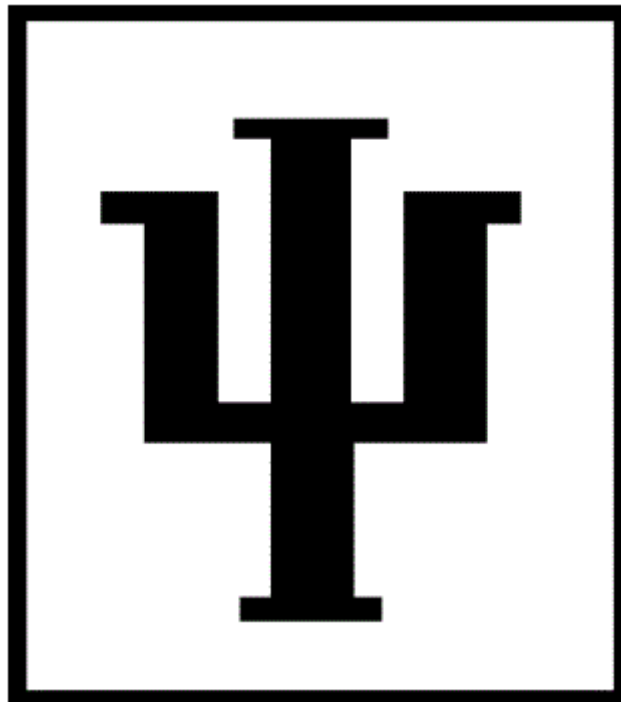


THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

MEETING MATERIALS

**College Council
September 21, 2018
2018.03**



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

COUNCIL MEETING AGENDA

2018.03

September 21, 2018

9:00 AM to 4:00 PM

Agenda Item	Topic	Action	Page #	Strategic Direction*
.00	CALL TO ORDER			
.01	APPROVAL OF AGENDA & MINUTES			
.01a	Review & Approval of Agenda	Decision	2	
.01b	Declarations of Conflicts of Interests	Discussion	--	M8
.01c	Review & Approval of Minutes - Council Meeting 2018.02 June 22, 2018	Decision	4	
.01e	Review of Action List	Discussion	13	
.02	CONSENT AGENDA ITEMS		Information	
.02a	President's & Executive Committee Report		15	
.02b	Registrar's & Executive Director's Report		17	
.02c	Staff Presentations – None this Quarter		--	
.02d	Committee Reports		--	
	(1) Registration Committee		19	
	(2) Discipline Committee		21	
	(3) Inquiries, Complaints and Reports Committee		22	
	(4) Quality Assurance Committee		25	
	(5) Client Relations Committee		26	
	(6) Fitness to Practice Committee		27	
	(7) Finance & Audit Committee Report		28	
.03	POLICY ISSUES			
.03a	Policy I-2: Council & Committee Orientation and Training (Code of Conduct)	Decision	31	M8, M9
.03b	Policy III F-5 Expense Reimbursement	Decision	37	M8
.03c	Policy I-10: Authority to Speak on Behalf of the College	Decision	42	M8
.03d	By-law 5 & By-law 21 – Consultation Results	Decision	44	M8/M9
.03e	Shaping the Future	Decision	51	M1
.03f	EPPP	Information	73	M1/M8
.04	BUSINESS ISSUES			
.04a	Annual Reports	Decision	76	All
	(1) Council		77	
	(2) Executive Committee		79	
	(3) Registration Committee		81	
	(4) Inquiries, Complaints and Reports Committee		87	
	(5) Discipline Committee		93	
	(6) Quality Assurance Committee		95	

Agenda Item	Topic	Action	Page #	Strategic Direction*
	(7) Client Relations Committee		97	
	(8) Fitness to Practice Committee		99	
.04b	Audit 2017-2018: Audited Financial Statements Year-Ending May 31, 2018 – Presentation of Audited Financial Statements by Ms. Liana Bell and Mr. Deric Chan, Hilborn LLP	Decision	100	M8
.04c	(1) Approval of Audited Financial Statements (2) Appointment of the Auditors for 2018-2019	Decision	114 115	M8
.04d	Barbara Wand Seminar Report	Information	116	M5
.05	STRATEGIC ISSUES			
.05a	Strategic Direction Implementation: Chart Update	Discussion	119	All
.05b	Council Self-Assessment Follow Up (if needed)	Discussion	--	M9
.05c	Generative Discussion: Mental Health Strategy for Members	Discussion	124	
.06	OTHER BUSINESS			
.06a	Next Council Meeting: December 14, 2018	Information	--	
.06b	Confirmed Council Meetings: <ul style="list-style-type: none"> • March 28-29, 2019 	Information	--	
.07	ADJOURNMENT			

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

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



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

COUNCIL MEETING

2018.02

June 22, 2018

Present:

Lynette Eulette, Ph.D., C.Psych., President
D'Arcy Delamere, Vice-President
Kristin Bisbee, Public Member
Judy Cohen, Public Member
Janice Currie, Ph.D., C.Psych.,
Dorothy Cotton, Ph.D., C.Psych.
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.
Denise Milovan, Ph.D., C.Psych.
Patricia Minnes, Ph.D., C.Psych.
Melanie Morrow, M.A., C.Psych.Assoc.
Cory Richman, Public Member

Regrets:

Donna McNicol, Public Member

Guests:

Dr. Stephen DeMers, CEO, ASPPB
Dr. Sharon Lightfoot, President, ASPPB
Mr. Matt Turner, ASPPB
Mr. Thomas Custers, MOHLTC

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

2018.02.00 Call to Order

.00a Call to Order and Welcome of New Members

The Registrar called the meeting to order at 9:01 AM and welcomed new Council members Dr. Janice Currie representing District 5 and Ms. Melanie Morrie representing the Psychological Associate non-voting seat. The Registrar also welcomed back Dr. Denise Milovan who was acclaimed to District 6.

.00b Election of the Executive Committee

The Registrar informed the Council that the first order of business was the election of the Executive Committee and confirmed that Council Members had received the *Statements of Interest* submitted by members interested in running for positions on the Executive.

The Registrar confirmed that since *Statements of Interest* had been received for all positions on the Executive Committee: President, Vice-President, two Professional Members, and two Public Members,

47 no further nominations would be accepted from the floor. The Registrar indicated that Council members
 48 would have the opportunity to ask questions of the candidates.

49
 50 At the end of the brief period of questions, the Registrar announced that since only one nomination had
 51 been submitted for the position of President, Dr. Lynette Eulette was acclaimed as President.

52
 53 There were three nominations for the position of Vice-President. The Council voted to elect Mr. D’Arcy
 54 Delamere as Vice-President.

55
 56 *By-law 21: Committee Composition* requires four members of the Council, who are members of the
 57 College, to be on the Executive Committee. Dr. Lynette Eulette, as President, fills one of the seats. Ms.
 58 Christine DiZazzo is acclaimed to another of the Professional Member seats given the requirement that
 59 the Committee have Psychological Associate representation. Ms. DiZazzo as the only Psychological
 60 Associate member on Council, must occupy this seat.

61
 62 There were three candidates for the two remaining Professional Members positions. The Council voted
 63 to elect Dr. Michael Grand and Dr. Elizabeth Levin to these seats.

64
 65 Since there was only one nomination for the second Public Member position on the Executive
 66 Committee, Kristin Bisbee was acclaimed as the second public member on the Executive Committee.

67
 68 **The Executive Committee for 2018-2019:**
 69 Lynette Eulette, Ph.D., C.Psych., President
 70 D’Arcy Delamere, Public Member, Vice-President
 71 Kristin Bisbee, Public Member
 72 Christine DiZazzo, M.Ps., C.Psych.Assoc.
 73 Michael Grand, Ph.D. C. Psych.
 74 Elizabeth Levin, Ph.D., C.Psych.

75
 76 **It was MOVED Eulette**
 77 **That the ballots be destroyed.** **CARRIED**

78
 79 The Registrar congratulated the new Executive Committee and requested that the President, Dr. Lynette
 80 Eulette, take the Chair and conduct the proceedings of Council. On behalf of Council, the President also
 81 welcomed the new members to Council.

82
 83 **2018.02.01 Approval of the Agenda and Minutes**

84
 85 **.01a Approval of Agenda**

86
 87 **It was MOVED Cotton**
 88 **That the agenda be approved as amended.** **CARRIED**

89
 90 **.01b Declarations of Conflicts of Interests**

91 There were no declarations of conflicts.

92
 93 **.01c Minutes Council Meeting 2018.01 on March 9, 2018**

94
95 **It was MOVED DiZazzo**
96 **That the minutes from the Council Meeting 2018.01 of March 9, 2018 be approved as presented.**
97 **CARRIED**
98

99 **.01d Minutes from the *IN CAMERA* Council Meeting 2018.01 on March 9, 2018**

100
101 **It was MOVED Milovan**
102 **That the minutes from the *IN CAMERA* Council Meeting 2018.01 of March 9, 2018 be approved as**
103 **presented.** **CARRIED**
104

105 **.01e Review of Action List**

106 The Council reviewed the Action List from the minutes of the previous meeting and noted items that
107 were completed, outstanding or on the agenda at this meeting.
108

2018.02.02 Consent Agenda

109
110
111 **It was MOVED Cotton**
112 **That the Consent Agenda be approved.** **CARRIED**
113

2018.02.03 Policy Issues

114
115
116 **.03a Policy I-2: Council & Committee Orientation and Training (Code of Conduct)**

117 The Registrar provided Council with a Briefing Note and draft *Code of Conduct for Council and*
118 *Committee Members*. At the Council meeting on March 9, 2018, it was agreed that Council should move
119 forward with the creation of *Code of Conduct*. The Council reviewed and discussed the proposed *Code*.
120

121 Council discussed section 2.g and decided that the section should clarify that it is intended for issues
122 regarding specific individuals, not general issues of a Committee.
123

124 **It was MOVED Cotton**
125 **That section 2.g be amended:**

126 **From: "refrain from attempting to influence a Committee decision unless one is a member of**
127 **the panel or, where there is no panel, of the Committee dealing with the matter."**
128

129 **To: "refrain from attempting to influence a Committee decision regarding an individual unless**
130 **one is a member of the panel or the Committee dealing with the matter."** **CARRIED**
131

132 Council discussed section 2.f and decided to amend the language so that it was not read as restricting
133 Council members from having open discussions at the Council table.
134

135 **It was MOVED Grand**
136 **That section 2.f be amended,**
137 **From: "uphold the decisions made by Council and Committees regardless of the level of prior**
138 **individual disagreement; and,"**
139

140 To: "without restricting the opportunity for members of Council to openly discuss any matter,
141 uphold the decisions made by Council and Committees regardless of the level of prior
142 individual disagreement; and," CARRIED

143
144 Council discussed section 5.b and decided that any behaviour issues of concern by Committee chairs
145 would be addressed by the President.

146
147 It was MOVED Delamere
148 That section 5.b be amended,
149 From: "...bring the matter to the attention of the President for behaviours at Council..."

150
151 To: "...bring the matter to the attention of the President for behaviours at Council or regarding
152 a Committee Chair..." CARRIED

153
154 No other amendments were suggested, therefore:

155
156 It was MOVED DiZazzo
157 That the amendment to *Policy I-2: Council & Committee Orientation and Training*, to include the *Code*
158 *of Conduct for Council and Committee Members, as amended*, be approved. CARRIED

159
160 **Action Item Staff**
161 To amend *Policy I-2: Council & Committee Orientation and Training*, to include the *Code of Conduct for Council and*
162 *Committee Members* in the *College's Policies and Procedure Manual*.

163
164 **.03b By-law 25: The Register and Related Matters**

165 The Registrar provided the Council with a Briefing Note describing the response to the circulation of the
166 suggested amendments to *By-law 25: The Register and Related Matters*. Council had approved
167 circulation to the membership at its March 2018 meeting. Council reviewed and discussed the
168 consultations results. It decided that the amendment to section 25.3(16) should be removed, until
169 further consideration can be given to the proposal to post the full name of every direct supervisee, who
170 is not a member of the College.

171
172 It was MOVED Cotton
173 To remove section 16 from the proposed amendments to *By-law 25: The Registrar and related*
174 *Matters*. CARRIED

175
176 **Action Item Council**
177 To discuss the issue related to posting the full name of every direct supervisee, who is not a member of the College
178 at a future date.

179
180 It was MOVED Minnes
181 That the amendments to *By-law 25: The Register and Related Matters* be approved. CARRIED

182
183 **Action Item Staff**
184 Amend *By-law 25: The Register and Related Matters*.

185

186 **.03c Review of Policy and By-law Changes from the Nominations and Leadership Development**
 187 **Committee with Recommendations by the Executive Committee**

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

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

195 Two-column “tracked changes” versions of these documents, with a notation as to the rationale for any
 196 changes suggested, were included for Council review. The Council reviewed and discussed the proposed
 197 amendments.

198
 199 **It was MOVED Hayat**

200 **That amendments to *Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role* be**
 201 **approved. CARRIED**

202
 203 **It was MOVED Hussain**

204 **That amendments to *Policy II-9(i): Nominations and Leadership Development: Terms of***
 205 ***Reference/Role* be approved. CARRIED**

206
 207 The Council discussed the addition of a Vice-Chair in the amendments to By-law 5. This was included to
 208 facilitate Committee communication with the Council. The Registrar explained that Vice-Chairs will be
 209 selected by Committee members at the first opportunity. Registration will have Co-Chairs as reflected in
 210 the suggested amendment to section 5.6 “to have a Vice-Chair or Co-Chair, at least one of whom is a
 211 Council Member.”

212
 213 **It was MOVED Minnes**

214 **That amendments to *By-law 5: Selection of Committee Chairs and Committee Members* be approved**
 215 **for circulation to the membership. CARRIED**

216
 217 In response to a comment, it was clarified that the amendment proposed for *By-law 21: Committee*
 218 *Composition* did not require the member to hold an academic certificate of registration or be an
 219 academic member on Council. The addition is to ensure the appointment of an individual with some
 220 involvement in an academic program to the Registration Committee.

221
 222 **It was MOVED Delamere**

223 **That amendments to *By-law 21: Committee Composition* be approved for circulation to the**
 224 **membership. CARRIED**

225
 226
 227 **Action Item Staff**

228 To amend *Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role* and *Policy II-9(i): Nominations and*
 229 *Leadership Development: Terms of Reference/Role* in the College’s Policies and Procedure Manual.

230
 231 To circulate amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-law 5:*
 232 *Committee Composition* to the membership for consultation.

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.03d Policy II-5(ii): Peer Assisted Review: Criteria for Exemption or Deferral

The Deputy Registrar/Director, Professional Affairs provided the Council with a Briefing Note and proposed *Policy II-5(ii): Peer Assisted Review: Criteria for Exemption or Deferral*. The practice has been for College staff to evaluate requests and, if deemed appropriate, grant an exemption or deferral. While this has been implemented consistently, in keeping with the College's transparency initiatives, it was seen to be appropriate that the decision-making principles be set out in policy. The Council reviewed and discussed the proposed policy.

It was MOVED Cohen

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

Action Item Staff

To include *Policy II – 5(ii) Peer Assisted Review: Criteria for Exemption or Deferral* in the College's *Policies and Procedure Manual*.

.03e Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions

The Director, Investigations & Hearings provided the Council with a Briefing Note and proposed *Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions*. In addition to providing decision-making transparency, the proposed policy would offer guidance to the ICRC and College staff regarding when an extension can be granted by staff and when the extension needs the approval of a panel of the ICRC. The Council reviewed and discussed the proposed policy.

It was MOVED Currie

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

Action Item Staff

To include *Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions* in the College's *Policies and Procedure Manual*.

.03f EPPP Discussion with ASPPB Representatives

The President welcomed Dr. Stephen DeMers, Dr. Sharon Lightfoot, and Mr. Matt Turner from the Association of State and Provincial Psychology Boards (ASPPB) to discuss the enhanced Examination for Professional Practice in Psychology (EPPP2). The College has been informed that ASPPB will continue to support a French language version of the current EPPP and will offer a French Language version of the EPPP2, the competency test, which is under development. This decision would permit the College to use the new, two-part EPPP, if this is the Council decision. The representatives from ASPPB answered questions about the proposed examination and the linking of the current EPPP with the new, EPPP2.

