supervised practice and is removed when the member achieves autonomous practice status. Given the lack of clarity as written, I suggest it be reworded to read:

"17. While a member holds a Certificate of Registration Authorizing Supervised Practice, the names of those members who are acting, or have acted, as primary or alternate supervisors;"

1. In section 25.3, the proposed change is:  
 17. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, the names of the member's supervisors, *current or past*;  
 I did not understand whether this referred only to supervisors designated by the member as providing supervision for purposes of registration or whether it also referred to supervising psychologists under whom the member may have worked during their training, but before applying for registration. I assume the former, but wasn't sure from the wording. Just a thought – thanks for the chance to review.
2. I have a real concern about the change to item 17. It seems to me that the way this is written would capture ALL supervisors ever, which includes all those in training. It will be a very long list and I can't see how this will benefit the public in any way. Is the intent actually to have a list of all supervisors during the time the member was in supervised practice? If so, I believe the wording needs to be changed.

25.3 18. Proposal that the register be expanded to include the contact information for the custodian of files if the member has left Ontario.

**Summary Comments:**

One member responded to this section. The intention of the addition is to give the College the authority to provide the name of the records custodian, not only in cases of death or disability but also should a member leave Ontario. This information would only be provided upon request, as is currently the procedure in the case of death or disability. It would not be posted as part of the member's public information.

1. *I am responding to section 25.3 18 suggested changes (below).*

*I don't believe that the name and information of records "custodians" should be made public on the CPO site and available for all parties. (This is how I read the suggested change. Perhaps I am mistaken). Rather, that information should be held at the CPO and released only if there is a request sent to the CPO seeking the records (e.g., if a party is unable to reach Dr. X and contacts the CPO to locate Dr. X and/or her or his records).*

*Also, if you choose to make this change, will you please include a clause stating that the name and contact information of anyone who is a records custodian will be removed from the CPO site/register at such time as the custodian contacts the CPO to advise that all records in the individual's custody have "expired" (i.e., been held for the required 10 years, and for 10 years after the person attains 18 years of age) and therefore, no longer must be retained.*

*Without such a provision, those retaining custody of records could receive "nuisance" inquiries for many years past the time the records no longer must be held. This seems to be an unfair and unnecessary burden.*

*Thank you for taking these responses into consideration.*

25.3 27. Proposal that the full text of any reprimand issued by the Discipline Committee be posted

**Summary Comments:**

The member providing this response is in favour of posting of the full text of a reprimand rather than a synopsis, as proposed.

1. *I believe the proposal of including the full disclosure of any disciplinary reprimand, rather than any attempt at 'synopsis', is appropriate and essential for transparency, and seems in line with the changes adapted by, for example, CPSO. In short, it all looks good! Thank you for all your tireless work on our behalf. Hope you are well.*

25.3 28-30. Proposal that as elements required by a Caution, Undertaking or SCERP are completed this be noted on the register. This would include any decisions under appeal

**Summary Comments:**

The member's concern is not addressed in this By-law as it is discussed in the RHPA which notes that these elements are on the register, while they are in effect.

1. *I'm in general agreement with the proposed changes. However, wondering in Sections 28 to 30, if the notation needs to be permanent or can be removed once the conditions have been met. It seems unnecessarily onerous to have a "negative" comment once the matter has been resolved.*

Comment unable to be linked to a particular section

**Summary Comments:**

I am not sure to which section this member is referring. Complaints are not posted at any time. Posting would occur following a disposition which might include an undertaking for example or a referral to Discipline.

1. *Does this mean if a complaint is made it would be posted in full, or only a reprimand made after the clinician was found to be at fault for something?*

**Attachment**

1. Consultation on *By-law 25: The Register and Related Matters*

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



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

**Consultation  
Amendments to *By-law 25: The Register and Related Matters*  
April 18, 2018**

At the meeting of the Council of the College of Psychologists held on March 9, 2018, a motion was passed to circulate proposed amendments to *By-law 25: The Register and Related Matters*. According to the Health Professions Procedural Code being schedule 2 of the *Regulated Health Professions Act, 1991 (RHPA)*, amendments to this By-law must be circulated to members 60 days before it is approved by Council. If you wish to comment on the proposals, we would appreciate hearing from you by Monday, June 18, 2018 so your feedback can be included in the Council discussions at its next meeting.

Amendments to the *RHPA* made in May 2017 necessitate changes to our College's Register By-law. A review of the By-law suggested that several sections are no longer necessary as the matters are now captured in the legislative amendments. In addition, the Council is proposing some changes and edits related to transparency initiatives, other items that have been brought to the College's attention, as well as some housekeeping changes to be addressed while the By-law is being amended.

The most substantive amendment relates to the posting of full reprimands issued by the Discipline Committee. It is currently the practice of many other health regulatory Colleges to post the entire reprimand rather than just a synopsis, as expressly required by legislation. The College Discipline Committee is of the opinion that the full reprimand, not only a summary, should consistently be posted on the public register as this is the most transparent approach. The Committee noted that only posting a summary could give rise to concerns regarding the decisions made as to which parts of the reprimand were posted and which were withheld.

Attached is a copy of *By-law 25: The Register and Related Matters* showing the amendments with an accompanying explanation of the proposals. Additions are shown as underlined in blue with deletions marked as ~~strikeouts in red~~.

The College Council will be discussing these amendments at the June 2018 meeting. If you wish to provide any comments we would appreciate hearing from you by Monday, June 18, 2018. Please submit your feedback to [registerbylawconsultation@cpo.on.ca](mailto:registerbylawconsultation@cpo.on.ca).

To ensure transparency and encourage engagement from College members, members of the public and other stakeholders, the feedback received will be posted on the website as part of the Council Materials for the June 2018 meeting. The College will make reasonable efforts to remove personal identifiers and information that may identify a third party prior to posting but will not review submissions for grammar, spelling or accuracy.

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

**BY-LAW 25: THE REGISTER AND RELATED MATTERS**

[Approved by Council December 2003; amended March 2007, March 27, 2009, September 25, 2009, March 21, 2014]

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

By-law Wording	Rationale for Change
<p>25.1 (1) A member's name in the register shall be the member's name as provided in the recorded evidence used to support the member's initial registration.</p> <p>(2) The Registrar shall direct that a name other than as provided in subsection (1) be entered in the register if such a request is made by the member and the Registrar is satisfied that the member has validly changed his or her name and that the use of the name is not for an improper purpose.</p> <p>25.2 (1) Unless otherwise approved by the Registrar, a member's business address in the register shall be the address of the location in Ontario where the public may contact the member.</p> <p>(2) A member's business telephone number in the register shall be the telephone number of the location in Ontario where the member principally engages in psychological practice or, if the member does not practise in Ontario, the telephone number of the location designated in subsection (1).</p>	<ul style="list-style-type: none"> <li>• No Changes to this section</li> </ul>
<p>25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, <del>being schedule 2 to</del> the <i>Regulated Health Professions Act, 1991</i>, the register of the College shall contain the following information with respect to each member:</p> <ol style="list-style-type: none"> <li>1. The member's name and any changes to the member's name which have been made in the register since he or she first became registered with the College;</li> <li>2. The member's registration number;</li> <li>3. The member's gender and date of birth;</li> <li>4. The date when the member's certificate of registration was first issued by the College;</li> <li>5. If the person ceased to be a member as a result of his or her resignation or death, the date upon which the person ceased to be a member;</li> <li>6. The highest degree in psychology held by the member and on which registration is based;</li> <li>7. The name of the educational institution from which the member received his or her highest degree in psychology upon which registration was based, and the year in</li> </ol>	<ul style="list-style-type: none"> <li>• Added for accuracy</li> </ul>

which the degree was obtained;