In response to a question, the Registrar informed the Council that it is his understanding that most Canadian jurisdictions will be moving forward with the new, two-part EPPP. This will be an agenda item for discussion at the next Executive Committee in August with the plan to make a recommendation for a discussion and decision at the September Council meeting of the College's future use of the EPPP.

280 **.03g Shaping the Future**

281 At the Council meeting and the training day held in March 2018, the Council held discussions on *Shaping*
 282 *the Future of Psychology in Ontario*. The Council expressed interest in further discussing the motion
 283 passed in March 2013 and requested the Registrar provide additional information on this issue at the
 284 June meeting.

285
 286 The Registrar provided a Briefing Note to assist Council in understanding the options available and
 287 offered some questions to guide discussion about the March 22, 2013 decision adopted by Council
 288 which read:

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

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

296
 297 The President indicated the need for a generative discussion of the matter without the goal of reaching
 298 a decision at the meeting.

299
 300 Discussion:

301 Council discussed the options presented. It was noted that there were two distinct issues being
 302 discussed, the closure of master's level registration and the title for Psychological Associates.

303
 304 Council discussed changes in the training of psychological practitioners in Ontario and elsewhere, and in
 305 the registration requirements for psychologists and psychological associates across the Country. Council
 306 requested that the Registrar provide information on the trends across Canada with regards current
 307 registration processes. The Council noted that if Ontario were to stop registering master's level
 308 individuals, the College would still be required to register master's level applicants from other Canadian
 309 jurisdictions under the RHPA mobility provisions.

310
 311 Council discussed the implications of closing master's level registration on the availability of adequate
 312 number of qualified professionals, particularly in the north and in school boards where there are many
 313 master's level registrants. There was also some discussion regarding how other stakeholders, such as
 314 the Ministry of Health and Long-Term Care, the Ontario Fairness Commissioner, and the University
 315 training programs would respond to the idea of the College discontinuing master's level registration.

316
 317 There was some discussion of the confusion for the public regarding the title "Psychological Associate"

318
 319
 320 **2018.02.04 Business Issues**

321
 322 **.04a Committee Audits**

323 The Council reviewed a Briefing Note provided by the Registrar detailing the history of Committee
 324 audits. It was decided that the Inquires, Complaints and Reports Committee as well as the Nominations
 325 and Leadership Development Committee will be audited in 2018-2019.

327 It was **MOVED Hayat**
 328 **That the Inquiries, Complaints and Reports Committee and the Nominations and Leadership**
 329 **Development Committee be audited in 2018-2019 as per Policy I-7 Committee Audits. CARRIED**
 330

331 **Action Item Registrar**

332 Work with the Committee Chairs and liaison staff to plan and implement the audits for 2018-2019.
 333

334 **.04b Finance and Audit Committee Audit Report**

335 The Council reviewed Audit Report prepared by Mr. Jin Shen about the audit he conducted in April 2018.
 336 The auditor concluded that the Committee was well run and that it was fulfilling its role and duties. The
 337 Council reviewed and discussed the report.
 338

339 It was **MOVED DiZazzo**

340 **That the Finance and Audit Committee Audit Report be received. CARRIED**
 341

342 **.04c Client Relations Committee Audit Report**

343 The Council reviewed Audit Report produced by Ms. Christina Langlois. The audit was completed in April
 344 2018. The auditor concluded that the Committee was well run and that it was fulfilling its regulatory
 345 responsibilities and other duties that have been assigned by Council. The Council reviewed and
 346 discussed the report.
 347

348 It was **MOVED DiZazzo**

349 **That the Client Relations Committee Audit Report be received. CARRIED**
 350

351 Council discussed the process for Committee audits and requested that the Registrar inquire if the
 352 Governance Centre of Excellence had a standard review process for Committee audits.
 353

354 **.04d Signing Authorities**

355
 356 It Was Moved Hussain that

357 **As D'Arcy Delamere has been elected Vice-President, his name be added to the list of signing officers**
 358 **as of June 22, 2018;**
 359

360 **As Dr. Lynette Eulette has been re-appointed President and as Dr. Denise Milovan continues on**
 361 **Council, their names continue on the list of signing officers as of June 22, 2018; and,**
 362

363 **As both the President and Vice-President reside outside of the GTA, Dr. Janice Currie be added to the**
 364 **list of signing officers as of June 22, 2018. CARRIED**
 365

366 **2018.02.05 Strategic Issues**

367
 368 **.05a Strategic Direction Implementation Update**

369 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. Items
 370 added since the Council Meeting of March 9, 2018 were shown in **Bold**. Council had no further
 371 additions.
 372

373 The President thanked Council members for participating in the Governance Centre of Excellence Self –
374 Assessment Survey. Results will be reviewed at the Summer Executive Committee meeting and brought
375 to the Council meeting in September.
376

377 **Action Item Registrar**

378 Inquire if the Governance Centre for Excellence has a standard audit review process for Committees.
379

380 **2018.02.06 Other Business**

381
382 **.06a Next Meetings of Council**

- 383 ○ Council Training: Thursday, September 20, 2018
- 384 ○ Council Meeting: Friday, September 21, 2018
- 385 ○ Friday, December 14, 2018
- 386 ○ Council Training: Thursday, March 28, 2019
- 387 ○ Council Meeting: Friday March 29, 2019

388
389 **2018.02.07 Adjournment**

390
391 There being no further business,
392

393 **It was MOVED Levin**

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

CARRIED

395
396 The Council Meeting was adjourned at 3:10PM.
397

398
399 _____
400 Lynette Eulette, Ph.D., C.Psych., President

401
402 _____
403
404 D'Arcy Delamere, Public Member, Vice-President

405
406 **Minutes approved at the Council Meeting on September 21, 2018**
407



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

Action List

College Council 2018.02 – June 22, 2018

Item:	Responsibility:	Action:	Status:
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
2018.01.04b	Rick Morris	To begin the development and implementation of a formal Communications Plan.	In Process
2018.01.04f	Executive Committee	To discussed <i>Policy I-11: Role of the President</i> at the next Executive Committee Meeting.	In Process
2018.02.03a	Staff	To amend <i>Policy I-2: Council & Committee Orientation and Training</i> , to include the Code of Conduct for Council and Committee Members in the College's <i>Policies and Procedure Manual</i> .	Completed
2018.02.03b	Council	To discuss the issue related to posting the full name of every direct supervisee, who is not a member of the College at a future date.	Deferred
2018.02.03b	Staff	<i>Amend By-law 25: The Register and Related Matters.</i>	Completed

2018.02.03c	Staff	To amend <i>Policy II-8(i): Finance and Audit Committee: Terms of Reference/Role</i> and <i>Policy II-9(i): Nominations and Leadership Development: Terms of Reference/Role</i> in the College's <i>Policies and Procedure Manual</i> . To circulate amendments to <i>By-law 5: Selection of Committee Chairs and Committee Members</i> and <i>By-law 5: Committee Composition</i> to the membership for consultation.	Completed
2018.02.03d	Staff	To include <i>Policy II – 5(ii) Peer Assisted Review: Criteria for Exemption or Deferral</i> in the College's <i>Policies and Procedure Manual</i> .	Completed
2018.02.03e	Staff	To include <i>Policy II-3(iv): Responding to Requests for Extensions to Make Written Submissions</i> in the College's <i>Policies and Procedure Manual</i> .	Completed
2018.02.04a	Rick Morris	Work with the Committee Chairs and liaison staff to plan and implement the audits for 2018-2019.	In Process
2018.02.05a	Rick Morris	Inquire if the Governance Centre for Excellence has a standard audit review process for Committees.	In Process



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

President & Executive Committee Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Immediately following the June Council meeting, the newly elected Executive Committee met to consider and finalize Committee appointments for the year. These appointments were recommended to the Executive by the Nominations and Leadership Development Committee for both statutory and non-statutory College Committees. Following this meeting, letters were sent to each person advising of their Committee appointment(s) for the year or letting them know that they had not been assigned to a Committee and thanking them for their willingness to serve. In working through the Committee appointments, I was again struck by how critical member involvement is for the functioning of the College and how fortunate we are to have so many members volunteering their time and contributing their expertise to the College work.

The College underwent its yearly audit towards the end of July, and I participated in a short interview with the Auditor as part of the audit process. In mid-August the Finance and Audit Committee (FAC) together with the Executive Committee met with the Auditors to review the draft Audited Financial Statements for the year ending May 31, 2018 (See FAC Report). The Auditors will be attending the September Council meeting to present their findings and answer any questions Council may have.

In August, I had a teleconference with the new Nominations and Leadership Development Committee (NLDC) to discuss ideas to recommend for the Council Training Day in September. These ideas went to the next meeting of the Executive Committee resulting in the Training Day topics.

The Executive met for two days on August 27 and 28. The Executive Committee Training Day included discussions of four timely topics. The day started with an orientation to the Executive Committee that included reviewing the Code of Conduct [Policy I – 2(a)] as well as reviewing confidentiality obligations [Policy I-5]. The Terms of Reference and Role of the Executive [Policy II-1(i)] were also reviewed.

The Executive engaged in a discussion about “Shaping the Future” with an objective of considering how to facilitate meaningful and productive discussion at the Council table. Finally, the Executive considered the self-assessment report from the Governance Centre of Excellence (GCE) and the summary of the College Committee Evaluation Survey, and how to facilitate Council use of these results. These items are on the September Council agenda.

At the regular meeting of the Executive, the agenda included items that had been delayed from the previous meeting as well as new items. The Executive reviewed a number of policies for which there were no amendments suggested, except that the review dates be moved ahead by three years. The wording for Policy I-10: *Authority to Speak on Behalf of the College* was discussed as was Policy III F-5: *Expense Reimbursement* and Policy I-2: *Council and Committee Orientation and Training*. Executive recommendations for changes to these policies are on the Council meeting agenda.

Given that there had been a thorough discussion of “Shaping the Future” during the Executive Training Day, discussion during the meeting was focused on the preparation of the Briefing Note and accompanying materials for the Council meeting.

Respectfully submitted,
Lynette Eulette



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

Registrar & Executive Director's Report to Council

First Quarter, June 1, 2018 – September 15, 2018

Technical Registration Regulation: Technical Amendment – An Update

In April 2015, Ontario Regulation 74/15 Registration was proclaimed. An error in the section pertaining to eligibility for a certificate of registration for a psychological associate authorizing supervised practice, was noted immediately. To correct the error, the College submitted a brief amendment to the Ministry of Health and Long-Term Care.

The current section of the regulation, with the incorrect insertion **highlighted**, reads:

Certificates of registration for a psychological associate authorizing supervised practice

23. (1) To qualify for a certificate of registration for a psychological associate authorizing supervised practice, an applicant must comply with **one of** the following non-exemptible registration requirements:

1. Meeting the requirements in paragraphs 1 and 2 of subsection 16 (1).
2. Having provided to the College a signed undertaking from two supervisors in which the supervisors undertake to train the proposed member and supervise and evaluate the proposed member's practice and to provide reports in the form and manner as specified by the Registrar or a panel of the Registration Committee.

The College requirement is that an individual must meet the conditions set out in both paragraphs 1. and 2.; rather than only "one of". That is, an individual must meet the academic requirements (1.) **and** must arrange for two supervisors (2.).

On July 17th, the College received a copy of the proposed amendment from the Ministry with a request that it be reviewed, and if correct, the Ministry be notified that it should be "sealed" to await cabinet approval.

The language of the amendment reads:

1. Subsection 23 (1) of Ontario Regulation 74/15 is amended by striking out "one of" in the portion before paragraph 1.

This change has the effect of correcting the regulation to require the conditions set out in both 1. and 2.

On July 18, 2018, the Ministry was notified that the regulation amendment was correct as presented, and a request made that it be sealed. There is no information at this time as to when cabinet approval may be obtained.

Regulation of ABA – An Update

In mid-August, the Ministry was contacted regarding the regulation of ABA in Ontario and specifically any information related to the College's expression of interest in being a part of conversations pertaining to this. The Ministry indicated they did not have any further information at this time. They noted that while the regulation of ABA was a priority of the previous government, there was no information as yet regarding the current governments plans in this area.

It is interesting to note that the College was contacted by the College of Psychologists of British Columbia (CPBC) who indicated that they have been engaged in discussions of regarding the regulation of ABA with their government. CPBC suggested that if there is going to be a wider Canadian interest in the regulation of behaviour analysts, it would make sense for the regulators to discuss building a model of regulation in both provinces that would be labour mobility friendly. This information was passed onto the Ministry who indicated they would let the know if further information regarding the regulation of ABA became available and expressed appreciation for the update from CPBC.

Communications Plan

As recommended by the Enhancing Services Working Group, the College is undertaking the development of a comprehensive Communications Plan. This will involve contracting with a communications consultant to assist the College in preparing a major communications strategy. A draft RFP has been prepared for distribution to a number of identified organizations or individuals who provide such services as identified through contact with other Federation Colleges or through e-mails of interest received. It is anticipated the RFP will be distributed in the early fall.

Salary Survey

The College has agreed to participate, as a partner, with a number of other health Colleges in a salary review project for interested small and medium size Colleges (500 - 12,000 members). The review will be specific to regulatory Colleges and to the various and similar staff positions which Colleges have in order to conduct this work. This project is very timely as every three years the College undertakes a market place salary review which, if conducted on its own, can be a very time consuming and potentially expensive process. College staff salaries are due for review in 2018 with any changes approved by Council to take effect for the 2019-2020 fiscal year.

Contact for Questions

Dr. Rick Morris, Registrar and Executive Director



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

Registration Committee Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

Michael Grand (co-Chair)	Council	Jane Ledingham	College
Patricia Minnes(co-Chair)	Council	Denise Milovan	Council
Dorothy Cotton	Council	Philip Ricciardi	College
Robert Gauthier	College	Cory Richman	Public Member
Jaffar Hayat	Public Member	Wanda Towers	College

Staff Support:

Lesia Mackanyn	Director: Registration
Myra Veluz	Senior Registration Assistant
Shannon Elliott	Administrative Assistant: Registration
Deneika Greco:	Administrative Assistant: Registration

Meetings of the Registration Committee

July 25, 2018: Panel A

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

These cases included:

- 1 academic credential review;
- 19 cases where retraining was required for supervised practice members;
- 5 cases regarding an examination outcomes;
- 13 requests for change of area of practice;
- 1 request for return to autonomous certificate from inactive certificate.

July 25, 2018, 2018: Orientation/Plenary Session

A Plenary Session was held on the afternoon of July 25, it included an orientation session for new and returning Committee members as well as setting the meeting dates for the new term.

The Committee completed their review of two policies which were due for review in 2018-19: *Accommodations Policy* and *Language Fluency Policy*. The Committee also discussed plenary issues/ideas to be included in future plenary sessions.

July 26, 2018, 2018: Panel B

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

These cases included:

- 1 academic credential review;
- 17 cases where retraining was required for supervised practice members;

- 2 cases regarding an examination outcomes;
- 2 applications for removal or modification of a limitation and/or condition;
- 12 requests for change of area of practice.

Michael Grand, Ph.D., C.Psych.
Co-Chair, Registration Committee

Patricia Minnes, Ph.D., C.Psych.
Co-Chair, Registration Committee

Terms

- **Academic Credential Reviews:** Cases where after an initial review, the Registrar has referred an application for supervised practice to the Registration Committee for a further review to determine whether the applicant has an acceptable master's or doctoral degree.
- **Change of Area of Practice:** Autonomous practice members who wish to be authorized to practice in a new area and/or with a new client group.
- **Examination Outcomes:** Reviews of outcomes of oral or written examinations.
- **Reciprocity Applications:** Reviews of cases where an applicant has applied from a jurisdiction in which the College has entered into a written reciprocity agreement.
- **Removal or modification of limitation and/or condition:** Autonomous practice members who wish to have a registration related limitation and/or condition removed (or modified) from their certificate of practice.
- **Retraining:** Applies to supervised practice members and eligible candidates. If after an initial review, it appears that a candidate is missing required components in the area for which they have declared competence to practise, the Registrar will refer the candidate's application to the Registration Committee for a review of their education and training. The Committee will determine whether the candidate must augment her/his knowledge and skills via a retraining plan.
- **Return from Inactive to Autonomous:** Members who have held an Inactive Certificate of Registration for longer than 2 years and who wish to return to a Certificate of Registration Authorizing Autonomous Practice.