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| <p>8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each;</p> <p>9. The member's authorized Area(s) of Practice and <a href="#">authorized</a> Client Groups served;</p> <p>10. The address and telephone number of each location in Ontario where the member engages in psychological practice;</p> <p>11. The member's home address and home telephone number;</p> <p>12. The member's preferred mailing address for communication by the College;</p> <p>13. The member's preferred e-mail address for communication by the College;</p> <p>14. An optional e-mail address for use by the public;</p> <p>15. If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any the member holds with that corporation;</p> <p>16. <a href="#">The full name of every direct supervisee, who is not a member of the College;</a></p> <p>17. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, the names of the member's supervisors, <a href="#">current or past</a>;</p> <p>18. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, <a href="#">or if the member is no longer practicing in Ontario</a>. This information will only be made available to the public in the actual event of a member's incapacity or death <a href="#">or in the case of a member no longer practicing in Ontario, if that information has been provided to the College.</a></p> <p>19. <a href="#">The registration status of a member with every health regulatory body, inside and outside of Ontario;</a></p> <p>20. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member and is outstanding,<br/> <del>(a) a notation of that fact and whether the allegations are for professional misconduct or incompetence,</del><br/> <del>(b) the Notice of Hearing,</del><br/> (a) the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,<br/> (b) if the hearing has been adjourned <i>indefinitely</i>, a notation of that fact;</p> <p>21. If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;</p> <p>22. <del>If the person ceased to be a member as a result of his or her resignation after a referral to the Discipline Committee, a brief summary of the allegations against</del></p> | <ul style="list-style-type: none"> <li>• 9. Added to clarify that client groups as well as Area(s) of Practice must be authorized</li> <br/> <li>• 16. Provides additional transparency for the public with respect to non-members who provide services under supervision. This is consistent with current requirement (17) for posting names of Supervised Practice supervisors</li> <br/> <li>• 17. Addition to permit posting of the names of all supervisors</li> <br/> <li>• 18. Addition of providing contact information in the case where the member leaves Ontario</li> <br/> <li>• 19. Approved by Council in September 2016 for circulation. Currently, being considered by government as a legislative requirement</li> <br/> <li>• 20. (a) (b) Reference to posting of allegations and notice of hearing is no longer needed as now required by <i>RHPA</i></li> <br/> <li>• 22. Reference to posting of a summary of the allegations against a member who resigned in the</li> </ul> |
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~~the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;~~

23. If, prior to January 1, 1994, the person ceased to be a member as a result of his or her resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;
- ~~24. If the member has been required to attend before the Inquiries, Complaints and Reports Committee to be cautioned, a notation of that fact;~~
24. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,
  - (a) a notation of that fact,
  - (b) the date of the finding and the name of the governing body that made the finding,
  - (c) a brief summary of the facts on which the finding was based,
  - (d) the penalty, if any, and
  - (e) where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;
25. If an application for reinstatement has been referred to the Discipline Committee and is outstanding,
  - (a) a notation of that fact, and
  - (b) the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;
26. The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee.
27. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;
28. In respect of the elements of an Undertaking & Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking & Agreement remains in effect, and, where applicable, a notation that the decision has been appealed;
29. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;
30. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued and, where applicable, a notation that the decision has been appealed.

face of a referral to Discipline and the notation of this is no longer needed as now required by RHPA

- 24. Reference to posting of the fact of attendance before ICRC to be cautioned is no longer needed as now required by RHPA
- 27. Posting of full text of reprimand to ensure accuracy and transparency
- 28 - 30. Posting of the completion of elements of Cautions, Undertakings and SCERPs issued by the ICRC or Discipline Committees as well as notation if decision is under appeal. This provides transparency and clarity as well as fairness to member



<p>25.4 In addition to the information under subsection 23(2) of the Health Professions Procedural Code, <a href="#">being schedule 2 to</a><del>of</del> the <i>Regulated Health Professions Act, 1991</i>, the register shall contain, in respect of each health profession corporation to which a certificate of authorization has been issued by the College, the following information:</p> <ol style="list-style-type: none"> <li>1. The certificate of authorization number;</li> <li>2. The mailing address of the health profession corporation if different from the member's business address;</li> <li>3. The date upon which the certificate of authorization was first issued;</li> <li>4. If the certificate of authorization has been revoked, a notation of the fact, the date when the revocation occurred and a brief summary of the reasons for the revocation;</li> <li>5. If the certificate of authorization was revised or a new certificate of authorization was issued to the health profession corporation, a notation of that fact and the date when that occurred;</li> <li>6. The name, as set out in the College register, of each of the officer and director of the health profession corporation and the title or office held by each;</li> <li>7. The practice name(s) or business name(s), if any, used by the health profession corporation;</li> <li>8. The address and telephone number of each location at which the health profession corporation carries on business;</li> <li>9. A brief description of the business activities carried on by the health profession corporation.</li> </ol>	<ul style="list-style-type: none"> <li>• Added for accuracy</li> </ul>
<p>25.5 Subject to section 25.2 and 25.5.(1), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, <del>17, 20, 21, 23</del>; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of the Health Professions Procedural Code, <a href="#">being Schedule 2 to</a> <del>of</del> the <i>Regulated Health Professions Act, 1991</i>.</p> <ol style="list-style-type: none"> <li>(a) At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form.</li> <li>(b) The College will not provide a member's registration number but may verify the number upon request.</li> <li>(c) In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, information respecting <a href="#">authorized</a> Area(s) of Practice and <a href="#">authorized</a> Client <del>Populations</del> <a href="#">Groups</a> served will not be made available to the public.</li> </ol> <p>(1) At the discretion of the Registrar, a member's previous name or names shall not be information available to the public from the register of the College.</p>	<ul style="list-style-type: none"> <li>• Exclusions from posting revised as insertions and deletions changed numbering.</li> <li>• Added for accuracy</li> <li>• Added to reflect wording in Registration Regulation and consistency with 25.3.9.</li> </ul>

<p>(2) Information which, but for the commencement of an appeal or other legal proceeding, would have been available to the public from the register of the College of subsection 23(5) of the Health Professions Procedural Code, <a href="#">being Schedule 2 to</a> <del>of</del> the <i>Regulated Health Professions Act, 1991</i>, shall be available to the public from the register of the College as if no appeal or legal proceeding had been commenced.</p>	<ul style="list-style-type: none"> <li>• Added for accuracy</li> </ul>
<p>25.6 (1) A member shall immediately provide to the College, upon request, the following:</p> <ul style="list-style-type: none"> <li>(a) information described in sections 25.3 and 25.4, and</li> <li>(b) any other information which the College may be required to collect at the request of the Minister, for the purpose of health human resources planning as per section 36.1 of the Health Professions Procedural Code, <a href="#">being Schedule 2 to</a> <del>of</del> the <i>Regulated Health Professions Act, 1991</i>.</li> </ul> <p>(2) A member shall notify the Registrar within thirty (30) days of a change in his/her name. If there has been a change in any of the other information required to be provided under subsection (1) the member shall notify the Registrar in writing of the change within thirty (30) days of the effective date of the change.</p>	<ul style="list-style-type: none"> <li>• Added for accuracy</li> </ul>



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

**Briefing Note – June 2018 Council Meeting**

**Review of Policy and By-law Changes from the Nominations and Leadership Development Committee with Recommendations by the Executive Committee**

**Strategic Direction Reflection**

*Acting in a responsibly transparent manner; Advancing the College's governance practices*

**Motions for Consideration**

1. That amendments to *Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role* be approved.
2. That amendments to *Policy II-9(i): Nominations and Leadership Development: Terms of Reference/Role* be approved.
3. That amendments to *By-law 5: Selection of Committee Chairs and Committee Members* be approved for circulation to the membership.
4. That amendments to *By-law 21: Committee Composition* be approved for circulation to the membership.

**Background**

In the course of considering the role of Committees and the selection process for Committee Chairs, the Nominations and Leadership Development Committee reviewed many Policies and By-laws. In the course of this review, the Committee determined that amendments were required to the following:

- Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role
- Policy II-9(i): Nominations and Leadership Development: Terms of Reference/Role
- By-law 5: Selection of Committee Chairs and Committee Members
- By-law 5: Committee Composition

Two-column “tracked changes” versions of these documents, with a notation as to the rationale for any changes suggested, are included for Council review. If approved, By-law 5 and By-law 21 need to be circulated to the membership for 60 days prior to final approval.