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

Discipline Committee Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

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

Referrals

One matter was referred to the Discipline Committee in the 1st quarter:

1. A matter regarding Dr. Bonnie Seidman. This matter is currently in the pre-hearing conference stage: https://members.cpo.on.ca/public_register/show/2652.

Hearings

One hearing was held by the Discipline Committee in the 1st quarter:

1. Dr. David Davies: A hearing was held in this matter on June 4, 2018: https://members.cpo.on.ca/public_register/show/21054.

Ongoing Matters

In addition to the above-noted matters, there are three 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. The hearing with respect to this matter is scheduled for September 13, 2018.
2. Ms. Elena Baskakova: https://members.cpo.on.ca/public_register/show/21556. This matter is at the pre-hearing stage.
3. Dr. Reuben Schnayer: https://members.cpo.on.ca/public_register/show/328. This matter is at the pre-hearing stage.

Respectfully submitted,
Janice Currie, Ph.D., C.Psych.
Discipline Committee Chair
September 6, 2018



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

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

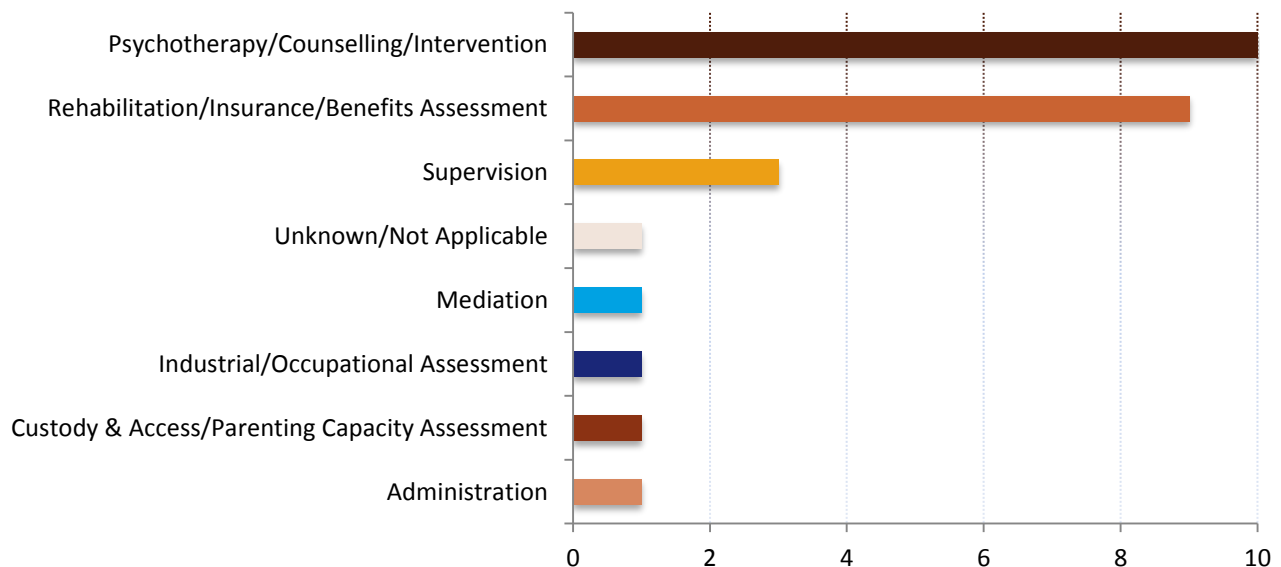
First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

Sara Hagstrom (Chair)	College	Lynette Eulette	Council
Diane Addie	College	Emad Hussain	Public Member
Ruth Berman	College	Elizabeth Levin	Council
Kristin Bisbee	Public Member	Donna McNicol	Public Member
Gilles Boulais	College	Melanie Morrow	College
Jason Brown	College	Rana Pishva	College
Judy Cohen	Public Member	Fred Schmidt	College
Dorothy Cotton	Council	Laura Spiller	College
D'Arcy Delamere	Public Member		

New Complaints and Reports

Since June 1, 2018, the College received 22 new complaints, opened two new Registrar's Investigation, and 3 new Health Inquiries, for a total of 27 new matters. The nature of service in relation to these matters is as follows:



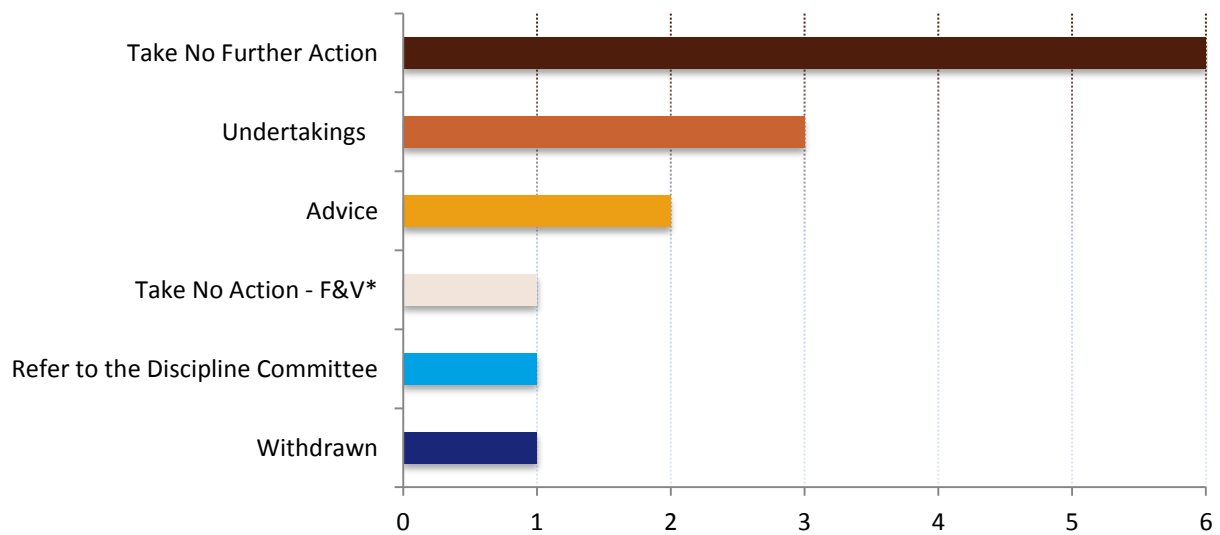
ICRC Meetings

The ICRC met on June 12 and August 8, 2018 to consider a total of 13 cases. An ICRC working group also met on August 17, 2018 and considered one case during the course of their work. In addition, 13 teleconferences were held to consider 16 cases.

The next ICRC meeting will take place on September 17, 2018, with 7 cases scheduled to be considered.

ICRC Dispositions

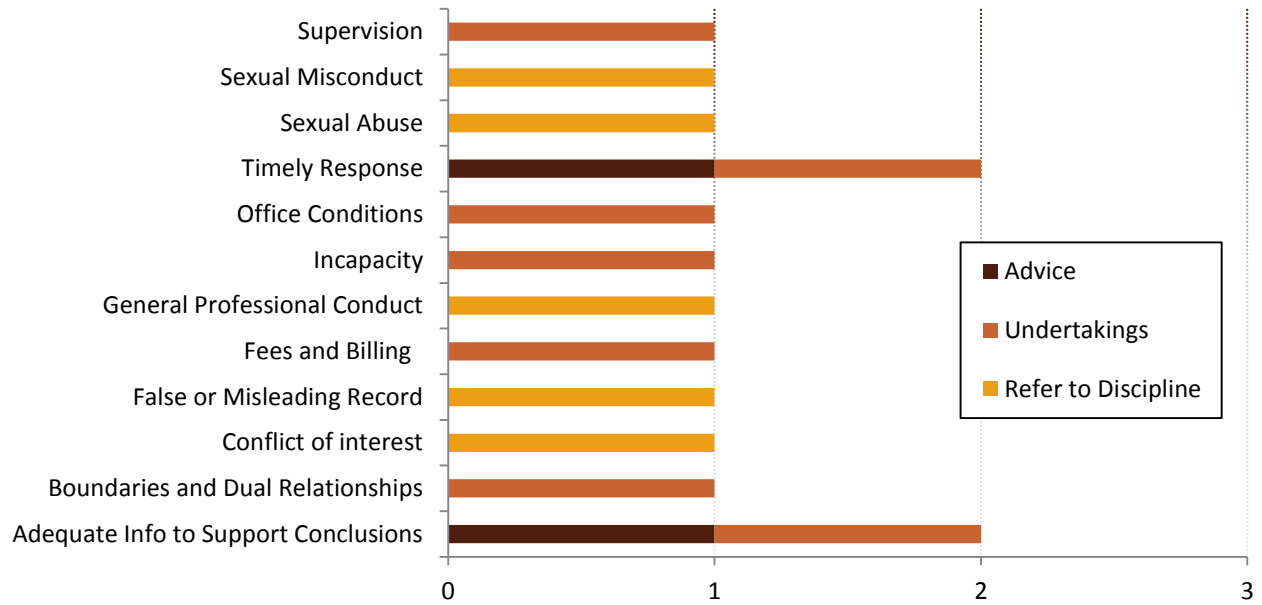
The ICRC disposed of 13 cases during this period, as follows:



*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.

Disposition of Allegations

Since June 1, 2018, the 13 cases disposed of included the consideration of 41 allegations. The ICRC took some remedial action with respect to 14 (34%) of these allegations.



Health Professions Appeal and Review Board (“HPARB”)

Since June 1, 2018, one HPARB reviews of an ICRC decision was requested. Four HPARB decisions were received; two confirming the ICRC decisions, and two dismissing the request for review as F&V.

Respectfully submitted,

Sara Hagstrom, Ph.D., C.Psych.
Chair: Inquiries, Complaints and Reports Committee
September 4, 2018



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

Quality Assurance Committee Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

Judy Cohen (Chair)	Public Member	Michael Minden	College
Marilyn Keyes	Council	Patricia Minnes	Council
Maria Kostakos	College	Cory Richman	Public Member

The Quality Assurance Committee held no meetings during the first quarter. The next meeting is scheduled for Thursday, September 13, 2018.



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

Client Relations Committee Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

Christine DiZazzo (Chair)	Council	Janice Currie	Council
Kristin Bisbee	Public Member	Maya Hammer	College
Ester Cole	College	Emad Hussain	Public Member

The Client Relations Committee met on July 9, 2018, by teleconference.

Funding for Clients Who Have Been Sexually Abused by Members

The Committee considered and approved a new application for funding. There are four individuals currently receiving funding in relation to sexual abuse by members.

Sexual Abuse Prevention Initiatives

The Committee continues 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.

Respectfully submitted,

Christine DiZazzo, Chair
September 5, 2018



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

Fitness to Practice Committee Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

Marilyn Keyes (Chair)	Council	Jaffar Hayat	Public Member
Christine DiZazzo	Council	Sandra Jackson	College
Duncan Day	College		

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



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

Finance and Audit Report to Council

First Quarter, June 1, 2018 – August 31, 2018

Committee Members:

Lynette Eulette (Chair)	Council	Alana Homes	College
Dorothy Cotton	Council	Donna McNicol	Public Member
D'Arcy Delamere	Public Member	Cory Richman	Public Member

The Finance and Audit Committee (FAC) met on August 27, 2018. The primary purpose of this FAC meeting was to review the draft Audited Financial Statements for the year ending May 31, 2018, with the College's Auditors. After reviewing the statements with the Auditor, the Committee agreed that the College is in good financial health. The FAC is recommending to Council that the Audited Financial Statements be accepted. The Auditor will be at the Council meeting to present and review the Statements with Council.

Following the meeting with the Auditors, the Committee reviewed the Unaudited Financial Statements, the Variance Report, and the Investment Report, all to May 31, 2018, the end of the fourth quarter.

In considering the *Statement of Revenue & Expenses*, the FAC reviewed the *Variance Report* and the explanations for the items that deviate from budget by the level of materiality set by Council; that is, expenditures exceed the budget by \$5,000 or were underspent by \$10,000 to budget. The Finance and Audit Committee was satisfied with the variance explanations.

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 March 1, 2018 to May 31, 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 May 31, 2018
2. Balance Sheet to May 31, 2018 (unaudited)

Respectfully Submitted,
Lynette Eulette, Ph.D., C.Psych.
Chair

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO								
STATEMENT OF REVENUE & EXPENSES								
12 Periods Ended 31/05/2018								
	2017-2018 Budget	Budget YTD	2017-2018 YTD	2017-2018 % To Date	Expected % To Date	% Variance YTD	\$ Variance YTD	Year-End 31-May-18
REVENUE	3,412,450	3,412,450	3,417,485	100%	100%	0%	5,035	3,417,484
COST OF SALES	258,000	258,000	295,183	114%	100%	14%	37,183	295,184
GROSS MARGIN	3,154,450	3,154,450	3,122,302	99%	100%	-1%	(32,148)	3,122,300
EXPENDITURES:								
Governance	101,200	101,200	91,659	91%	100%	-9%	(9,541)	91,660
Registration	95,000	95,000	84,544	89%	100%	-11%	(10,456)	84,545
Client Relations, Communications & Education	33,450	33,450	27,205	81%	100%	-19%	(6,245)	27,206
Quality assurance	29,750	29,750	44,929	151%	100%	51%	15,179	44,930
Investigations and resolutions	112,100	112,100	125,290	112%	100%	12%	13,190	125,290
Hearings	249,400	249,400	494,894	198%	97%	98%	245,494	494,894
Government relations	0	0	0	0%	0%			0
Liaison (Professional Organizations)	35,675	35,675	27,075	76%	100%	-24%	(8,601)	27,074
Administration	2,534,135	2,534,135	2,456,232	97%	100%	-3%	(77,903)	2,456,235
Total Expenditures	3,190,710	3,190,710	3,351,829	105%	100%	5%	161,119	3,351,834
EXCESS OF REVENUE OVER EXPENDITURES	(36,260)	(36,260)	(229,527)	633%	100%	533%	(193,267)	(229,534)

THE COLLEGE OF PSYCHOLOGISTS

Balance Sheet
As Of May 31, 2018

Unaudited

<u>ASSETS</u>	Current Year	Prior Year
Current assets:		
Petty Cash	200.00	200.00
Bank	264,804.97	449,975.58
Cash Equivalents	5,258,739.25	3,596,633.53
Short Term Investments	3,082,600.80	4,542,827.01
Accounts Receivable Control	(2,730,579.53)	(2,660,466.39)
Accounts Receivable Other	2,747,540.54	2,668,676.23
Interest Receivable	4,774.38	6,174.38
Prepaid Expenses	42,038.70	38,135.24
Total current assets	8,670,119.11	8,642,155.58
Fixed assets:		
Furniture & Equipment	54,210.55	51,385.55
Computer Equipment	72,719.88	67,908.35
Leasehold Improvements	201,445.38	197,547.38
Website & Database Development	288,308.51	288,308.51
Less accumulated depreciation	510,722.71	427,814.93
	105,961.61	177,334.86
Other assets:		
Long Term Investment	93,516.52	97,595.06
	93,516.52	97,595.06
	8,869,597.24	8,917,085.50
<u>LIABILITY AND SHAREHOLDER'S EQUITY</u>		
Current liabilities:		
Accounts Payable Control	211,335.32	124,688.67
Accounts Payable Other	222,296.06	205,798.28
Employee Tax Deductions Payab	23,157.86	23,028.98
Prepaid Fees	2,781,641.52	2,702,876.23
Total current liabilities	3,238,430.76	3,056,392.16
Long term liabilities:		
	0.00	0.00
Shareholder's equity:		
Retained Earnings	1,686,882.65	1,950,740.58
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	1,383,532.44
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	(229,526.86)	224,938.07
Total shareholder's equity	5,631,166.48	5,860,693.34
	8,869,597.24	8,917,085.50



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

Briefing Note – September 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 – Recommendation from the Executive Committee

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

Background

At its June 2018 meeting, the College Council approved a revision to *Policy 1 – 2 Council and Committee Orientation and Training*, to include a *Code of Conduct for Council and Committee Members*.

The Executive Committee discussed this policy at their Training Day on August 27 in conjunction with confirming the Executive Committee members' understanding and acceptance of the *Code of Conduct*. It was agreed that, similar to the policy on conflict of interest, all Council and Committee members should sign a Declaration indicating that the Code has been reviewed and accepted.

Attachments

1. "Tracked changes" version of revised *Policy 1 – 2 Council and Committee Orientation and Training*
2. Draft Version of the Declaration and Agreement Form for the *Code of Conduct for Council and Committees*

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

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

POLICY STATEMENT:

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

PROCEDURE:

1. Newly elected or appointed members of the College Council, statutory and non-statutory committees shall be provided with orientation respecting the role and function of the Council or Committee and the applicable legislation and regulations.
2. The orientation of Council and Committee members shall include a discussion of the *Code of Conduct* [Policy I – 2(a)]. [The Registrar will require each member of Council and Committees to sign a Declaration and Agreement, at the time of his or her election, appointment or renewal, stating that he/she has read, understand and agrees to comply with this Code of Conduct and its procedures.](#)
3. Members of the College’s statutory and non-statutory committees will receive ongoing training, as necessary, to assist them in fulfilling their responsibilities. Such training shall normally be provided at least once annually.

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

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Code of Conduct for Council and Committee Members

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. without restricting the opportunity for members of Council to openly discuss any matter, 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 regarding an individual unless one is a member of the panel or 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 regarding a Committee Chair, or to 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.



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

Declaration and Agreement

Code of Conduct for Council and Committee Members

I, _____, have read the College's *Code of Conduct for Council and Committee Members* as described in Policy I -2(a) and agree to act in compliance with it to the best of my ability. If, at any time, I am uncertain about or unable to comply with this policy, I will seek appropriate consultation, as early as possible, before taking any action which may be in breach of this Policy.

Signature

Date



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

Briefing Note – September 2018 Council Meeting

Policy III F – 5: Expense Reimbursement

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration – Recommendation from the Executive Committee

That *Policy III: F – 5 Expense Reimbursement* amended to require that expense claims, greater than \$10.00, for reimbursement for meals be accompanied by receipts.

Moved By

TBD

Rationale

The current policy on reimbursement for meals appears to be ambiguous as to whether the “Meal Allowance” is to be interpreted as the maximum amount to be *reimbursed* for a meal, or an allowance eligible to be claimed regardless of the amount spent. This lack of clarity has led to inconsistent claims for meal expenses among those included in the “Coverage” of this policy. Coverage includes “Council, Committees, Task Forces, Workgroups, including but not limited to, Oral Examiners, Examination Proctors, Registration Interviewers, Quality Assurance Reviewers and Staff”. Some individuals submit expense claims for the cost of the meal and others claim the “allowance” amount.

To ensure consistency and transparency for reimbursements of meals, it is recommended that the policy be amended to require receipts for meals when the amount claimed is greater than \$10.00. This would be in keeping with the standard in the ‘not-for-profit’ and ‘for-profit’ sectors and the practice among most other regulatory Colleges. It would also be consistent with the name of the policy, i.e., “Expense Reimbursement” which appears to express the policy’s intent.

Budgetary Implications:

There are no budgetary implications which would result in increased expenditure. Rather, it is anticipated that there may be savings in the “Travel, Meals and Accommodation (T.A.M.)” costs for those covered by the policy.

Attachments:

1. Tracked Changes version of *Policy III F – 5 Expense Reimbursement* and *Expense Claim Form – Policy III F – 5(a)* showing suggested amendments.

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
SECTION: FINANCIAL			POLICY #: III F - 5
POLICY: Expense Reimbursement		COVERAGE: Council, Committees, Task Forces, Workgroups, including but not limited to, Oral Examiners, Examination Proctors, Registration Interviewers, Quality Assurance Reviewers and Staff	
CREATED: December 2005	REVISED: Dec. 2006, June 2010, June 2013, Dec. 2015, September 2018	NEXT REVIEW: 2018/2019	PAGE #: 1 of 2

POLICY STATEMENT:

The College shall reimburse members of the College and staff for reasonable expenses incurred directly associated with work done on behalf of the College.

PROCEDURE:

1. All expenses must be submitted within 60 days of the date at which they were incurred. Expenses submitted after 60 days or under exceptional circumstances will go to the Finance and Audit Committee for approval.
2. Original receipts or copy of original receipts including digital or scanned copies are required for reimbursement of all expenses over \$10 unless otherwise specified in this policy.
3. Meal Allowance:
 - i. The daily meal allowance for travel associated with work done on behalf of the College is payable at the following rates, in CAD or USD, as appropriate:

Breakfast	\$25
Lunch	\$22
Dinner	<u>\$45</u>
Total	\$92
 - ii. The meal allowance includes the cost of the meal and any applicable taxes such as GST and HST. ~~No receipts are necessary.~~ [Receipts for meals over \\$10.00 are required.](#)
 - iii. Business dinners attended by College representatives on behalf of the College will be reimbursed for the full amount, if the cost exceeds the standard meal allowance. A receipt is required.
4. Accommodation
Members will be accommodated at the hotel(s) selected by the Registrar. If a member chooses to stay at an alternate hotel, any difference between the rate of the hotel(s) selected by the Registrar and that chosen by the member, will be paid by the member.
5. Travel
 - i. Travel to and from College functions or travel on behalf of the College will be fully reimbursed. Air travel reimbursement will be for economy class and, where possible, members are encouraged to book in advance to take advantage of any available discount fare. Train travel will be ~~by VIA-1~~ [Business](#) or equivalent because of the likelihood of a need for meal service. The cost of a roomette will be covered if the travel is overnight and in lieu of a hotel room.

College of Psychologists Policy and Procedure Manual			
SECTION: FINANCIAL			POLICY #: III F - 5
POLICY: Expense Reimbursement		COVERAGE: Council, Committees, Task Forces, Workgroups, including but not limited to, Oral Examiners, Examination Proctors, Registration Interviewers, Quality Assurance Reviewers and Staff	
CREATED: December 2005	REVISED: Dec. 2006, June 2010, June 2013, Dec. 2015, September 2018	NEXT REVIEW: 2018/2019	PAGE #: 2 of 2

- ii. Normally, air travel will be on direct flights. If stopovers are arranged for reasons other than attendance at College functions, the College will reimburse the cost of the direct flight from the point of origin to the location of the function.
 - iii. Travel by car will be reimbursed at the current rate of \$.42 per kilometer up to an amount not exceeding economy air fare between the same points. Parking fees at hotels, bus and train stations, and airports as well as at parking lots for Council and Committee meetings, and other for College related business, will be reimbursed.
 - iv. Reasonable and necessary ground transportation (e.g., airport limousine, taxi, subway) to attend College functions will be reimbursed.
6. Incidentals will be reimbursed at \$17 per day of overnight travel, CAD or USD, as appropriate. No receipts are required.
7. Other Activities expenses are reimbursed as follows:
- ASPPB – College Representative(s) full registration and expenses
 - ACPRO – College Representative(s) expenses
 - Barbara Wand Symposium - Presenter(s) registration fee waived and expenses reimbursed. This applies to members of the College as well as members of Council
 - OPA/OAPA Convention:
 - President full registration and expenses
 - Presenters(s) registration fee for the day of presentation and expenses for one day. This applies to members of the College as well as members of Council.
 - CPA Convention:
 - President full registration and expenses
 - Presenter(s) registration fee and expenses for presentation made on behalf of the College (unless already approved in annual budget, requires approval of Executive Committee as an exceptional expense). This applies to members of the College as well as members of Council.
8. Other Expenses
Any reasonable expenses, such as internet fees, telephone calls and faxes, incurred in conducting College business, will be paid on the basis of reasonable documentation of such expenses.



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

110 Eglinton Avenue West, Suite 500, Toronto, Ontario M4R 1A3
Tel.: (416) 961-8817 Fax: (416) 961-2635

EXPENSE CLAIM FORM – See procedure on reverse
Policy III F – 5(a)

Name:		Signature:	
Address:			
Event:			
Date	Item	Expense	

Mileage Reimbursement		
Travel From	Travel to	# Km

Travel Time per diem <small>(*applies to travel from/to Northern areas or outside Ontario – see item 7 over)</small>	Meeting Date	Travel Origin/Destination

Office Overhead Allowance	Number of day(s):

TO BE COMPLETED BY COLLEGE STAFF

Total Expenses:	
Per Diem:	
Prep Time:	

PROCEDURE FOR SUBMITTING EXPENSE CLAIMS:

1. All expenses must be submitted within 60 days of the date at which they were incurred. Expenses submitted after 60 days or under exceptional circumstances will go to the Finance and Audit Committee for approval.
2. Original receipts or copy of original receipts including digital or scanned copies are required for reimbursement of all expenses over \$10 unless otherwise specified in this policy.

3. Meal Allowance:

- i. The daily meal allowance for travel associated with work done on behalf of the College is payable at the following rates, in CAD or USD, as appropriate:

Breakfast	\$25
Lunch	\$22
Dinner	<u>\$45</u>
Total	\$92

- ii. The meal allowance includes the cost of the meal and any applicable taxes (e.g. GST, HST). [Receipts for meals over \\$10.00 are required.](#) ~~No receipts are necessary.~~

4. Accommodation:

Members will be accommodated at the hotel(s) selected by the Registrar. If a member chooses to stay at an alternate hotel, any difference between the rate of the hotel(s) selected by the Registrar and that chosen by the member, will be paid by the member.

5. Travel:

- i. Travel to and from College functions or travel on behalf of the College will be fully reimbursed. Air travel reimbursement will be for economy class and, where possible, members are encouraged to book in advance to take advantage of any available discount fare. Train travel will be by ~~VIA-1~~ [Business](#) or equivalent because of the likelihood of a need for meal service. The cost of a roomette will be covered if the travel is overnight and in lieu of a hotel room.
- ii. Normally, air travel will be on direct flights. If stopovers are arranged for reasons other than attendance at College functions, the College will reimburse the cost of the direct flight from the point of origin to the location of the function.
- iii. Travel by car will be reimbursed at the current rate of \$.42 per kilometer up to an amount not exceeding economy air fare between the same points. Parking fees at hotels, bus and train stations, and airports as well as at parking lots for Council and Committee meetings, and for other College related business, will be reimbursed.
- iv. Reasonable and necessary ground transportation (e.g., airport limousine, taxi, subway) to attend College functions will be reimbursed.

6. Incidentals will be reimbursed at \$17 per day of overnight travel, CAD or USD, as appropriate. No receipts are required.

7. * Travel Time per diems must be included with the expense claim and are payable for all members as follows:

- travel from "Northern Ontario" as defined by the Ministry of Health and Long-Term Care, and where travel is necessary the day before or after a meeting, a half day per diem is payable for the round trip
- travel outside of Ontario on College business, a per diem for actual travel time is payable in half day increments

8. Office Overhead Allowance for Eligible Private Practitioners

- i. This section applies to private practitioners who derive more than half of their income from self employment.
- ii. This allowance is not intended to replace lost income. Rather it is intended to offset additional significant expenses associated with running a practice office: rent, insurance, property taxes, secretarial support; that is, expenses which are normally claimed against income.
- iii. An office overhead allowance is payable at the rate of \$200 per day in quarter day increments parallel to the per diem payment for meeting attendance.

9. Other Expenses

Any reasonable expenses, such as internet fees, telephone calls and faxes, incurred in conducting College business, will be paid on the basis of reasonable documentation of such expenses.



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

Briefing Note – September 2018 Council Meeting

Policy I-10: Authority to Speak on Behalf of the College

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration – Recommendation from the Executive Committee

That amendments to *Policy I – 10: Authority to Speak on Behalf of the College* be approved.

Moved By

TBD

Background

As part of the Executive Committee reviews routine review of policies for which it is responsible, the Committee considered *Policy I-10: Authority to Speak on Behalf of the College* at their meeting on August 28. In reviewing procedure 7, it was suggested that the wording was overly complicated and could be simplified to communicate the intent. To accomplish this, the Executive is recommending that Council approve the following amendment to Procedure 7:

From:

7. Council members will publicly demonstrate acceptance, respect and support for formal decisions taken by the College Council. Dissenting opinions expressed at Council and recorded in the minutes may be acknowledged.

To:

7. In any public discussion Council members will abide by the formal decisions taken by the College Council.

Attachments:

1. Tracked Changes version of *Policy I - 10 Authority to Speak on Behalf of the College* showing suggested amendments.

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
SECTION: FRAMEWORK and GOVERNANCE			POLICY #: I - 10
POLICY: Authority to Speak on Behalf of the College		COVERAGE: Staff, Council and Committee Members	
CREATED: March 2007	LAST REVISED: March 2008, June 2009, September 2018	NEXT REVIEW: 2020/2021 2018/2019	PAGE #: 1 of 1

POLICY STATEMENT:

Normally, the Registrar is the spokesperson for the College.

PROCEDURE:

1. Normally, the Registrar will respond to inquiries from the media.
2. In limited circumstances and with appropriate preparation, the President may respond to inquiries from the media.
3. Council members may provide factual information about the legislation, regulations, bylaws, or College policy to College members and members of the public.
4. Council members providing information to College members and members of the public are encouraged to consult with staff in preparing any oral or written information.
5. Any information provided to members should be consistent with College policy and any relevant Council decisions.
6. When in doubt, Council members should defer to College staff to provide information or respond to inquiries from members.
7. ~~Council members will publicly demonstrate acceptance, respect and support for formal decisions taken by the College Council. Dissenting opinions expressed at Council and recorded in the minutes may be acknowledged.~~ In any public discussion Council members will abide by the formal decisions taken by the College Council.
8. In particular, should a Council member be approached regarding a matter currently, previously or likely to be under consideration by an adjudicative committee of the College, including Registration; Inquiries, Complaints and Reports; Discipline; or, Fitness to Practice, the Council member should refer the inquiry to the Registrar or appropriate Director on the College staff.
9. Committee members who are not on Council do not speak on behalf of the College unless explicitly requested by the Registrar to participate in a presentation or meeting as a College representative. In such circumstances the Committee member will provide only that information which has previously been reviewed by College staff.



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

Briefing Note – September 2018 Council meeting

By-law 5: Selection of Committee Chairs and Committee Members and By-law 21: Committee Composition – Consultation Update

Strategic Direction Reflection

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

Motions for Consideration – Recommendation from the Executive Committee

That the amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-law 21: Committee Composition* be approved.

Update

At the June 22, 2018 meeting of Council, amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-Law 21: Committee Composition* were approved for circulation to the membership, for the required 60 days. The consultation was distributed on July 4, 2018 and a reminder was published in the July 2018 e-Bulletin. The deadline for responses was September 4, 2018. The consultation was sent to 4383 people and the College received 7 responses. The following is the verbatim feedback received.

The Executive Committee reviewed the feedback at their meeting in August and are suggesting the following additional change to *By-law 5: Selection of Committee Chairs and Committee Members* to ensure that the Registration Committee has co-Chairs instead of a Vice-Chair. The Executive is recommending that the suggested change to section 5.6 read:

5.6 a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.

Feedback

1. I am strongly in support of the changes [By-law 5]. In particular, it did not seem workable or advisable that statutory committees did not have a formal reporting relationship with Council. thank you for the opportunity to comment.
2. In regards to Bylaw 5, while it is important to ensure liaison between committees and Council could it not be done just by having the council member on each committee be the liaison? N&L could establish this. If Council decides to establish a vice-chair, I don't think there's any downside but I don't see a significant benefit.
3. The changes seem transparent and sensible [By-law 21]. I would hope that the spirit of "include but not limited" academic members on the Registration Committee will live on. In the field, I continue to marvel at the disconnect between what the world of work is looking for in psychology staff, the range of training that has been undertaken by people who competently do this work, and the

requirements for registration. The public through the Registration Committee benefits from a balance of perspectives.

4. I would **not** support this amendment to the bylaw [By-law 21]; while I would support one of three College members being expected to have academic involvement, I believe that having two-thirds of these seats being filled by academics would be disproportionate.
5. Changes make sense to me and you have indicated how they are feasible.
6. I support the proposed amendments to by-law 5 and by-law 21 as noted.
7. I support the proposed changes to By-Law 21 as presented.

Attachments:

1. Consultation document on Amendments to *By-law 5: Selection of Committee Chairs and Committee Members* & *By-law 21: Committee Composition*

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 5: Selection of Committee Chairs and Committee Members* &
By-law 21: Committee Composition
July 4, 2018**

At the meeting of the Council of the College of Psychologists held on June 22, 2018, a motion was passed to circulate proposed amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and to *By-law 21: Committee Composition*. According to the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991 (RHPA)*, amendments to some By-laws must be circulated to members 60 days before they are approved by Council. If you wish to comment on the proposals, we would appreciate hearing from you by Tuesday, September 4, 2018 so your feedback can be included in the Council discussions at its next meeting.