**Budgetary Implications:**

None

**Attachments:**

“Tracked changes” versions of:

1. Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role
2. Policy II-9(i): Nominations and Leadership Development: Terms of Reference/Role
3. By-law 5: Selection of Committee Chairs and Committee Members
4. By-law 5: Committee Composition

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
<b>SECTION:</b> COUNCIL AND COMMITTEES			<b>POLICY #:</b> II – 8(i)
<b>POLICY:</b> Finance and Audit Committee: Terms of Reference/Role		<b>COVERAGE:</b> Finance and Audit Committee	
<b>CREATED:</b> March 2006	<b>REVISED:</b> March 2007, June 2013, September 2014, December 2014	<b>NEXT REVIEW:</b> <u>2020/2021</u> <del>2017/2018</del>	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

The Council of the College shall maintain a standing Finance and Audit Committee.

**PROCEDURE:**

<ol style="list-style-type: none"> <li>1. Finance and Audit Committee members are appointed by the Executive Committee acting on behalf of the Council.</li> <li>2. The Finance and Audit Committee reports to the Council regarding the financial management of the College.</li> <li>3. The Registrar provides staff support to the Finance and Audit Committee.</li> <li>4. <u>Role:</u> The Committee assists the Council in fulfilling its fiduciary duties of overseeing the College’s finances, ensures that financial statements <u>that fairly represent the financial condition of the College.</u> <del>are reasonable.</del> Financial management under the oversight of the Finance and Audit Committee include: banking practices; investments; borrowing of monies; levels of approval and disbursement procedures relating to purchased goods and services; major capital budget and facilities expenses; the findings of the external annual audit; review of the draft annual budget; and concerns relating to financial policies.</li> <li>5. <u>Composition:</u> The Finance and Audit Committee shall be composed of five members: <del>the President or his or her designate, and four other persons; Overall, the Committee shall be composed of</del> two members of the Council who are members of the College, <u>one of whom is the President or his or her designate;</u> two members of the Council appointed by the Lieutenant-Governor-in-Council; and, one other person.</li> <li>6. <u>Duties of the Finance and Audit Committee:</u> <ol style="list-style-type: none"> <li>(a) The Committee shall review the draft operating and capital budgets prepared by the Registrar and, with the Registrar, recommend to the Executive Committee and Council the annual operating and capital budgets.</li> </ol> </li> </ol>	<p>Improved wording suggested rather than “are reasonable”</p> <p>Wording ensures that President (or designate) will be on the Committee</p>
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<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL AND COMMITTEES			<b>POLICY #:</b> II – 8(i)
<b>POLICY:</b> Finance and Audit Committee: Terms of Reference/Role		<b>COVERAGE:</b> Finance and Audit Committee	
<b>CREATED:</b> March 2006	<b>REVISED:</b> March 2007, June 2013, September 2014, December 2014	<b>NEXT REVIEW:</b> <a href="#">2020/2021</a> <del>2017/2018</del>	<b>PAGE #:</b> 3 of 3

<p>(j) <del>The Committee shall report on its activities to the Council.</del></p> <p>(k) In accordance with the policy on approval of the Registrar's expenses, a member of the Committee will review the Registrar's expenses at least quarterly.</p>	<p>This is already noted in subsection 2.</p>
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College of Psychologists Policy and Procedure Manual			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II 9(i)
<b>POLICY:</b> Nominations and Leadership Development Committee: Terms of Reference/Role		<b>COVERAGE:</b> Nominations and Leadership Development Committee	
<b>CREATED:</b> March 2007	<b>REVISED:</b> June 2007, June 2013, <a href="#">June 2018</a>	<b>NEXT REVIEW:</b> 2015/2016 <a href="#">2020/2021</a>	<b>PAGE #:</b> 2 of 2

College of Psychologists Policy and Procedure Manual			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II 9(i)
<b>POLICY:</b> Nominations and Leadership Development Committee: Terms of Reference/Role		<b>COVERAGE:</b> Nominations and Leadership Development Committee	
<b>CREATED:</b> March 2007	<b>REVISED:</b> June 2007, June 2013, <a href="#">June 2018</a>	<b>NEXT REVIEW:</b> <del>2015/2016</del> <a href="#">2020/2021</a>	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The Council of the College shall maintain a standing Nominations and Leadership Development Committee.

**PROCEDURE:**

<p><u>1.</u> The Nominations and Leadership Development Committee members are appointed by the Executive Committee.</p> <p><del>1.</del><u>2.</u> <a href="#">The Nominations and Leadership Development Committee reports to Council</a></p> <p><del>2.</del><u>3.</u> The Nominations and Leadership Development Committee reports to the Executive Committee and the Council regarding succession planning and leadership development activities for the Council and Committees.</p> <p><del>3.</del><u>4.</u> The Registrar provides staff support to the Committee.</p> <p><u>4.</u><u>5.</u> <u>Role:</u> The Nominations and Leadership Development Committee focuses on succession planning and leadership development for Council and Committees. The Committee collaborates with staff to encourage participation by members of the College on Council and Committees and collaborates with the Executive Committee and staff in providing leadership development and training.</p>	To clarify to whom the Committee reports
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College of Psychologists Policy and Procedure Manual			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II 9(i)
<b>POLICY:</b> Nominations and Leadership Development Committee: Terms of Reference/Role		<b>COVERAGE:</b> Nominations and Leadership Development Committee	
<b>CREATED:</b> March 2007	<b>REVISED:</b> June 2007, June 2013, <a href="#">June 2018</a>	<b>NEXT REVIEW:</b> 2015/2016 <a href="#">2020/2021</a>	<b>PAGE #:</b> 2 of 2

~~5.6.~~ **Composition:** The Nominations and Leadership Development Committee shall be composed of [the President as Chair, and](#) at least one [other](#) member of the Executive Committee, [as well as at least](#) one professional member of Council, and one member appointed by the Lieutenant Governor in Council [who are not members of the Executive](#). The Committee membership shall include representation of each title.

~~6.7.~~ **Duties of the Nominations and Leadership Development Committee:**

- (a) To collaborate with the ~~President-Registrar~~ and senior staff to develop and provide orientation and training for Council, ~~and to serve as a resource to Committees Chairs and staff regarding Committee orientation and training.~~
- (b) To collaborate with staff to encourage member interest in serving on Council and Committees.
- (c) To receive expressions of interest in serving on statutory and other Committees of the College from members of Council and members of the profession.
- (d) To consult with the Registrar and senior staff regarding the needs of the various College Committees for the upcoming year and future years.
- (e) To consult with the current chairs of the statutory and other Committees of the College regarding the needs of the various College Committees for the upcoming year and future years.
- (f) To develop a list of proposed Committee Chairs and Committee members [according to the following guidelines, while taking into account the importance of continuity of the Committee membership:](#)
  - [Council members, normally may shall serve no more than 6 consecutive one-year terms on a Committee;](#)
  - [Non-Council members, normally may serve no more than 6 consecutive one-year terms on a Committee;](#)
  - [Non-Council members normally may only serve on one Committee at a time, with the exception of the Discipline Committee;](#)
  - [In making Committee appointments the Nominations and Leadership Development Committee will take into account the location of practice, experience, subject matter expertise, availability and other qualifications and characteristics of the member to helpful the mandate of the Committee.](#)

To clarify the composition of the Committee including the notation that the President is the chair.

Sets out that the Committee will work with Registrar in carrying out its duties. The Committee is not involved in planning the training for other Committees.

The Committee will now have some principles or guidelines to follow with respect to considering recommendations for Committee appointments.



## BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

[Approved by Council on June 11, 1994; amended on March 4, 1995, December 2002, March 14, 2003, September 2007, March 27, 2009, [June 2018](#)]

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

5.1 The Council may by resolution establish Committees additional to those established through Section 10 of the [Health Professions Procedural Code being schedule 2 under the Regulated Health Professions Act, 1991 \(Code\)](#).

Addition made to properly reference the Code

5.2 At least two months prior to first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members interested in appointment to a Committee are required to submit a ~~resume~~ [statement of qualifications pertaining to the mandate of the Committees in which they wish to participate](#).

The submission of a statement regarding one's qualification and how they relate to choices is seen to be more valuable than simply a resume.

5.3 At the meeting of Council preceding the annual election prescribed in the Bylaws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.

5.4 The Nominations and Leadership Development Committee will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.

~~5.5 During, or in the 24 hours immediately following~~ [Immediately after](#) the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.

This is in keeping with current practice.

### [5.6 Committee Chairs:](#)

a. [Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member.](#)

b. [The Committee Chair reports to Council on behalf of the Committee](#)

i. [The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.](#)

ii. [If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.](#)

c. [The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include:](#)

i. [Chairing Committee meetings;](#)

ii. [Approving meeting agendas prepared by College staff;](#)

iii. [Determining whether Committee members have the resources and](#)

This new section delineates the role of the Chair and introduces a Vice-Chair position. One of both must be members of Council.

<p><u>training to effectively perform the Committee's work;</u></p> <p><u>iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;</u></p> <p><u>v. Providing effective leadership for the Committee and facilitating Committee Meetings;</u></p> <p><u>vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,</u></p> <p><u>vii. Any other duties determined or assigned by Council.</u></p> <p><del>5.15.2</del> <u>The Executive Committee</u> <u>Committee appointments will be announced</u> <del>will advise Council of the committee appointments</del> within five business days of the first meeting of Council following the annual election.</p> <p><del>5.25.3</del> A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.</p> <p><del>5.35.4</del> Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.</p> <p><del>5.45.5</del> The Executive Committee may, if necessary for a Committee to achieve its quorum, appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.</p> <p><del>5.55.6</del> Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: Committee Composition; or any provision to the contrary in the Code, the By-laws or the policies of the College.</p> <p><del>5.65.7</del> Both registration titles will be represented on all statutory committees.</p>	<p>While the Executive Committee makes the final appointments, announcement of these is generally done through the office of the Registrar.</p>
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**BY-LAW 21: COMMITTEE COMPOSITION**

*[Approved by Council December 1999; amended March 2001 and June 2002, December 2006, September 2007, March 27, 2009, June 2009, 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.

21.1 (1) The Executive Committee shall be composed of:

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

(2) The President and Vice-President of the Council shall be members of the Executive Committee and the balance of the members shall be elected to complete the composition of the Executive Committee as set out subsection (1).

(3) The President of the Council shall be the chair of the Executive Committee.

21.2. The Registration Committee shall be composed of:

- (a) at least three members of the Council who are members of the College; [normally two of whom have academic involvement](#);
- (b) at least two members of the Council appointed to the Council by the Lieutenant Governor in Council; and
- (c) at least two members of the College who are not members of the Council.

21.3. The Inquiries, Complaints and Reports Committee shall be composed of:

- (a) at least two members of the Council who are members of the College;
- (b) at least three members of the Council appointed to the Council by the Lieutenant Governor in Council; and
- (c) at least two members of the College who are not members of the Council.
- (d) a member of a panel who would otherwise cease to be a member of the Inquiries, Complaints and Reports Committee after an investigation of a matter has been commenced by the panel shall continue, for the purposes of concluding that matter, to remain a member of that panel and of the committee until the final disposition of the matter by the committee.

21.4. The Discipline Committee shall be composed of:

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

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.

Notes desirability and importance of having academic experience on the Registration Committee

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

**Briefing Note – June 2018 Council Meeting**

**Quality Assurance Peer Assisted Review (PAR) Exemption & Deferral Criteria**

**Strategic Direction Reflection**

*Supporting and assisting members to meet high standards; Acting in a responsibly transparent manner*

**Motion for Consideration - Recommendation from Executive Committee**

That *Policy II – 5(ii) Peer Assisted Review: Criteria for Exemption or Deferral* be approved.

**Moved By**

TBD

**Rationale**

ONTARIO REGULATION 209/94 General, Part III (Quality Assurance) requires that: *9. (1) Each year the Committee shall select members to undergo a peer and practice assessment to assess the members' knowledge, skill and judgment.*

On average, approximately 20% of members selected for participation in a PAR request a referral or exemption. To date, College staff have evaluated each request and, if deemed appropriate, granted an exemption or deferral. While staff have been consistent in their reviewing such requests, the criteria by which such decisions were made have not been clearly articulated. In keeping with the College's transparency initiatives, the principles for granting deferrals or exemptions should be set out in policy.

The reasons for a request for a deferral or exemption are usually of a personal nature and most often relate to a member's illness or that of a close family member. At times, deferrals have been requested as the member is changing, or has just significantly changed, the nature or location of his/her practice or has recently returned following an absence from practice for an extended period, e.g., parental leave.

While the Committee will retain discretion to make decisions on a case by case basis, the proposed policy outlines the reasons that a deferral or exemption normally may be granted. Having clearly articulated criteria will ensure consistent and timely responses to requests. The policy also describes the type of requests that can be considered by staff and those which must be directed to the Quality Assurance Committee.

**Budgetary Implications:**

None

**Attachments:**

1. Draft *Policy II – 5(ii) Peer Assisted Review: Criteria for Exemption or Deferral*

**Contact for Questions**

Barry Gang, Deputy Registrar & Director of Professional Affairs

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II – 5(ii)
<b>POLICY:</b> Peer Assisted Review: Criteria for Exemption or Deferral		<b>COVERAGE:</b> Quality Assurance Committee	
<b>CREATED:</b> June 2018	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

All College members, except for those with a Retired Class of Certificate of Registration are eligible to be selected for a Peer Assisted Review. Requests for a deferral of, or exemption from, a review may be granted by the Quality Assurance Committee, in exceptional circumstances.

**PROCEDURE:**

1. Requests for a deferral for a period of up to six months from the time of notification of review may be granted if the request is based on any of the following:
  - Illness of the member or the illness or death of a close family member;
  - Significant recent changes in the nature/location of the member's practice;
  - Recent return to practice following an extended absence, e.g., parental leave
  - Residence/practice outside of Ontario;
  - Intention to retire within the fiscal year;
  - No current practice;
  - Intention not to practice within the next six months; or
  - Current involvement in a College investigation or hearing
2. The criteria for granting a deferral, as outlined in 1. above, will applied by College staff on behalf of the Quality Assurance Committee. If there are questions about the appropriateness of the request, staff will consult with the Quality Assurance Committee Chair.
3. Any request for an exemption or for a deferral for a period of more than six months, or for any reason not listed above, will be considered by the Quality Assurance Committee. In considering such requests the Committee will consider its public protection mandate and the principle of fairness and equitable treatment of College members.



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

### Briefing Note – June 2018 Council Meeting

#### Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions

##### Strategic Direction Reflection

*Communicating clearly and effectively with stakeholders, particularly applicants, members and the public; Acting in a responsibly transparent manner*

#### Motion for Consideration

That *Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions* be approved.

#### Background

Over the last two years, there have been an increase in response times for members responding to complaints. This is most often related to members' requests for extensions to the legislatively prescribed timelines. *Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions* was drafted to address these delays.

#### Rationale

A policy regarding extensions to make written submissions in response to a complaint would provide clarity and consistency to both members and complainants involved in the investigations process. It also would provide guidance to the Investigations, Complaints and Reports Committee (ICRC) and College staff regarding when an extension could be granted by staff and when the extension needs to be approved by a panel of the ICRC. The policy may provide incentive to members and complainants to respond in a timelier manner by restricting staff's ability to grant extensions to a cumulative maximum of 21 days, and by requiring members and complainants to provide written reasons for their requests. The policy was drafted in consultation with legal counsel.

#### Risk

There may be some risk that more requests for extension will require the attention of a panel of the ICRC which might otherwise have been dealt with on an administrative basis. Without a policy however, the ICRC may be open to the criticism that extension requests are considered on an ad hoc, inconsistent basis, which may be seen as unfair or not transparent to either the complainant or the member.