There are a number of changes to *By-law 5: Selection of Committee Chairs and Committee Members*, many of which are 'housekeeping'. The most substantive change relates to delineating the role of the Chair of the Committee and the introduction of a Vice-Chair position. Close communication between the Committees and the Council is very important. As not all Committee Chairs are necessarily members of Council, the role of Vice-Chair was introduced with the requirement that at least one of the Chair or Vice-Chair must be a member of Council. In this way, Council will have a direct line of communication to each Committee.

The change to *By-law 21: Committee Composition* is relatively minor. In describing the composition of the Registration Committee, the Council wished to emphasize the need for the Committee to have members who are familiar with the psychology training programs. While not a strict requirement, the change to the By-law would suggest that Registration Committee membership should include members with "academic involvement".

[Click here](#) for a copy of *By-law 5: Selection of Committee Chairs and Committee Members* showing the amendments with an accompanying explanation of the proposals. Additions are shown as [underlined in blue](#) with deletions marked as [strikeouts in red](#). *By-law 21: Committee Composition*, with the proposed changes is available by [clicking here](#).

The College Council will be discussing these amendments at the September 2018 meeting. If you wish to provide any comments we would appreciate hearing from you by Tuesday, September 4, 2018.

Please submit your feedback to: bylawconsultation@cpo.on.ca.

To ensure transparency and to encourage engagement from College members, the public and other stakeholders, the feedback received will be posted on the website as part of the Council Materials for the September 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 & Executive Director

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, [September 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 these relate to Committee choices indicated is 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. To ensure close communication between the Council and the Committees, the By-law requires that one or both must be members of Council.

- training to effectively perform the Committee's work;
- iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
- v. Providing effective leadership for the Committee and facilitating Committee Meetings;
- vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
- vii. Any other duties determined or assigned by Council.

~~5.15.2~~ ~~The Executive Committee~~ Committee appointments will be announced ~~will advise Council of the committee appointments~~ within five business days of the first meeting of Council following the annual election.

~~5.25.3~~ A majority of the members of a Committee, other than a Committee prescribed in section 10 of the Code, constitutes a quorum.

~~5.35.4~~ 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.

~~5.45.5~~ 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.

~~5.55.6~~ 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.

~~5.65.7~~ Both registration titles will be represented on all statutory committees.

While the Executive Committee makes the final appointments, Council notification is generally done through the office of the Registrar.

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, [September 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.

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.

Emphasizes the desirability and importance of having Committee members with 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 – September 2018 Council Meeting

Shaping the Future – Decision on Direction and Next Steps

Strategic Direction Reflection

Enforcing standards fairly and effectively through developing, establishing and maintaining standards of practice and professional ethics for all members; Communicating clearly and effectively with stakeholders, particularly applicants, members and the public; Acting in a responsibly transparent manner

Motion for Consideration

See Motions in text below.

Background

For many months, the Executive Committee and the College Council have been discussing the issue that has come to be known as *Shaping the Future* and whether there is a need to reconsider the previous decision taken by Council. *Shaping the Future* refers to the direction approved by Council in the motion of March 22, 2013 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.*

The topic was further discussed at the August meeting of the Executive. The goal of this discussion was not to arrive at a recommendation, but rather to plan for the facilitation of an effective discussion at Council leading to a Council decision on how to proceed with this matter. With the decision made, the College can then consider the "Next Steps" and develop an implementation action plan.

To facilitate a final outcome, the Executive proposed that Council undertake decision-making in a sequential, stepwise fashion. A chart entitled *Shaping the Future – Decision Making Chart* is attached to provide a visual map of the 3 decision-making points.

Current Motion: The current College position is that approved by Council in the motion of March 22, 2013, as noted above.

Step 1: The first decision to be made is that of deciding to *Rescind* or *Reaffirm* the current motion. In making this decision Council must consider one of the following two motions.

Motions for Consideration

1. That the motion taken by Council on March 22, 2013 be reaffirmed.

OR

2. That the motion taken by Council on March 22, 2013 be rescinded.

Outcomes

If the motion to reaffirm is passed (1. above), no further decisions are required.

If the motion to rescind is passed (2. above), Council must consider the next step.

Step 2: Having rescinded the motion taken on March 22, 2013, Council must determine whether to maintain the current registration/title process or make a change to it. In making this decision Council must consider one of the following two motions.

Motions for Consideration

1. That the College continue with the current registration process whereby registrants with a Doctoral degree receive the title *Psychologist* and registrants with a Master's degree plus 4 years of supervised experience receive the title *Psychological Associate*.

OR

2. That the College amend its current registration/title process.

Outcomes

If the motion to maintain the current registration process is passed (1. above), no further decisions are required.

If the motion to amend the registration process is passed (2. above); Council must consider the next step.

Step 3: Having decided to amend the current registration/title process, Council must determine the nature of the change. In making this decision Council must consider one of the following two motions.

Motions for Consideration

1. That the College continue registration of individuals with a Master's degree plus 4 years of supervised experience but grant them the title of *Psychologist*.

OR

2. That the College discontinue registration of individuals with a Master's degree plus 4 years of supervised experience but continue the use of the title *Psychological Associate* for those individuals.

Outcomes

If the motion to continue registration of individuals with a Master's degree plus 4 years of supervised experience but grant them the title of *Psychologist* is passed (1. above), work must be undertaken for the College to obtain the authority to grant the title *Psychologist* to these individuals.

If the motion to discontinue registration of individuals with a Master's degree plus 4 years of supervised experience is passed (2. above); work must be undertaken to obtain the authority to no longer register individuals with these qualifications.

Next Steps

- Circulation to members and other stakeholders for comment
- If necessary, consider next steps and develop detailed implementation action plan

Attached *Shaping the Future – Decision Making Chart*

Additional Information

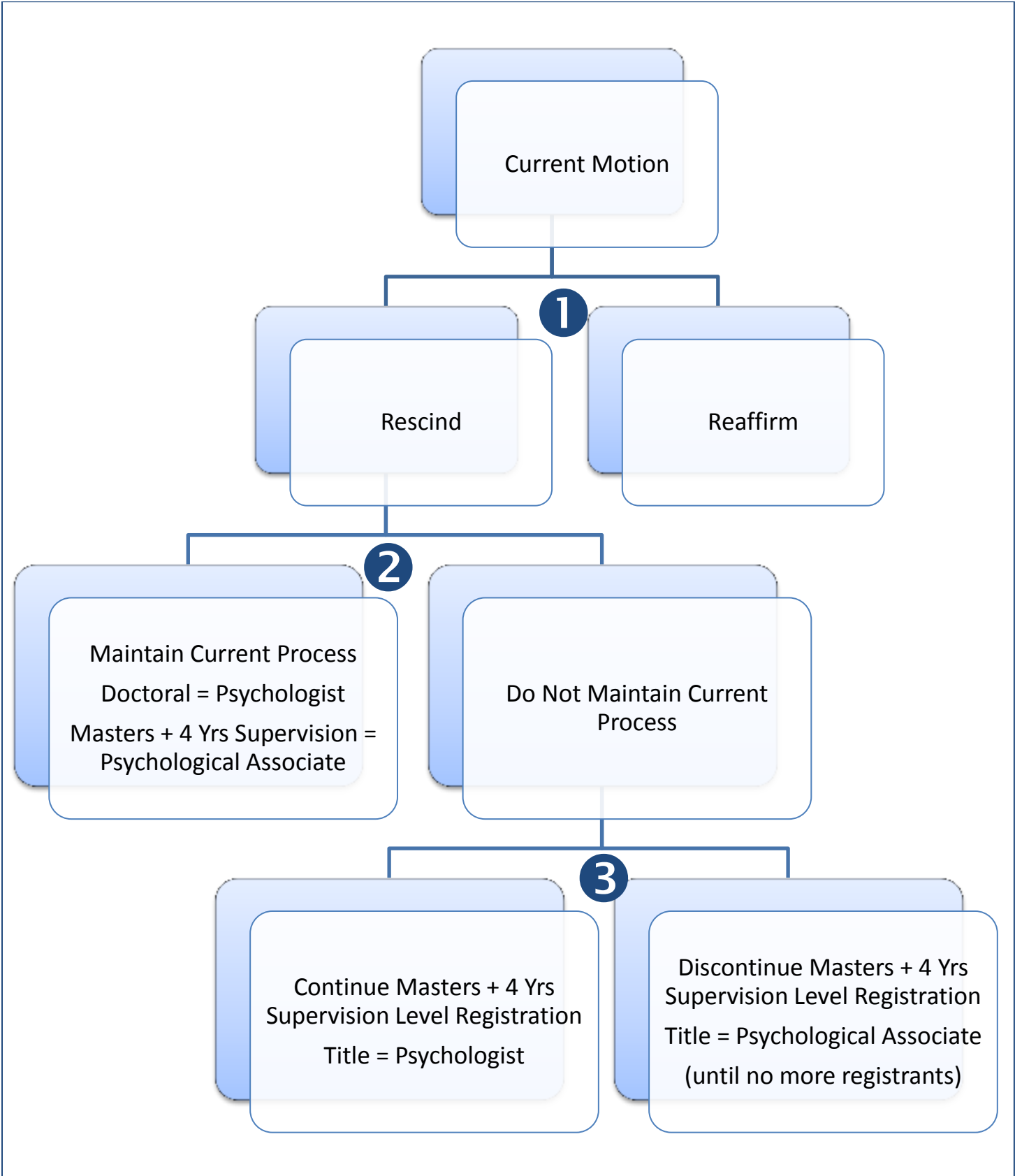
In furthering the discussion, some additional information has been gathered for Council's consideration:

1. Current Membership Academic Level/Title Status Chart
2. Summary of Registration Requirements in Other Canadian Jurisdictions
3. An Overview of Graduate Clinical Training in Ontario
4. Abridged Registrar's PowerPoint presentation to Council of March 2018 showing the history of this issue
5. APA Press Release (July 24, 2018) *APA Appoints Task Force to Study Accrediting Master's Programs*

Contact for Questions

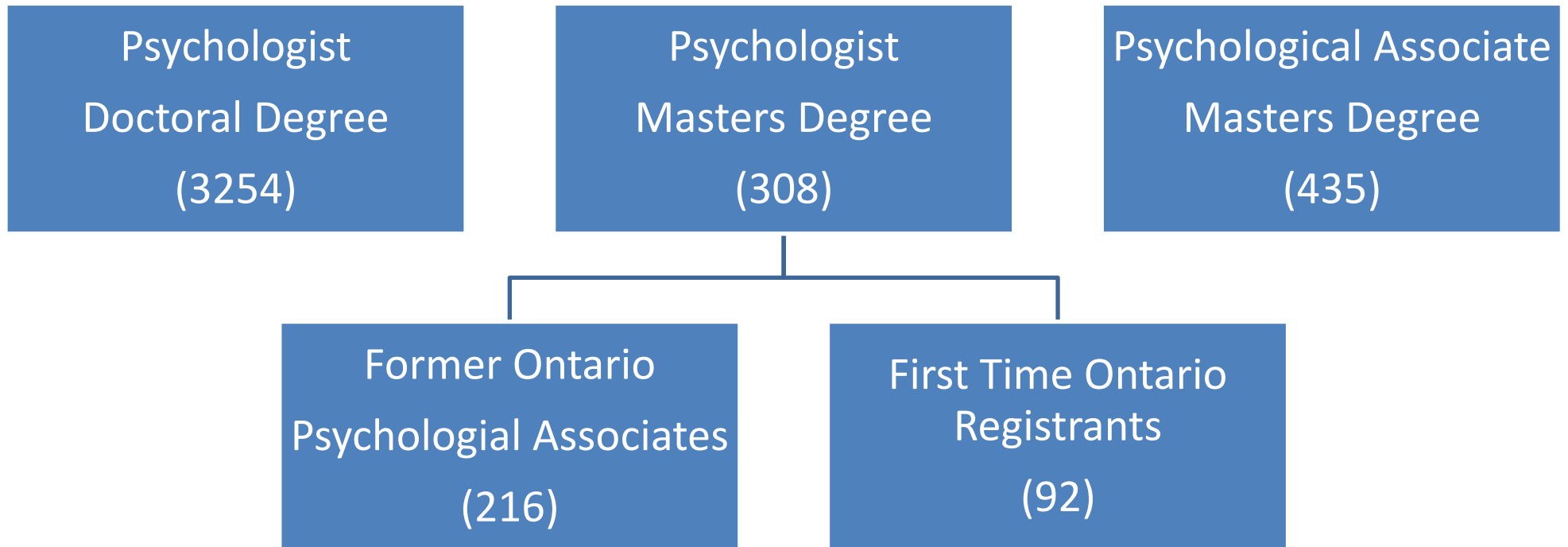
Dr. Rick Morris, Registrar & Executive Director

Shaping the Future – Decision Making Chart



Current Membership Title/Academic Level Status

As at September 14, 2018



Summary of Registration Requirements in Other Canadian Jurisdictions

Jurisdiction	Title	Minimum Academic Requirement	Comments
Prince Edward Island	Psychologist	Doctoral	<ul style="list-style-type: none"> • 1 year (1700 hours) supervision
Manitoba	Psychologist	Doctoral	<ul style="list-style-type: none"> • 2 years supervision, 1 of which must be post-doctoral
British Columbia	Psychologist	Doctoral	<ul style="list-style-type: none"> • Currently no post-doctoral supervision requirement (under review). Predoctoral internship required
Quebec	Psychologist	Doctoral	
Ontario	Psychologist	Doctoral	<ul style="list-style-type: none"> • 1 year supervision
New Brunswick	Psychologist	Masters until 2020 then Doctoral	<ul style="list-style-type: none"> • Doctoral, 1 year supervision • Masters, 3 years supervision
Alberta	Psychologist	Masters	<ul style="list-style-type: none"> • 1 year supervision (may be waived if completed doctoral internship)
Northwest Territories	Psychologist	Masters	<ul style="list-style-type: none"> • 1 year supervision
Newfoundland	Psychologist	Masters	<ul style="list-style-type: none"> • Masters, 2 years supervision • Doctoral, 1 year supervision
Saskatchewan	Psychologist	Masters	<ul style="list-style-type: none"> • 1 year supervision
Nova Scotia	Psychologist	Masters	<ul style="list-style-type: none"> • Doctoral, 1 year supervision • Masters, 4 years supervision • Supervision, as noted above, gained while a <i>Psychologist (Candidate Register)</i>
Prince Edward Island	Psychological Associate	Masters	<ul style="list-style-type: none"> • 2 years (3400 hours) supervision
Manitoba	Psychological Associate	Masters	<ul style="list-style-type: none"> • 4 years supervision
Ontario	Psychological Associate	Masters	<ul style="list-style-type: none"> • 4 years supervision
British Columbia	Associate Psychologist (Corrections)	Masters	<ul style="list-style-type: none"> • No applications after November 2017 • Limited scope; must be supervised; must have federal or provincial corrections employer

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A Summary of Graduate Clinical Training in Ontario

Lakehead University

MA courses	5201 - Clinical Assessment Techniques 5271 - Ethical and Professional Issues 5551 - Clinical Interviewing 5571 - Psychotherapy	MA Practica	5091 (9091)- Master's Practicum 400 hours
PhD courses	5311 - Cognitive-behavior therapy 6211 - Psychopathology of the Adult 6231 - Psychopathology of childhood and adolescence 6251 - Advanced assessment techniques 6751 - Cultural issues for clinical psychologists	PhD Practica	6090Y - (PhD Practicum) spring/summer Yr 1 600 hours Internship 1600 hours

OISE Child & School

MA courses	1202H - Theories and Techniques of Counselling 1205H - Ethical issues in applied psychology 1215H - Psychological assessment of school-aged children 1236H - Developmental psychopathology 1285H - Psychology and Education of Children with Learning Disabilities	MA Practica	1218H - Sem. and Prac. in School-Based Assessment, Consultation and Intervention 500 hours
PhD courses	3260H - Psychodiagnostic Systems 3222H - Approaches to Psychotherapy Across the Lifespan 3240H - Advanced Social and Emotional Assessment Techniques 5284Y - Assessment & Intervention with Culturally & Linguistically Diverse Children, Youth, & Families 3202H - A Foundation of Program Evaluation in Social Sciences .5FCE - Psychosocial intervention .5FCE - Elective	PhD Practica	3241H - Seminar and Practicum in Clinical Assessment and Intervention 600 hours 3243H - Additional PhD practicum open hours 3242Y - Internship in School and Clinical Child Psychology 1600 hours

OISE Counselling and Clinical

MA courses	1265H - Personality Theories (0.5 FCE) 1208Y - Individual cognitive and personality assessment 1219H - Ethical Issues in Professional Practice in Psychology and Psychotherapy 1228H - Individual and Group Psychotherapy: Families and Couples Counselling	MA Practica	1203Y - Practicum I: Interventions in Counselling Psychology and Psychotherapy 500 hours
PhD courses	3215H - Seminar in Counselling Psychology: Part 1 3225H - Assessment and Diagnosis of Personality and Psychopathology 3260H - Psychodiagnostic Systems 3202H - A Foundation of Program Evaluation in Social Sciences electives x2	PhD Practica	3217Y - Advanced Practicum in Clinical and Counselling Psychology 600 hours 3268Y - Internship in Clinical and Counselling Psychology 1600 hours

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A Summary of Graduate Clinical Training in Ontario

Queen's University

MA courses	805H - Intro Assessment 1 806H - Intro Assessment 2 827H - Adult Clinical 829H - Ethical and Professional Issues 847H - Treatment Theory and Process 809H - Child Adolescent Clinical	MA Practica	838H - Intro Clinical Practica 120 hours 839H - Intro Clinical Practica 120 hours
PhD courses	910H - Advanced Assessment 957H - Advanced Therapy Clinical elective Clinical elective Clinical elective	PhD Practica	989H - Advanced Clinical Practice 120 hours 990H - Advanced Clinical Practice 120 hours 991H - Advanced Clinical Practice 120 hours 992H - Advanced Clinical Practice 120 hours 993Y - Internship 1600 hours

Ryerson University

MA courses	8301H - Psychopathology 8309H - Psychological Assessment 8310H - Psychological Assessment II 9306H - Cognitive Behavior Therapy 8304H - Treatment of Psychological Disorders clinical elective clinical elective	MA Practica	8306H - Practicum in Clinical Psychology 350 hours
PhD courses	8301H - Ethical Issues in Clinical Psychology 8303H - Systems of Psychotherapy Clinical Elective Clinical Elective Clinical Elective Clinical Elective	PhD Practica	9303H - Practicum in Clinical Psychology II 350 hours 9304H - Practicum in Clinical Psychology III 350 hours Internship 1600 hours

University of Guelph

MA courses	6630H - Developmental Psychology 6690H - Cognitive Assessment of Children and Adolescents 6000H - Developmental Psychopathology - Etiology and Assessment 6700H - Personality and Social Assessment of Children and Adolescents 6010H - Learning Disorders - Research and Clinical Practice 6880Q - Ethical Issues in Psychology 6020H - Clinical Diagnostic and Interviewing Skills	MA Practica	7991 - Practicum I open hours in Centre for Psychological Services 7992 - Practicum II 200 hours in school board Psychological Service
PhD courses	7070H - Psychological Measurement 6580H - Models of Child and Adolescent Psychotherapy 6840H - Program Evaluation 6610H - Advanced Child and Adolescent Psychotherapy 6890Q - Legislation and Clinical Practice	PhD courses	7993H - Practicum III 400 hours in mental health setting 7991H - Practicum I open hours in Centre for Psychological Services 8000Y - Internship 1600 hours

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A Summary of Graduate Clinical Training in Ontario

University of Ottawa

MA courses	5207Y - Psychological Intervention and Consultation 5203Y - Psychodiagnostics Assessment of Adults and Children 6107H - Ethics and Professional Issues 5102H - Applied Psychopathology 7103H - Program Evaluation	MA Practica	6007 - Clinical Practicum hours open 6008 - External Clinical Practicum hours open
PhD courses	Clinical Course Clinical Course Clinical Course Clinical Course	PhD courses	6007 - Clinical Practicum hours open 6008 - External Clinical Practicum hours open 6009 - Advance External Clinical Practicum hours open 1010 - Advanced Internal Clinical Practicum hours open Internship 1600 hours

University of Waterloo

MA courses	716H - Adult Psychopathology 717H - Psychological Assessment I 718H - Psychological Assessment II 719H - Ethics, Diversity, and Professional Issues in Clinical Psychology 723H - Child Psychopathology and Psychotherapy 724H - Personality & Measurement Theory 725H - Cognitive Behaviour Therapy	MA Practica	720AH - Practicum in Interviewing & Cognitive Assessment I 720BH - Practicum in Interviewing & Cognitive Assessment 2 721AH - Diagnostic Assessment Practicum I 721BH - Diagnostic Assessment Practicum II 722CH - Clinical Field Placement I 726AH - Practicum in Integrated Assessment I 726AH - Practicum in Integrated Assessment II 738Y - Clinical Fieldwork Placement II
PhD courses	723H - Child Psychopathology and Psychotherapy 727H - Efficacy & Program Evaluation 728H - Psychotherapy: Classical Roots and Contemporary Developments 731H - Emotion-Focused Therapy	PhD Practica	729AY - Child and Adolescent Psychotherapy Practicum 729Y - Child and Adolescent Psychotherapy Practicum 738Y - Clinical Fieldwork Placement 732 Y - Child and Adolescent Psychotherapy Practicum 733Y - Adult Psychotherapy Practicum 734Y - Supervision Practicum 735Y - Child and Adolescent Psychotherapy Practicum 736Y - Adult Psychotherapy Practicum Internship 1600 hours

University of Windsor Adult Clinical

MA courses	514H - Research Methods in Clinical Psychology 580H - Psychopathology 581H - Ethical and Professional Issues in Clinical Psychology 582H - Clinical Assessment I 583H - Clinical Assessment II 589H - Advanced Adult Assessment (didactics & practicum) 674Y - Introduction to Psychotherapy	MA Practica	701H - Clinical Practicum 300 hours
PhD courses	588H - Multicultural Issues in Clinical Practice xxxY - Approach Specific Psychotherapy Course (didactics & practicum) 694H - Integrative Psychotherapy (didactics & practicum)	PhD Practica	715Y - PSRC Advanced Practicum 702Y - PhD level Practicum 706Y - Internship 1600 hours

A Summary of Graduate Clinical Training in Ontario

695H - Integrative Psychotherapy II (didactics & practicum)
xxxH - Clinical or other elective

University of Windsor Child Clinical

MA courses	514H - Research Methods in Clinical Psychology 519H - Advanced Developmental Theory and Research Methods 580H - Psychopathology 581H - Ethical and Professional Issues in Clinical Psychology 582H - Clinical Assessment I 583H - Clinical Assessment II 640H - Developmental Psychopathology 651H - Child Psychopathology 652H - Child Assessment (didactics & integrated practicum) 674Y - Introduction to Psychotherapy (didactics & Integrated practicum)	MA Practica	701H - Clinical Practicum 300 hours
PhD courses	xxxY - Approach Specific Psychotherapy Course (didactics & practicum) xxxH - Clinical Elective	PhD Practica	702Y - PhD level Practicum 706Y - Internship 1600 hours

University of Windsor Clinical Neuropsychology

MA courses	503H - Human Neuropsychology and Biological Bases of Behaviour 514H - Research Methods in Clinical Psychology 529H - Structure and Function of the Brain 640H - Child Clinical Neuropsychology: Theory, Methods, & Research 642H - Adult Clinical Neuropsychology: Theory, Methods & Research 680H - Psychopathology 581H - Ethical and Professional Issues in Clinical Psychology 582H - Clinical Assessment I 582H - Clinical Assessment II 674H - Introduction to Psychotherapy	MA Practica	688H - Introductory Practicum in Clinical Neuropsychology 701H - MA level Clinical Practicum 300 hours
PhD courses	xxxY - Cognitive Behavior Therapy xxxH - Clinical Elective xxxH - Clinical Elective	PhD Practica	689H - Intensive Practicum in Neuropsychology 702Y - PhD level Practica 706Y - Predoctoral Internship 1600 hours

Western University

MA courses	9311H - Adult Psychopathology and Diagnosis 9300H - Professional Foundations of Clinical Psychology 9320H - Psychotherapy Approaches	MA Practica	9301H - Prepracticum in Clinical Skills 9800H - Clinical Assessment Practicum
PhD courses	Clinical Elective Evaluation course Intervention Theory	PhD Practica	Intervention Practicum Internship 1600 hours

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A Summary of Graduate Clinical Training in Ontario

York Clinical Developmental

MA courses	6910H - Psychoeducational Assessment of Children and Adolescents 6920H - Clinical and Diagnostic Assessment of Children and Adolescents 6965Q - Diversity Issues in Children, Youth and Adults in Clinical Practice 6900H - Issues in CD Psychology: A Proseminar in Ethics, Practice, and Research 6955H - Developmental Psychopathology	MA Practica	
PhD courses	6930H - Intervention Strategies with Children 6490H - Ethical Issues in Professional Practice 6480H - Brief Psychotherapy and Short-Term Treatment Clinical Elective H Clinical Elective H	PhD Practica	6910H – Assessment Practicum 330 hours 6930H – Intervention Practicum 330 hours Internship 1600 hours

York Adult Clinical

MA courses	6420Y - Foundations of Clinical Psychology 6430Y - Assessment in Psychology 6436H - Evidence-Based Principles of Psychotherapy 6437H - Approaches to Psychotherapy: Advanced Study	MA Practica	6430Y - Clinical Practicum 330 hours
PhD courses	6440Y - Psychodiagnostics 6445Y - Advanced Intervention* 6490H - Ethical Issues in Professional Practice Clinical Elective	PhD Practica	6440Y - Clinical Practicum II 330 hours 6460H - Clinical Practicum III 330 hours 6840Y - Clinical Internship 1600 hours

York Adult Clinical Neuropsychology

MA courses	6420Y - Foundations of Clinical Psychology 6430Y - Assessment in Psychology 6436H - Evidence-Based Principles of Psychotherapy 6425H - Clinical Neuroanatomy	MA Practica	6430Y - Clinical Practicum 330 hours
PhD courses	6440Y - Psychodiagnostics 6445Y - Advanced Intervention* 6490H - Ethical Issues in Professional Practice 6450H - Principles of Neuropsychological Assessment 6320H - Human Neuropsychology: History and Syndromes 6330H - Cognitive Neurorehabilitation	PhD Practica	6440Y - Clinical Practicum II 330 hours 6460H - Clinical Practicum III 330 hours 6840Y - Clinical Internship 1600 hours

Notes H = semester length course
 Y = two semester length course
 Research and Statistics courses are not listed, nor are "brown bags", colloquia, and other informal learning experiences



***Shaping the Future of
Psychology Regulation in
Ontario - Where are we at?
Council Training Day - March 8, 2018***

Dr. Lynette Eulette, President
Dr. Rick Morris, Registrar & Executive Director



What is Shaping the Future?

Council motion of March 23, 2013 to
close registration at the Masters level
and grandparent all Psychological
Associate members as Psychologists



- ▶ Often mentioned in Council discussions but understanding varies based on time on Council
- ▶ Has directly influenced Council discussions – some postponements waiting for resolution of *Shaping the Future*”
 - Committee Composition and requirement for both titles to be represented
 - Role of the non-voting Psychological Associate seat

3

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)

Story Begins in March 2010


- 40 different Council members since then
- 25 professional members
 - 15 public members
 - ▶ Only 2 Council members have been present for the whole history*
 - Ethel Teitelbaum
 - Glenn Webster

* No longer on Council as of June 2018

4

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)




- ▶ **4 current members present at the March 22, 2013 meeting**
 - Ethel Teitelbaum
 - Glenn Webster
 - Ruth Berman
 - Judy Cohen*

* Only member still on Council as of June 2018

5

College of Psychologists of Ontario

March 8, 2018 (Revised September 14, 2018)



Critical Points in History

- ▶ **March 2010**
 - *Shaping the Future* Task Force appointed
- ▶ **March 2013**
 - Motion to close Masters level registration
- ▶ **November 2016**
 - Briefing Note submitted to MOHLTC

6

College of Psychologists of Ontario

March 8, 2018 (Revised September 14, 2018)



March 2010

- ▶ Council discussed implications for registration of amended Agreement on Internal Trade and the Ontario Labour Mobility Act, 2009 (OLMA)
- ▶ Requires registration as *Psychologists*, individuals from other Canadian jurisdictions with Masters level training
- ▶ Discussion broadened to more general discussion of psychology regulation in Ontario
- ▶ Need to amend Registration Regulation to permit registration under AIT
 - are there other changes to be included?

7

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)


Task Force Appointed to:

- ▶ Consider the implications of the amended AIT for regulation of psychology in Ontario
- ▶ Consider current issues/trends in psychology regulation, training and employment/human resources needs in Ontario
- ▶ Consider issues/trends for psychology regulation and training in other Canadian jurisdictions and possibly in the United States
- ▶ Propose action plan/solution for appropriate regulation of the profession in Ontario while meeting AIT obligations
 - issuing a certificate of registration to an applicant, from another Canadian jurisdiction, who holds a certificate of registration equivalent to a certificate of registration that the College is authorized to issue

8

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)




March 2010 to March 2013

- ▶ Task Force met numerous times discussing a variety of issues, conducting surveys of member, and reporting to Council
- ▶ *Shaping the Future* discussed 13 times at Council
- ▶ Weightiness and importance of issue influenced most Council deliberations

9

College of Psychologists of Ontario

March 8, 2018 (Revised September 14, 2018)



Issues Discussed

- ▶ Equity issue for Psychological Associate members
- ▶ Potential confusion for the public; three categories of members:
 - Doctoral level Psychologists, Masters level Psychologists, Masters Level Psychological Associates
 - Potential solution: issue all Psychological Associates members certificates of registration as Psychologists
- ▶ Unintended consequences of the AIT:
 - Applicants registered in jurisdictions with less stringent requirements able to obtain registration in Ontario
 - AIT requirement to register all applicants regardless of qualifications

10

College of Psychologists of Ontario

March 8, 2018 (Revised September 14, 2018)



Issues Discussed (cont'd)

- ▶ College considering register of individuals whose training in psychology is narrower than that required for registration as a Psychologist or Psychological Associate (limited scope)
- ▶ Create a new class of registrant with a limited scope of practice; limited to school or corrections
- ▶ Possibility of new classes of registration for members with non-psychology degrees

11

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)

Variety of motions made, carried, rescinded, withdrawn

- ▶ Public education campaign to address confusion over two titles **Carried**
- ▶ Submission of Registration Regulation Amendment changes pertaining to AIT **Carried**
- ▶ All members to hold a Certificate of Registration as a Psychologist **Defeated**
- ▶ Move to discontinue registration of applicants with Masters degrees **Carried**
- ▶ Move towards all members holding Certificate of Registration as Psychologist **Carried**
- ▶ Close Masters level class registration as a psychological associate **Carried/rescinded**

12

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)



- ▶ Currently registered psychological associates or those registered by 2020 be registered as Psychologist **Carried**
- ▶ Registration as a psychologist to require either a Doctoral degree from a psychology program accredited by the CPA or a Doctoral degree from a psychology program that meets criteria set by the College **Carried**
- ▶ Highest degree on which registration is based be noted on the certificate of registration **Carried**
- ▶ Close Masters level class registration as a psychological associate **Rescinded**
- ▶ Approve closure of Masters level registration **Withdrawn**
- ▶ By the time the grandparenting period ends, Masters degree would cease to be the entry to practice requirement **Carried**

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College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)

Two Main Themes


1. Academic Requirement for Registration
 - ▶ Continue to register members at the Masters level or close Masters level registration
2. One Title or Two
 - ▶ Maintain two titles or register all members as Psychologists regardless of academic background

Council decision to address these together; that is, issue of “title” and “closure of Masters level registration”

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College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)



March 2013 Task Force Proposal


Either:

1. Change master's level registration to limited scope and grandparent current Psychological Associates

Or:

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

15 College of Psychologists of Ontario March 8, 2018 (Revised September 14, 2018)




March 2013 Motion

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 mechanism for evaluating IE applicants' competencies for substantial similarity to a CPA accredited program, regardless of whether a Masters or Doctoral degree.