#### Budgetary Implications

Minimal. The ICRC already schedules in-person meetings once a month from September to May, and monthly teleconferences. It is anticipated that an extension request that must receive ICRC consideration could be handled during these scheduled meetings. Additional meetings, if required, would be held by teleconference.

#### Attachments

1. Draft *Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions*

#### Contact for Questions

Zimra Yetnikoff, Director, Investigations & Hearings

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II – 3(iv)
<b>POLICY:</b> Responding to requests for extensions to make written submissions		<b>COVERAGE:</b> Inquiries, Complaints and Reports Committee	
<b>CREATED:</b> June 2018	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The Inquiries, Complaints and Reports Committee (ICRC) takes seriously its statutory requirement to dispose of cases in a timely manner. To ensure procedural fairness and the adequacy of investigations however, the ICRC consider requests, from both members and complainants, for extensions of time to make written submissions when those requests are made in writing, and supported by adequate reasons.

**BACKGROUND:**

Pursuant to section 25.2(1) of the Health Professions Procedural Code (Code), being Schedule 2 to the *Regulated Health Professions Act, 1991*, a member who is the subject of a complaint or report may make written submissions to the Inquiries, Complaints and Reports Committee within 30 days of receiving notice (35 days if notice is sent by regular mail, pursuant to section 39(2) of the Code). It is the College's practice to also provide complainants with 14 days to respond to a member's response, if the response is provided to the complainant (19 days if the response is sent by regular mail). For any subsequent and additional information provided to the member, it is the College's practice to provide the member with 14 days (or 19, as above) to make additional written submissions.

From time to time and for various reasons, members and complainants request extensions of time to make written submissions to the College. This policy is intended to clarify and provide consistency for how such requests will be considered.

This policy is created pursuant to the College's rule-making authority to govern its own procedures and practices under section 25.1 of the *Statutory Powers Procedures Act*, R.S.O. 1990, c. S.22

**PROCEDURE:**

1. A request for an extension must be received in written form by letter, email or fax and must include:
  - a) the reasons for the request, which must be based upon extenuating circumstances; and,
  - b) a proposed date for providing the written submissions and/or supporting materials to the College.
2. Based on the nature of the request, College staff may grant extensions for a cumulative maximum of 21 days.
3. If staff have questions about the appropriateness of a request for an extension within the 21-day timeframe, they will consult with the ICRC Chair who may decide to take the request to a panel of the ICRC.
4. A request for extensions totalling more than 21 days must be approved by a panel of the ICRC.



<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II – 3(iv)
<b>POLICY:</b> Responding to requests for extensions to make written submissions		<b>COVERAGE:</b> Inquiries, Complaints and Reports Committee	
<b>CREATED:</b> June 2018	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 2 of 2

5. After considering a request for an extension, the ICRC may:
  - a) grant the extension requested;
  - b) grant an extension, but for less time than requested; or
  - c) not grant the extension.
  
6. When considering an extension request, the ICRC may consider other appropriate means for obtaining the information at issue, including summoning the information.
  
7. The ICRC may decide not to grant the extension if it considers that it has adequate information to make a reasonable decision in the matter, and that procedural fairness will not be compromised.
  
8. Different considerations apply to requests for extensions for submissions regarding the notice of intention to make an interim order pursuant to section 25.4(6) of the Code.
  - a) A request for extension to provide written submissions regarding notice of an interim order will be treated as separate and distinct from a request for an extension to provide written submissions regarding a complaint or report, even where notice of the complaint or report and notice of the interim order are provided at the same time.
  - b) The request for extension must be received in written form by letter, email or fax.
  - c) The request for extension must include reasons, as under section 1, above, and must include a proposed date of extension.
  - d) Staff, on behalf of the ICRC, will consider an extension of up to 5 days to provide submissions in response to notice of an interim order.
  - e) Should the ICRC proceed with an interim order under circumstances where the member does not believe he or she has had an adequate opportunity to respond, the ICRC will reconsider the matter pursuant to section 25.4(4) of the Code as soon as possible upon receipt of the member's written submissions.



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

**Briefing Note – June 2018 Council Meeting**

**Shaping the Future – Further Discussion**

**Strategic Direction Reflection**

*Enforcing standards fairly and effectively through: establishing and maintaining standards of qualifications for individuals seeking registration; Communicating clearly and effectively with stakeholders, particularly applicants, members and the public; Acting in a responsibly transparent manner*

At the March 2018 Training Day, the Council received a presentation on *Shaping the Future of Psychology Regulation in Ontario*. It was recognized that most of the current Council members were not on Council at the time when this matter was brought to Council for discussion and decision-making. The presentation discussed the work of the *Shaping the Future Task Force* and the ultimate decision to accept one of the options it proposed. As a result, on March 22, 2013, the College Council passed a motion to:

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

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

Following this review of *Shaping the Future* which led to the motion of March 2013, the current Council expressed interest in further discussing the March 2013 decision and asked that it be discussed at the next Executive meeting with a view to providing direction to best guide Council's reconsideration of this matter. This was on the agenda of the May 2018 Executive Committee meeting. The Executive Committee discussion underscored the importance of ensuring that the framing of questions to be considered and alternatives discussed be done through the lens of public interest and protection. It was recognized that actions taken in this or any other matter must be consistent with section 3(2) of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991* which states:

*In carrying out its objects, the College has a duty to serve and protect the public interest.*

The Executive directed that Council be provided with the possible options available, the action each might require, as well as some questions to guide the discussion.

Presented below are suggested options for Council consideration regarding the March 2013 motion and the actions that would result from the acceptance of each. Following the "Options" are a series of "Questions" to guide the discussion and decision-making in moving toward a decision regarding a specific option and course of action. It should be noted that consideration of *mechanisms for evaluating internationally trained applicants' competencies for substantial similarity to a CPA accredited program*

*and remediation as needed* will continue to be necessary regardless of the option chosen. This therefore, is not discussed in this Briefing Note.

## **OPTIONS**

**Option 1:** Reaffirm the motion taken in March 22, 2013 to close registration at the Master's plus four year's supervision level and register all psychological associates as psychologists until there are no more psychological associates being registered.

### **Action Required:**

- (1) Undertake further discussions with the Ministry of Health and Long-Term Care (Ministry) regarding the Council's desire to pursue the matter. This could include:
  - a. further discussion of the status of the Briefing Note provided to the Ministry on November 14, 2016 to obtain comment upon the likelihood the proposal would receive Ministry support in taking a Registration Regulation change forward; and/or,
  - b. preparation of a formal Registration Regulation submission to be forwarded to the Ministry with a request that it be taken forward for governmental approval.

**Option 2:** Rescind the motion taken in March 22, 2013 to close registration at the Master's plus four year's supervision level and register all psychological associates as psychologists and take no further action. This would maintain the status quo regarding continued registration of psychological associates at the Master's degree plus four year's supervision level and maintain two titles.

### **Action Required:**

- (1) Inform the Ministry of this decision and request that no further consideration be given to the Briefing Note submitted in November 2016.

**Option 3:** Consider the two issues separately, that is, the closure of registration at the Master's degree plus four year's supervision level, and the granting of the title "psychologist" to those qualifying as psychological associates.

### **3a. Action Required: Master's Degree Plus Four Year's Supervision Level Registration**

- (1) Decision not to pursue closure of the Master's degree plus four year's supervision level:
  - a. inform the Ministry of this decision and request that no further consideration be given to Briefing Note submitted in November 2016; and,
  - b. no further action required.
- (2) Decision to pursue closure of the Master's degree plus four year's supervision level:
  - a. undertake further discussions with the Ministry regarding the decision to pursue closure; and,
  - b. prepare proposal to circulate to the membership in preparation for submission of a Registration Regulation amendment to the Ministry which would remove the option for registration at the Master's degree plus four year's supervision level.

### **3b. Action Required: One or Two Titles**

- (1) Decision to continue to register current and future Psychological Associates with this title:
  - a. inform the Ministry of this decision and request that no further consideration be given to Briefing Note submitted in November 2016; and,
  - b. no further action required.

- (2) Decision to pursue granting the title “psychologist” to all current and future individuals qualifying for registration as Psychological Associates:
  - a. inform the Ministry of this decision and request that no further consideration be given to Briefing Note submitted in November 2016; and,
  - b. prepare proposal to circulate to the membership in preparation for submission of a regulation regarding titles to the Ministry.

**Please Note:** In considering Option 3 it should be noted that if certain combinations are taken together there is redundancy with Options 1 and 2. That is: Option 3a(2) [closure of Master’s degree plus four year’s supervision level registration] and Option 3b(2) [moving to one title] is consistent with Option 1; and Options 3a(1) [no closure] and Option 3b(1) [maintain two titles] is consistent with Option 2.

### **QUESTIONS**

1. What, if any, are the public interest/public protection issues with reconfirming the motion of March 2013 to close registration at the Master’s degree plus four year’s supervision level and registering all psychological associates as psychologists until there are no more psychological associates being registered?
  - i. What might be the unintended consequences of this decision? [Option 1]
2. What, if any, are the public interest/public protection issues with rescinding the motion and maintaining the status quo regarding registering at the Master’s degree plus four year’s supervision level with the title “psychological associate”?
  - i. What might be the unintended consequences of this decision? [Option 2]
3. What, if any, are the public interest/public protection issues with:
  - (a) maintaining the Master’s degree plus four year’s supervision route to registration? [Option 3a(1)]
    - i. What might be the unintended consequences of this decision?
  - (b) closing the Master’s degree plus four year’s supervision route to registration? [Option 3a(2)]
    - i. What might be the unintended consequences of this decision?
4. What, if any, are the public interest/public protection issues in:
  - (a) continuing to register psychological associates with this title? [Option 3b(1)]
    - i. What might be the unintended consequences of this decision?
  - (b) granting all registrants to the College the title of “psychologist”? [Option 3b(2)]
    - i. What might be the unintended consequences of this decision?
5. What further information is needed to more thoroughly understand any of the issues and the potential decisions associated with addressing them?

### **Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



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

**Briefing Note – June 2018 Council Meeting**

**Committee Audit 2018 - 2019**

**Strategic Direction Reflection**

*Advancing the Council's governance practices*

**Motion for Consideration**

That the Inquiries, Complaints and Reports Committee and the Nominations and Leadership Development Committee be audited in 2018-2019 as per Policy I-7 *Committee Audits*.

**Moved By** TBD

**Rationale**

While the legislation does not require the College to conduct audits of its Committees and processes, Council decided that Statutory and Non-Statutory Committees would undergo periodic reviews as a quality assurance initiative.

**Background**

In 2003 – 2004 a review of the Complaints Committee was conducted followed by an audit of the Jurisprudence and Ethics Examination Committee. Subsequently, the College Council decided to formalize the process and Policy I-7 *Committee Audits* was created in December 2005. Since that time all of the Statutory and Non-Statutory Committees, except for the Nominations and Leadership Development Committee, have been reviewed at least once. The following table presents a history of completed Committee Audits.

<b>Fiscal Year</b>	<b>Committee</b>
2003-2004	Complaints
2004-2005	JEEC
2005-2006	Registration
2006-2007	Discipline
2007-2008	Quality Assurance
2009-2010	Registration (OFC Audit)
2013-2014	JEEC
2014-2015	Executive Committee
2017-2018	Finance and Audit Committee
2017-2018	Client Relations Committee

A review of the history table suggests that in addition to the Nominations and Leadership Development Committee, the ICRC is due to be audited in 2018-2019. It is important to note that there are no issues

or concerns with the functioning of any Committee and therefore no Committee for which an audit would be considered urgent or necessary.

**Budgetary Implications**

Funds have been allocated to “Special Projects” to fund 2018-2019 audits. No specific amount was established as it is recognized that the cost of the audit varies by the nature of the Committee under review.

**Next Steps**

1. With Council’s approval of audit for the ICRC and the Nominations and Leadership Development Committee, the Registrar will work with the Committee Chair and liaison staff to plan and implement the audit.

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



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

**Briefing Note – June 2018 Council**

**Audit of the Finance and Audit Committee (FAC)**

**Strategic Direction Reflection**

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

**Motions for Consideration**

That the external audit report on the Finance and Audit Committee be received.

**Moved By TBD**

**Finance and Audit Committee Audit Report**

An external review of the Finance and Audit Committee was conducted in April 2018 by Mr. Jin Shen. At the time that Mr. Shen was contracted to conduct the review, he was the financial officer for the College of Occupational Therapists of Ontario and therefore very familiar with the financial requirements of a regulatory health College. A copy of his report is attached.

Mr. Shen concluded that the Committee is well run and fulfilling its role and duties. The FAC reviewed his report and the recommendations contained in the report and made several observations and comments.

Legal Costs: The Committee noted that Mr. Shen had stated that, "All the committee members expressed concern over the unpredictable nature of the college's legal cost in a given year." The Committee members indicated that this statement inaccurately portrayed their intention. The FAC members noted that their comments to Mr. Shen were a recognition of the unpredictable nature of these legal costs, but not an expression of concern as they recognized the variability of costs related to investigations and hearings. The Committee did support the recommendation of "accruing the investigations and hearings costs" and this will be discussed with the College auditors.

Risk Management, Vendor Management, and Long-Term Planning:

Two main recommendations were made under this heading. The FAC discussed the need for a 'top ten vendors' list and determined this was not necessary. The Registrar noted that such a list could be prepared but, aside from legal and website hosting expenses, the College did not have significant vendors to comprise an informative list. The report said that many health Colleges use the same vendors and, while "they are very experienced in regulatory colleges. . .using the same group of consultants may limit solutions". In this regard, it was noted that except for the College auditors, the College does not tend to use the consultants/contractors used by others. The use of auditors working for other Colleges is due to a merger by the College's former auditors with a larger firm; a firm which works with a number of other Colleges.

Regarding long-term financial planning, the FAC felt this was well in hand pointing out the reserve funds in place to handle unexpected costs in the areas noted in the report.

Administration Expense:

The report accurately noted that “nearly 70% of the total expense” of the College operations in under the heading of administration and suggested that “for transparency purposes and for the perspective of the public” the College may wish to consider sharing more detail as to what is contained in this expense line. The FAC felt that given the nature of the business of the College, it is not surprising that “Administration” costs account for a large portion of the College’s expenses. The work of the College is very labour intensive and therefore salary costs, together with premises rent, office expenses and IT, account for this large percentage. The FAC felt the current level of detail provided in the quarterly statements and annual audited financial statement providing sufficient detail.

Overall, the FAC was pleased with, and moved to accept, the audit report.

**Attachments**

1. Finance and Audit Committee Audit Report

**Finance and Audit Committee Members**

Lynette Eulette, Chair	Dorothy Cotton
D’Arcy Delemare	Gilles Hebert
Donna McNicol	

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



Jin Shen, CPA, CGA, MBA  
25 Cardrew Street  
Markham, Ontario, L6B 1G2

March 14, 2018

The Members of the Finance and Audit Committee  
The College of Psychologists of Ontario  
110 Eglinton Avenue West Suite 500  
Toronto, Ontario M4R 1A3

Re: The Audit of Finance and Audit Committee

Dear Finance and Audit Committee Members:

Further to the recent completion of the audit of the committee, I wish to communicate with you the findings and recommendations.

**Findings:**

The committee is very well run and fulfilling its role and duties.

Committee support. The staff supporting the committee is always ready and knowledgeable, all relevant documents are kept and easy to retrieve, the meeting packages are prepared in orderly fashion with the right level of details for review and decision making.

Committee composition. The committee has five members, the president of the council also the chair of this committee; two public members of the council; and two professional members of the council, which satisfy the composition requirement for this committee. The members are very knowledgeable either in the profession or in business.

Committee meeting. The committee has four meetings a year. One in-person meeting which takes half day to full day, and three teleconference meetings which take 1 to 2 hours each.

Committee duty. The committee has three primary responsibilities, review annual budget, review quarterly financial statements, and act as the governance body for the annual financial audit. By doing these three areas well, the committee is fulfilling its role identified in the committee's Term of Reference. The committee has other responsibilities and review other materials, however, the time spends on those is minimum and the impact is minor due to the nature of the college.