This is Shaping the Future

16 College of Psychologists of Ontario March 8, 2018 (Revised September 14, 2018)




Option seen to:

- ▶ Eliminates confusion of title – all members are Psychologists, regardless of entry degree
- ▶ Address inequity perceived by Psychological Associates as a result of AIT permitting registration of Masters individuals from other jurisdictions as Psychologists
- ▶ Permits registration of Internationally Educated Masters level individuals

17

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)



To Ponder

- ▶ What are the public interest/protection issues or principles in:
 - Maintaining the status quo; 2 titles 3 types of member?
 - Closing the psychological associate class
 - Having one title with two paths to entry
- ▶ Since all members have the same scope, should this be represented by one title?
- ▶ Since College must register Masters trained from other Canadian jurisdictions and those internationally trained can we keep the door open for the Ontario trained?
- ▶ Can Masters degree plus 4 years of supervised practice be viewed as “substantially similar” to a Doctoral standard?
- ▶ Does registration at the Masters plus 4 years of supervised practice level place the public at risk for the delivery of safe, effective, quality services?

18

College of Psychologists of Ontario

March 8, 2018 (Revised
September 14, 2018)



AMERICAN PSYCHOLOGICAL ASSOCIATION

July 24, 2018

APA Appoints Task Force to Study Accrediting Master's Programs

Group to make recommendations to governing council of representatives

WASHINGTON — The American Psychological Association has appointed a task force to develop a blueprint for the association to accredit master's programs in health service psychology.

"Given the increasing number of states that are licensing psychology providers at the master's level, the association decided it makes sense for APA to create a roadmap to add master's programs to its accreditation portfolio," said James Lichtenberg, PhD, professor emeritus in counseling psychology at the University of Kansas. "APA has long been the recognized leader in accrediting doctoral programs in psychology, so it makes sense for the association to apply its expertise to master's-level programs."

Members of the task force have experience and interest in graduate education at the master's and/or doctoral level, in clinical, counseling and school psychology. They are also knowledgeable about accreditation of doctoral programs in health service psychology, as well as accreditation of master's programs in clinical or counseling psychology; approval of school psychology programs; Veterans Affairs experience in training and employment of individuals with psychology degrees; academic leadership associated with a department, college or school offering master's and doctoral degrees in psychology, as well as leadership roles specific to the professional practice of psychology. They were selected by APA's Board of Educational Affairs. Celeste Malone, PhD, of Howard University, will serve as the Board of Educational Affairs liaison to the group.

The task force's mandate is to outline a plan by which APA could pursue development of an accreditation system for master's programs in health service areas (clinical, counseling and school) of psychology. The task force is slated to deliver its recommendations to the council in 2019.

Specifically, the charge of the task force includes:

- Developing a statement that broadly delineates the scope of accreditation for training at the master's level as contrasted with the current scope at the doctoral level.
- Prioritizing possible pathways for APA to establish accreditation of master's programs in psychology. For example, what are the advantages and disadvantages of creating an entirely new accreditation system vs. expanding the scope of APA's current accrediting body? Included would be a review of how the accreditation body would (or would not) overlap with existing accreditation systems for individuals trained at the master's level in health service areas of psychology.
- Identifying the necessary expertise for the accreditation decision-making body.

The decision to appoint the task force comes after almost 70 years of debate within the association and the field about the role of master's-trained individuals in psychology. Given the association's policy (<http://www.apa.org/about/policy/chapter-4b.aspx#doctorate-minimum>) that the doctorate is the minimum educational requirement for entry into professional practice as a psychologist, APA had not sought to accredit training programs in psychology at the master's level. However, changes in the field led to a decision by the council of representatives to direct APA to develop an accreditation system for master's programs in health service areas of psychology.

In addition to Lichtenberg, the task force members are:

- **Nadya Fouad, PhD**
Mary and Ted Kellner endowed chair in educational psychology, University of Wisconsin-Milwaukee.

- **William L. Hathaway, PhD**
Dean, school of psychology and counseling; professor of psychology, Regent University.
- **Tammy L. Hughes, PhD**
Chair, department of counseling, psychology and special education; professor of school psychology, Duquesne University.
- **Elizabeth Louis, MA**
Doctoral student, University of Georgia.
- **David Lutz, PhD**
Professor, department of psychology, Missouri State University.
- **Jason Jared Washburn, PhD**
Associate professor, department of psychiatry and behavioral sciences, Northwestern University Feinberg School of Medicine.
- **Valene Augusta Whittaker, PhD**
Mental Health Clinic Recovery Services, Edith Nourse Rogers Memorial Veterans Hospital.

The American Psychological Association, in Washington, D.C., is the largest scientific and professional organization representing psychology in the United States. APA's membership includes more than 115,700 researchers, educators, clinicians, consultants and students. Through its divisions in 54 subfields of psychology and affiliations with 60 state, territorial and Canadian provincial associations, APA works to advance the creation, communication and application of psychological knowledge to benefit society and improve people's lives.

Find this article at:

<http://www.apa.org/news/press/releases/2018/07/accrediting-masters-programs.aspx>



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

Briefing Note – September 2018 Council Meeting

Enhanced Examination for Professional Practice in Psychology (EPPP2)

Strategic Direction Reflection

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

Motion

For information; no motion for consideration at this time.

Background

In October 2017, the Association of State and Provincial Psychology Boards (ASPPB) had announced that, beginning in January 2020, jurisdictions would be required to use both the current EPPP and the enhanced, competency examination, known as the EPPP2. This would preclude jurisdictions, including the College of Psychologists of Ontario, from continuing to use the current EPPP unless they also incorporated the new examination into its registration process.

The College Council discussed this matter extensively, considering the implications of eliminating the current EPPP or moving to the use of the new two-part EPPP. No decision was taken. At the June meeting of Council, further discussions were held and these included the President, CEO and a senior staff member of ASPPB. The College of Psychologists of Ontario, along with many of the other ASPPB member jurisdictions, had raised serious concerns regarding the “all or nothing” imposition of the EPPP2, without an option to continue only with the current examination. There was concern that, at this time, ASPPB was unable to provide enough information regarding the new examination for Council to make an informed decision regarding its use; given the current state of the new examination’s development. The Council anticipated that a decision would need to be made shortly as any change could require amendments to the College’s current registration process.

On August 17, 2018, the attached letter was received from ASPPB. This letter reports that at its recent meeting, the ASPPB Board of Directors passed a motion rescinding the August 2017 Board decision to make the Enhanced EPPP (including both knowledge and skills portions) into a single licensure examination. The letter notes that ASPPB plans to continue toward the launch of the Enhanced EPPP in 2020 and will make it available to states and provinces interested in serving as early adopters. The requirement to use the Enhanced EPPP in order to continue with the current EPPP has been removed.

As a result of the decision of the ASPPB Board of Directors, the College can continue to use the current EPPP, as it has done for many years, and defer any decision regarding incorporation of the enhanced EPPP2 for future discussion once more information is available.

At its meeting in August 2018, the Executive Committee reviewed the ASPPB letter and agreed that any decisions regarding the Enhanced EPPP should be deferred. The Executive will continue to monitor the progress and development of the EPPP2 and review its status at their spring 2019 meeting.

Attachments:

1. August 17, 2018 Letter from the Association of State and Provincial Psychology Boards

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

Supporting member jurisdictions in fulfilling their responsibility of public protection.

August 17, 2018

**A Message from the Board of Directors to Member Jurisdictions of the
Association of State and Provincial Psychology Boards**

Earlier this summer, I reached out to all of you to let you know that we were commencing a listening campaign to more fully understand the conversation relating to implementation details announced last October for the Enhanced EPPP. Thank you for taking the time to explore implementation implications within your jurisdictions and share your ideas, concerns, and thoughts with us.

We heard strong support for competency testing as part of the EPPP – and we still believe in it – but we also heard many unresolved concerns about our implementation plan. Be assured, our priority is not in enforcing the plan; our priority is in developing and working toward adoption of the best possible resource for you to evaluate the preparedness of new practitioners in our field.

Our unique position as an association is in the strong, trusting relationships we have built with you over the decades and our role as facilitator for you to learn, bond, and share across jurisdictions. We are here to support you in your responsibility of public protection, respecting your training and evaluative methods and your jurisdictional requirements. The adoption of the EPPP was a choice you each made over time and its universal use now allows for maximum mobility among practitioners. We are extremely proud of our role and these achievements and we will do everything we can to protect them while we improve our methods and find new ways to support you.

Based on your input this summer and our own priority-setting, the ASPPB Board of Directors on Sunday August 12, passed a motion to rescind our decision of August 2017 and announced to you in October that made the Enhanced EPPP (including both knowledge and skills portions) as the single licensure exam offered by the ASPPB. We will continue toward launch of the Enhanced EPPP in 2020 and make it available to states and provinces interested in serving as early adopters. We are lifting the requirement for use of the Enhanced EPPP and are lifting the deadline for implementation.

We have heard the concerns you have raised about the cost of the examination and the early admittance option to take the knowledge portion of the test at the completion of academic coursework (excluding research, practicum or internship). We are looking forward to continued discussion with you about these aspects of the implementation of the Enhanced EPPP.

We are in a culture of competency and accreditation standards have changed already. We know that your jurisdictions have processes in place to assess competency and we are confident that unqualified people are not being awarded unearned credentials. As stated earlier, our goal is to provide the best possible resource to you to evaluate your candidates. All jurisdictions will continue to receive detailed information about the nature, content, validity, and utility of the Enhanced EPPP as that information becomes available during 2020 and beyond.

We thank you for your candid and constructive responses this summer and we remain open to your ideas and concerns as we move forward to improve our testing resources. We welcome your feedback now, and we hope you will join us and continue this discussion in October when we gather in Salt Lake City at our Annual Meeting.

Sincerely,

Sharon Lightfoot, PhD
President, ASPPB Board of Directors
lightfootphd@sbcglobal.net
314-289-9981



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

Motion Submission Form – Council Meeting September 2018

Annual Reports

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration

That the Annual Reports for 2017-2018 be approved.

Moved By TBD

Supporting Documents

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

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director



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

Council

Annual Report 2017-2018

Introduction

The Council is the Board of Directors of the College and is responsible for managing and administering the affairs of the College. This report covers the fiscal year June 1, 2017 to May 31, 2018.

Members:

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

Kristin Bisbee	Public Member
Judy Cohen	Public Member
D'Arcy Delamere	Public Member
Jaffar Hayat	Public Member
Emad Hussain	Public Member
Donna McNicol	Public Member
Cory Richman	Public Member
Ethel Teitelbaum	Public Member

College Staff Support

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

Council Actions

Legislation

The Council responded to a consultation from the Ministry of Health and Long-Term Care on proposed regulations being considered in relation to Bill 87, *Protecting Patients Act, 2017*.

Bylaws

Council approved amendments to By-Law 21: *Committee Composition*, By-law 20: *Election Qualifications, Terms of Office and Conditions for Disqualification* and to By-Law 18: *Fees*.

Strategic Issues

Council undertook several Generative Discussions on a variety of topics including: the establishment of a Code of Conduct for Council and Committee Members; Ways to Enhance Committee Reporting to

Council; the Potential Role of the College of Psychologists in the Regulation of Applied Behaviour Analysis; Bill 87 and its Implication for the College and College Members; and, Council Self-Evaluation.

Policy Issues

Council approved amendments to the following:

- Policy II 3(ii): *Release of the Member's Response to the Complainant;*
- Policy III F-4: *Per Diems and Council and Committee Compensation;*
- Policy II 10(i): *Jurisprudence and Ethics Examination Committee: Terms of Reference/Role;*
- Policy II 4(i): *Discipline Committee: Terms of Reference/Role;*
- Policy II 4(ii): *Discipline Committee: Rules of Procedure; and,*
- Policy III F-2: *Reserve Funds.*

In addition, Council approved a new policy:

- Policy II 3(iii): *Appearance before a panel of the Inquiries, Complaint and Reports Committee to be Cautioned.*

Business

Council received quarterly reports and annual reports from the statutory committees.

Council approved the development and implementation of an Integrated Risk Management Process in conjunction with the Healthcare Insurance Reciprocal of Canada.

Council approved the recommendation to pursue a project directed toward updating and improving the way in which the College communicated with the public, members, and other stakeholders. This will involve the development and implementation of a formal Communications Plan.

Financial

Council appointed signing officers for the year, received quarterly financial statements, approved the audited financial statements for the fiscal year ending May 31, 2017 and appointed the auditors for the following year. In addition, Council authorized a transfer of funds from the unrestricted net assets to the Investigations and Hearings Reserve Fund, Contingency Reserve Fund, and the Premises Reserves Fund. Council approved the annual budget for 2018-2019.



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

Executive Committee

Annual Report 2017-2018

Introduction

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

Committee Members:

Lynette Eulette (President)	Council	D'Arcy Delamere	Public Member
Ruth Berman (Vice-President)	Council	Christine DiZazzo	Council
Kristin Bisbee	Public Member	Michael Grand	Council

College Staff Support

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

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

Activities

Following their election at the Council meeting of June 23, 2017, the Executive Committee met to appoint members of Council and of the College to the six statutory committees as well as the non-statutory Jurisprudence and Ethics Examination Committee (JEEC), Finance and Audit Committee (FAC), and Nominations and Leadership Development Committee.

The Committee reviewed implementation of the strategic direction, monitored the progress of various initiatives and brought policy issues to the attention of Council for consideration. Among the variety of issues discussed by the Executive Committee were the transparency initiatives, Applied Behaviour Analysis, the Shaping the Future Implementation Plan, the Examination for Professional Practice in Psychology, and the impact of the controlled act of psychotherapy on College members.

The Executive Committee brought forward new policies to Council regarding the appearance before a panel of the Inquiries, Complaints and Reports Committee, as well as a Peer Assisted Review Exemption and Deferral Criteria policy and an ICRC Criteria for Extensions for Submissions policy. They reviewed the revised terms of reference/role for the Finance and Audit Committee, Nominations and Leadership Development Committee, Jurisprudence and Ethics Examination Committee and the Discipline Committee. In addition, they brought forward to Council recommended amendments to *By-Law 20: Election to Council*, *By-Law 21: Committee Composition*, *By-Law 18: Fees*, *By-Law 25: The Registrar and Related Matters*, *By-Law 5: Selection of Committee Chairs and Committee Members* and *By-Law 21: Committee Composition*.

Following review by the Finance and Audit Committee, the Executive Committee considered the draft 2018-2019 budget and recommended its approval to Council.

In conjunction with Executive Committee meetings held outside of Toronto, the Executive hosted two receptions for members. The first was held on November 15, 2017 in Guelph and the second on May 3, 2018 in Kingston. Member response to these events was very positive.

The President, along with the Registrar & Executive Director, represented the College at meetings of the Association of State and Provincial Psychology Boards and of the Association of Canadian Psychology Regulatory Organizations.



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

Registration Committee

Annual Report 2017-2018

Introduction

The primary role of the Registration Committee is to:

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

Committee Members:

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

College Staff Support

Lesia Mackanyn, Director: Registration
 Myra Veluz: Senior Registration Assistant
 Shannon Elliott: Administrative Assistant: Registration
 Deneika Greco: Administrative Assistant: Registration

Meetings

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

Results of Plenary Deliberations

The Committee completed its work on updating the College's Guidelines for Autonomous Practice Members Changing Area of Practice. It also established a sub-committee to undertake a review of the retraining plan process for Supervised Practice Members.

Panel Deliberations

All cases referred by the Registrar & Executive Director to the Registration Committee require thorough preliminary staff review with multiple interactions between the applicants and staff. Many cases require multiple reviews by a panel of the Registration Committee during the period of supervised practice and for approval to participate in the oral examination. In some instances, where the decision is not favorable to the applicant, appeals are made to the Health Professions Appeal and Review Board (HPARB). Decisions from the HPARB provided direction to the panels in rendering more detailed orders and in communicating with applicants in a manner consistent with the provisions of RHPA.