**Recommendations:**

The committee is functioning well and meeting all compliance requirements, these recommendations only serve as improvement for the committee to exceed compliance requirements and be more effective and proactive to the uncertainty of today's business.

Legal cost. All the committee members expressed concern over unpredictable nature of the college's legal cost in a given year. First, this is the core business of a regulatory college, and as the college improves its public awareness, there will be more cases being reported and incurring more legal costs. Second, the length of time to resolve these cases vary, making prediction of the cost difficult. Third, legislation changes will have an impact on the college's operation including the legal cost to resolve the cases. The college has a healthy balance of reserve fund set aside for investigations and hearings purpose, however, if the committee is still concerned about the legal cost being unpredictable in a given year, two things are suggested to minimize the impact: first, accruing the investigations and hearings cost at the college's yearend to account for outstanding cases (the college's auditor Hilborn LLP is very keen in practicing this accrual among regulatory organizations, this may already in practice), and second, the committee may decide to be more conservative in these accruals to show bigger impact on financial statements.

Risk Management, Vendor management, and Long-Term Planning. Managing risk is very important in today's fast changing business environment, and it requires ongoing efforts to identify, review, monitor, and report the risks. The Finance and Audit Committee plays an important role in risk management. Although many things are under the management's responsibilities and the committee should not get into the details, the committee should have process in place to achieve governance purpose.

Such as a report on the top ten vendors of the college in term of dollar amount spending in a given year, or the top ten consultants of the college in a given year. The top ten vendors report is another way to identify the spending drivers in the college's operation, and it could help the committee to be more active in financial management and risk management. The report may identify the service of the vendors, the relationship with the college and the relationship with other vendors and other colleges, the alternative vendors if available, etc. The health care regulatory colleges are a small circle and tend to rely on a small circle of vendors, and we can see the similar patterns in government expenditures. It doesn't mean the consultants are unprofessional or incompetent, they are very experienced in regulatory colleges, but keep using the same group of consultants may limit the solutions.

Aside from unpredictable legal cost, there are other large spending items may require long term planning. Usually the committees of the colleges are more focused on the activities in the current year and the following year, but by the time the needs arise for these long-term items without planning, the committees often have very limited options available due to the urgency to react. Some example of these items: new workplace, new membership database, new website, new mobile app or other technology, staffing planning, etc. Discuss and plan these items few years in advance are suggested.

Administration expense. On page three of the college's audited financial statements, statement of operations, the administration expense is a very large dollar amount, nearly 70% of the total expense and double all other expenses combined. Although this item tends to be very stable from year to year and it is more about the infrastructures of the college than the annual initiatives and projects, the number in that size on financial statements often get questioned. It is very clear in the college's annual budget about what the number contains, but the audited financial statement has little information. For transparency purpose and for the perspective of the public, the committee may consider discussing with

the auditor on how to share more information about the administration expenses. If changing the layout of the statement of operations is difficult, another option is to add an additional note to the financial statements, or to add another paragraph under the existing note number three. I believe the same auditor works with about ten other colleges, you may want to ask the auditor how their other regulatory clients are presenting the administration cost.

This communication is prepared solely for the information of the Finance and Audit Committee and is not intended for any other purpose. I would be pleased to discuss further any of the points noted above in more depth or any additional questions you may have.

Yours very truly,

A handwritten signature in blue ink, appearing to be 'Jin Shen', with a stylized, cursive script.

Jin Shen, CPA, CGA, MBA



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

**Briefing Note – June 2018 Council**

**Audit of the Client Relations Committee (CRC)**

**Strategic Direction Reflection**

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

**Motions for Consideration**

That the external audit report on the Client Relations Committee be received.

**Moved By TBD**

**Client Relations Committee Audit Report**

An external review of the College's Client Relations Committee (CRC) was completed in April 2018 by Ms. Christina Langlois. Ms. Langlois is a former Manager of Legal Services and Patient Relations Programs at the Ontario College of Pharmacists. Currently, she is in private practice providing legal advice and contract services in the areas of professional regulation, committee and board liaison, training and facilitation, program and project management, government relations and policy development and implementation. She has broad experience with operationalizing the *Regulated Health Professions Act, 1991*. A copy of her report is attached.

Ms. Langlois concluded that the College's CRC is in compliance with the legislation and its terms of reference. She found that the client relations program addresses each requirement in the legislation and effectively assesses applications for funding for therapy and counselling based on criteria set out in the regulations and approved by Council.

Ms. Langlois' report contained two recommendations:

1. *CPO is fortunate to have existing internal expertise to cover staff training in the area of sexual abuse. This may need to be a consideration when succession planning and included as a preferred skill in the job description. If the internal expertise were to be lost, the CPO would need to identify another source of staff training and support.*
2. *While CPO's Standards of Professional Conduct have a clear effective date, none of the other guidance or information documents she reviewed were dated. This makes it difficult for the public and other naive readers to know how current a guidance document is. This is easily remedied by adding a "last review" date on documents to clearly indicate currency. This also demonstrates a commitment to regular review.*

In response to these recommendations, *Last Reviewed* dates have been added to all public facing documents related to the sexual abuse of clients by members of the College. At the time of the audit, plans were already underway for staff training for those involved in the investigation of sexual abuse

and a current initiative of the Federation of Health Regulatory Colleges to develop sexual abuse training is proceeding, with the active participation of the Deputy Registrar/Director of Professional Affairs.

**Attachments**

1. Client Relations Committee Compliance Audit Report

**Client Relations Committee Members**

Kristin Bisbee	Council, Public Member
Judy Cohen	Council, Public Member
Ester Cole	Professional
Christine DiZazzo	Council
Maya Hammer	Professional
Denise Milovan	(Chair) Council

**Contact for Questions**

Barry Gang, Deputy Registrar and Director of Professional Affairs

**Christina M. Langlois**

90 Stadium Road  
Suite 1804  
Toronto, ON M5V 3W5  
(647) 272-9455  
tina.langlois@rogers.com

April 2, 2018

Barry Gang  
Deputy Registrar & Director of Professional Affairs  
College of Psychologists of Ontario  
110 Eglinton Avenue West, Suite 500  
Toronto, ON M4R 1A3

Dear Mr. Gang, 

**Compliance Audit – Client Relations Committee**

I am pleased to provide you with my report regarding the compliance audit I conducted of the College of Psychologists of Ontario's (CPO's) Client Relations Committee (CRC). The audit was aimed at assessing compliance with statutory requirements and committee mandate.

**Methodology**

For the purposes of the audit, I reviewed the following

- *Health Professions Procedural Code* being Schedule 2 to the *Regulated Health Professions Act, 1991*(RHPA)
- Ontario Regulation 59/94 under the RHPA – Funding for Therapy or Counselling for Patients Sexually Abused by Members
- Ontario Regulation 74/15 under the *Psychology Act* - Registration Regulation
- CPO Policy 3II-7(i) - CRC Terms of Reference/Role
- CRC minutes covering the period from January 2015 to the present
- CRC portion of the CPO annual reports from 2012-2013 to 2016-2017
- CPO Standards of Professional Conduct
- CPO publications
  - Prevention of Sexual Abuse of Clients and Mandatory Reporting
  - Professional Boundaries in Health-Care Relationships
  - Sexual Contact with Clients Is Always Wrong
  - Frequently Asked Questions – Program Funding for Therapy and Counselling
  - Eligibility for Funding for Therapy and Counselling for Victims of Sexual Abuse
- CRC Orientation presentation & meeting package

- Template consent forms, agreements and letters used in conjunction with applications for funding for therapy and counseling
- De-identified materials for two applications for funding for therapy and counselling
- CPO's website

In addition, I conducted phone interviews with Denise Milovan, Francine Roussy-Layton and Kristin Bisbee who are respectively, the present and previous Chairs and a Public Member of the CRC. I also spoke with you in your role as staff liaison for the CRC.

## **Findings**

The RHPA requires each health regulatory college to have a patient relations program which must include measures for preventing and dealing with sexual abuse of patients.

The measures for preventing and dealing with sexual abuse of patients must include,

- educational requirements for members;
- guidelines for the conduct of members with their patients;
- training for the College's staff; and
- the provision of information to the public.

The CRC is responsible for advising the Council with respect to the CPO's patient/client relations program.

In addition, the RHPA also requires all health regulatory colleges to have a program to provide funding for therapy and counselling for persons who, while patients, were sexually abused by members.

The CRC at CPO also has additional responsibilities set out in their Terms of Reference/Role policy including the review of standards and policies and other matters as directed by Council.

### *Patient/client relations program*

The CPO's Standards of Professional Conduct speak directly to the issue of sexual abuse prevention as do several other guidance documents reviewed. These documents are regularly reviewed by the CRC. In fact, much of the CRC's work over the period covered by the documents reviewed for the audit was focused on a review of the Standards of Professional Conduct. This also coincided with a time when health regulatory colleges were awaiting the report

from the Sexual Abuse Task Force and the legislative response to that report so the CRC had the capacity to undertake this major initiative.

The guidance documents regarding appropriate boundaries and conduct with clients are available on the CPO website for members, applicants, clients and potential clients. The documents use clear language and include examples to help illustrate appropriate conduct and boundaries.

At the CPO, applicants for registration are required to pass a Jurisprudence and Ethic examination in order to be registered. This reinforces familiarity with the standards of practice of the profession and acceptable boundaries and conduct with clients, including the professional behaviours that support sexual abuse prevention. The current Chair of the CRC commented that while the CPO is fortunate that most members are well educated and aware of their responsibilities and the terrible consequences of sexual abuse, there is always room for improvement as "even one is too many".

The minutes and orientation material reviewed confirm that the CRC are oriented to their role including their responsibilities under the RHPA and review other health regulatory college patient relations programs to identify best practices. The CRC reports on its activities through Council and the CPO's annual report in accordance with the legislation.

The CPO is fortunate that your training and experience includes the area of sexual abuse and you are therefore able to provide the necessary training and support to staff on an as-needed basis.

#### *Funding for therapy & counselling*

CPO posts the criteria for eligibility for funding for therapy and counselling on its website along with FAQ documents. The CPO Council provides a broader range of eligibility than is set out in the legislation.

Committee members interviewed each confirmed taking part in at least one assessment of an application for funding for therapy and counselling and each felt they were provided with sufficient information to assess the application and that the decision-making criteria were clear and in accordance with the legislation and Council policy. Committee members commented and minutes confirm that teleconferences are sometimes scheduled to expedite the assessment process.

Case material reviewed confirmed that eligibility for funding is being determined by the CRC based on clear criteria in an efficient manner. Consents, agreements, templates and clear processes indicate that the funding program is being appropriately managed.



## Conclusion

Through the audit, I was able to confirm that that the CPO's CRC is in compliance with the legislation and its terms of reference. The CPO has a client relations program that addresses each requirement in the legislation. The CRC also effectively assesses applications for funding for therapy and counselling based on criteria set out in the regulations and approved by Council.

## Recommendations

I only have two minor recommendations stemming from the audit which are set out below.

1. CPO is fortunate to have existing internal expertise to cover staff training in the area of sexual abuse. This may need to be a consideration when succession planning and included as a preferred skill in the job description. If the internal expertise were to be lost, the CPO would need to identify another source of staff training and support.
2. While CPO's Standards of Professional Conduct have a clear effective date, none of the other guidance or information documents reviewed were dated. This makes it difficult for the public and other naïve readers to know how current a guidance document is. This is easily remedied by adding a "last review" date on documents to clearly indicate currency. This also demonstrates a commitment to regular review.

Thank you for the opportunity to conduct this audit. Please do not hesitate to contact me directly with any questions.





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

**Briefing Note – June 2018 Council**

**Signing Authorities**

**Strategic Direction Reflection**

*Advancing the Council's governance practices.*

**Motion for Consideration**

As [TBD] has been elected Vice-President, their name be added to the List of signing officers as of June 22, 2018;

As Dr. Lynette Eulette has been re-appointed President and as Dr. Denise Milovan continues on Council, their names continue on the list of signing officers as of June 22, 2018; and,

As both the President and Vice-President reside outside of the GTA, that [TBD] be added to the list of signing officers as of June 22, 2018.

**Background**

*By-law 9: Banking and Finance* requires that:

- 9.8.1 For any amount, either the Registrar or the Deputy Registrar plus one of the President, the Vice President, or a member or members of Council appointed in accordance with Section 9.8.5;
- 9.8.2 For amounts up to \$7,500, the Registrar and the Deputy Registrar; or either the Registrar or the Deputy Registrar plus either the Director, Registration, the Director, Investigations and Hearings or the Manager, Administration;
- 9.8.3 Notwithstanding the above, for amounts up to \$35,000, the signing officers identified in 9.8.2 shall also be authorized to sign all cheques for: (1) mandatory employer remittances to the Canada Customs and Revenue Agency including payroll deductions and employer contributions; (2) monthly rent or mortgage payments for College premises; and (3) monthly premium payments for employee benefits.
- 9.8.4 Signing officers shall be provided with a duly approved invoice or purchase order in support of any cheque to be signed.
- 9.8.5 For purposes of paragraph 9.8.1, where either the President or the Vice-President resides in the Greater Toronto Area (GTA), Council shall appoint as a signing officer one other member of the Council who resides in the GTA. If neither the President nor the Vice-President resides in the GTA, Council shall appoint as signing officers two other members of the Council who reside in the GTA.

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director

**COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**STRATEGIC DIRECTION 2017 - 2022**  
**Updated June 15, 2018**

**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>• Adopted the new <i>Standards of Professional Conduct</i>, to go into effect September 1, 2017 (March 2017)</li> <li>• Creation of the ICRC Risk Rubric (August 2017)</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>		
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> <li>• Executive Committee Reception with Guelph members (November 2017)</li> <li>• Proposed Policy II-3(iii) Appearance before a panel of the ICRC to be Cautioned (December 2017)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>College Communications Plan (March 2018)</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Executive Committee Reception with Kingston Members (May 2018)</b></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>• Barbara Wand Symposium in Ottawa (June 2017)</li> <li>• Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017)</li> <li>• Frequently Ask Questions for the new Standards and CPD Program continuously updated (August 2017)</li> <li>• Barbara Wand Seminar (January 2018)</li> <li>• <b>Barbara Wand Seminar (June 2018)</b></li> </ul>	<ul style="list-style-type: none"> <li>• French translation of the new <i>Standards</i> almost complete (August 2017)</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-College</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions with the MOHLTC with regards to the regulation of ABA</li> </ul>

		Psychotherapy Working Group <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> <li>• Submission to HPRAC, re: Psychotherapy (October 2017)</li> <li>• <b>Submission to MOHLTC on regulation amendments in the Health Professions Procedural Code (March 2018)</b></li> <li>• <b>Submission to Ontario Regulation Registry on Psychotherapy (June 2018)</b></li> </ul>	(November 2017)
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>• Council Meetings to begin with a Declaration of Conflicts of Interest (June 2017)</li> <li>• Amendments to By-law 18: <i>Fees</i> (December 2017)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Circulation of By-law 25: <i>The Register and related Matters</i> (April 2018)</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> <li>• Revision to Role of the Executive Committee</li> <li>• Agenda to Reflect Strategic Direction</li> </ul>	<ul style="list-style-type: none"> <li>• HIROC Risk Management System (September 2017)</li> </ul>

College of Psychologists of Ontario

Strategic Direction 2017 - 2022

Implementation

		of Item <ul style="list-style-type: none"> <li>• Introduction of Board Self-Assessment process (June 2017)</li> <li>• Amendments to By-law 20: Elections to Council (December 2017)</li> <li>• Two Committee Audits Planned for 2017-2018</li> </ul>	
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**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 the Registrar since March 2018 as activities undertaken in service of the College's Strategic Directions 2017 - 2022