Summary of Registration Activities For 2017-2018

Applications Received by the College: June 1, 2017 to May 31, 2018

Applications for a certificate authorizing Supervised Practice:

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	33	12	7	14	66
Psychologist	76	19	22	14	131
Total	109	31	29	28	197

Supervised Practice Applications: Comparisons by Year

Title	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Psych.Assoc.	41	78	72	60	67	65	53	77	66
Psychologist	75	87	125	101	143	131	120	122	131
Total	116	165	197	161	210	196	173	199	197

Interim Autonomous/Autonomous Practice Applications

From Other Canadian Jurisdictions:

The College received 61 applications for a certificate authorizing autonomous practice/interim autonomous practice from AIT applicants already registered to practice psychology in another Canadian jurisdiction.

From USA:

The College received 5 applications for a certificate authorizing interim autonomous practice from psychologists already licensed to practice in the USA.

From Ontario:

Twenty psychological associates currently registered with the College in Ontario submitted applications to be registered as a psychologist based upon their registration as a psychologist (master's level) in another Canadian jurisdiction.

Certificates of Registration Issued by the College: June 1, 2017 to May 31, 2018

Certificates Authorizing Supervised Practice Issued: June 1, 2017 to May 31, 2018

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	10	6	8	4	28
Psychologist	65	18	19	2	104
Total	75	24	27	6	132

Certificates Authorizing Interim Autonomous Practice Issued: June 1, 2017 to May 31, 2018

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	0	0	0	0	0
Psychologist	14	24	9	3	50
Total	14	24	9	3	50

Certificates Authorizing Autonomous Practice Issued: June 1, 2017 to May 31, 2018

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	8	7	1	0	16
Psychologist	98	37	28	7	170
Total	106	44	29	7	186

College Examinations: Comparisons by Year

Examination for Professional Practice in Psychology

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Applications approved by the College and submitted to ASPPB	117	113	132	203	176	180	184	194	164
Scores received from ASPPB	114	116	126	179	143	190	175	187	155

Jurisprudence & Ethics Examination

Examination Session	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Fall Examination	63	68	66	79	81	75	96	92	90
Spring Examination	69	83	113	90	103	96	93	113	114
Total for the year	132	151	179	169	184	171	189	205	204

Oral Examinations June 2017 and December 2017

Examination Session	2009	2010	2011	2012	2013	2014	2015	2016	2017
June Examinations	59	39	39	47	77	59	53	66	62
December Examinations	72	50	55	85	69	97	89	67	67
Total for the year	131	89	94	132	146	156	142	133	129

Registration Interviews: June 1, 2017 to May 31, 2018
 (these include mobility, term/condition/limitation, or change of area)

Title	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Psychological Associate	4	10	0	4	4	4	1	0	1
Psychologist	10	2	2	11	7	13	12	13	11
Total for the year	14	12	2	15	11	17	13	13	12

Supervised Practice Applicants Referred to Registration Committee for Retraining
June 1, 2017 to May 31, 2018

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	15	5	2	3	25
Psychologist	22	3	3	5	33
Total for the year	37	8	5	8	58

Supervised Practice Applications Refused: June 1, 2017 to May 31, 2018

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	0	1	2	1	4
Psychologist	2	0	2	0	4
Total for the year	2	1	4	1	8



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
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Inquiries, Complaints and Reports Committee

Annual Report 2017-2018

Introduction

The Inquiries, Complaints and Reports Committee (ICRC) is responsible for investigating matters pertaining to members' conduct, and competence and capacity. As required by law, every matter is considered by a panel of the ICRC. A panel is composed of one public and two professional members of the ICRC.

Following a review of all relevant information regarding a matter, the panel decides upon a course or action or disposition. These can include taking no further action or referring the matter to the Discipline Committee. The panel may also decide that remediation is appropriate. This can include providing advice to the member or requiring a program of continuing education.

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

Investigations and Hearings staff also consider matters that do not become formal complaints or reports. For example, the College investigates non-members who may be holding themselves out as psychologists or misusing the titles "psychologist" or "doctor."

Committee Members:

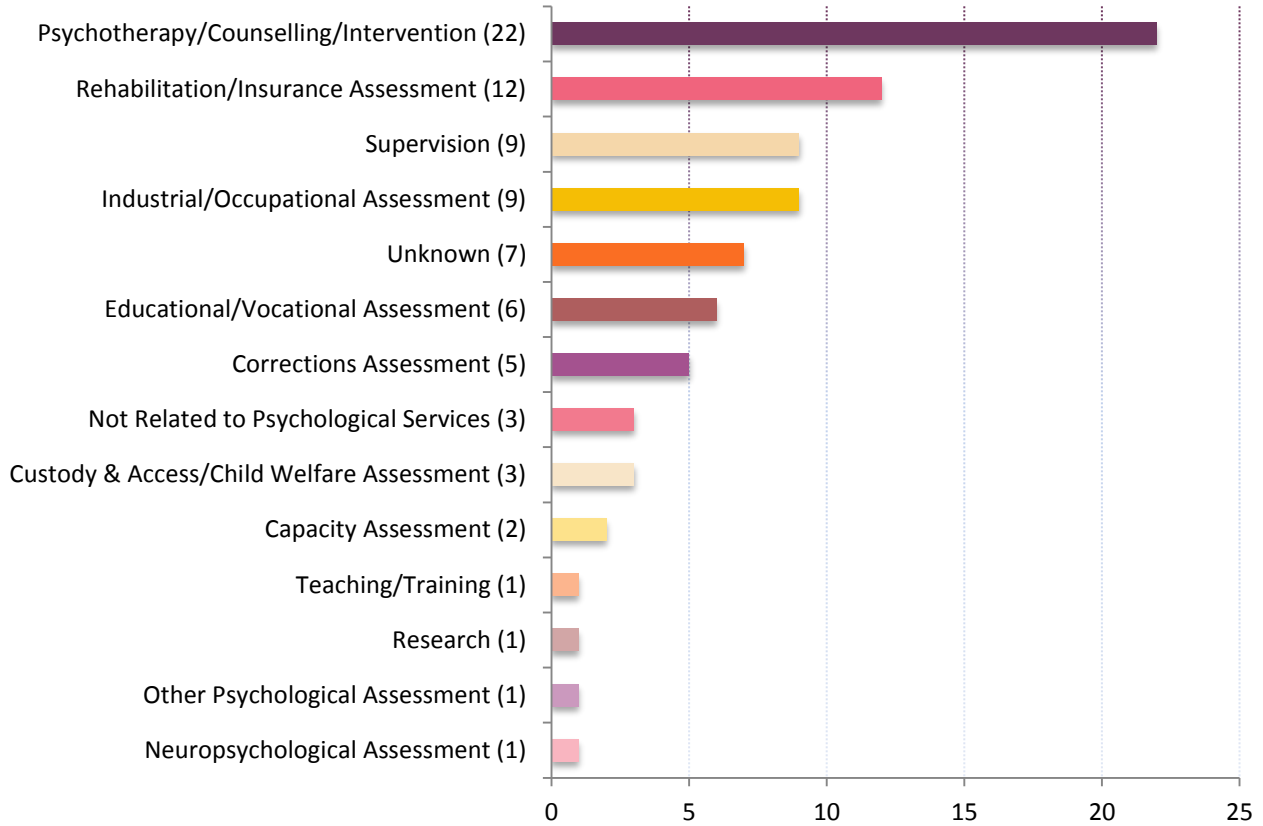
Sara Hagstrom (Chair)	College	Lynette Eulette	Council
Diane Addie	College	Emad Hussain	Public Member
Ruth Berman	Council	Elizabeth Levin	Council
Gilles Boulais	College	Donna McNicol	Public Member
Jason Brown	College	Fred Schmidt	College
Judy Cohen	Public Member	David Smith	College
Dorothy Cotton	Council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

College Staff Support

Zimra Yetnikoff, Director, Investigations and Hearings
 Amy Gates, Case Manager, Investigations and Resolutions
 Mona McTague, Case Manager, Investigations and Resolutions
 Annie Song, Case Manager, Investigations and Resolutions
 Hélène Théberge, Administrative Assistant, Investigations and Hearings
 Jasilyn Beetham, Administrative Assistant, Investigations and Hearings
 Indira Darshanand, Administrative Assistant, Investigations and Hearings

New Matters:

During the 2017-18 fiscal year the College initiated the investigation of 79 complaints, one Registrar’s Investigation, and two Health Inquiries, for a total of 82 new matters. These matters related to various areas of practice as shown below.



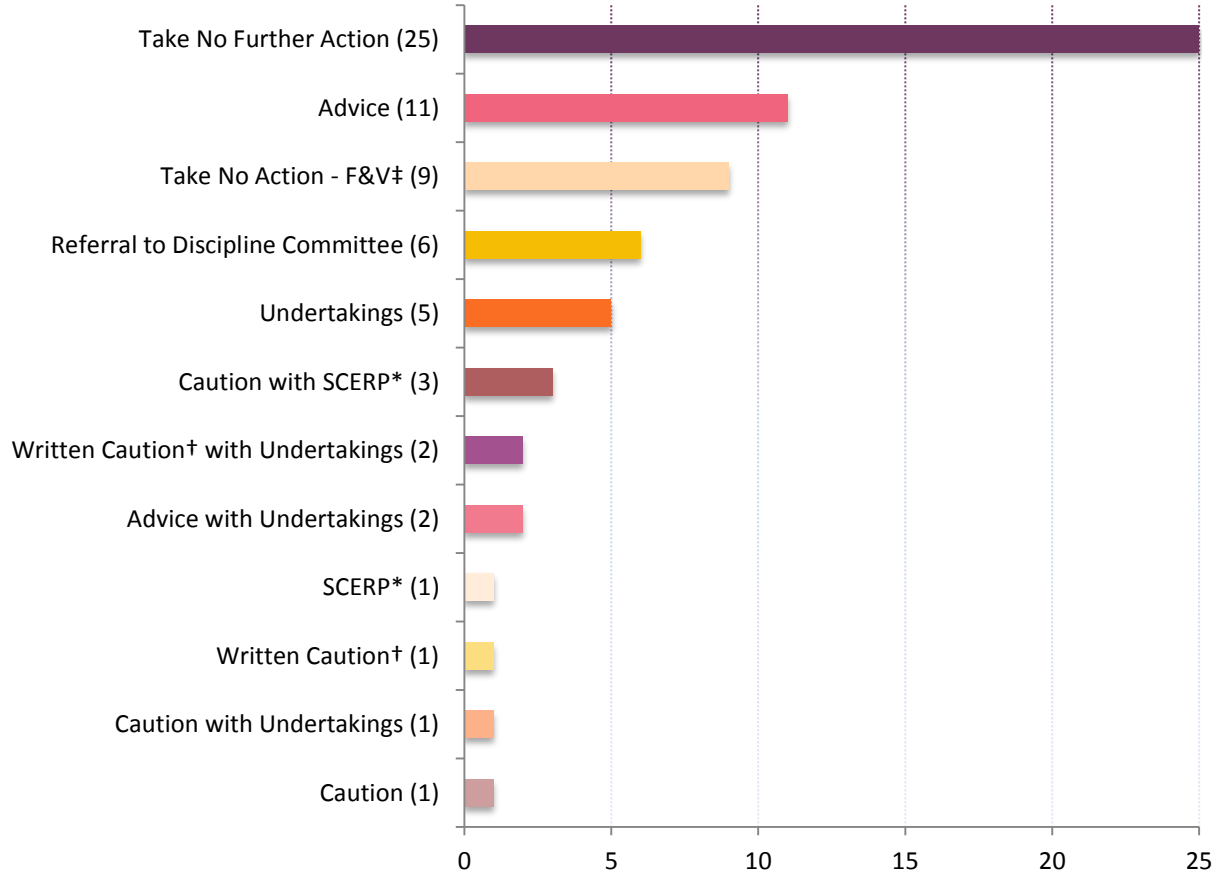
Health Professions Appeal and Review Board (HPARB):

There were 15 requests by complainants and/or members for reviews of ICRC decisions. HPARB issued 10 Decisions, including those for reviews requested in previous years.

Decision Confirmed	No Review	Matter Returned to College
<ul style="list-style-type: none"> •College decision confirmed (4) 	<ul style="list-style-type: none"> •HPARB F&V (1) •HPARB Notice to Not Proceed (1) •Request for Review Withdrawn (2) 	<ul style="list-style-type: none"> •Inadequate investigation (1) •Unreasonable decision (1)

Dispositions:

The ICRC disposed of 67 cases in 2017-2018. It took some action in 33 (49%) of these cases, ranging from providing Advice to Referral to the Discipline Committee. The disposition for each case is represented below.

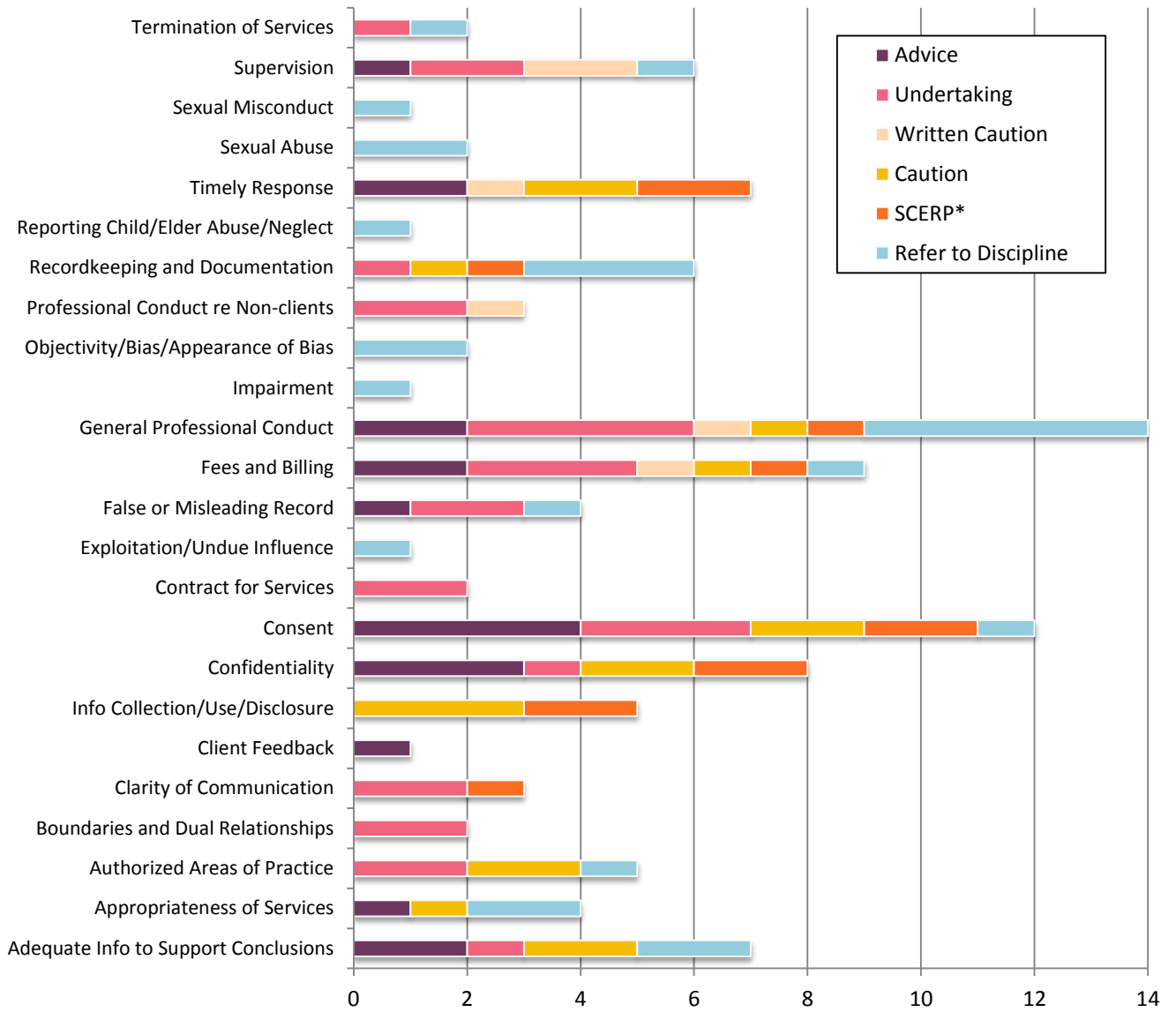


‡ F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code

*SCERP: Specified Continuing Education and Remediation Program

† Written Cautions have been discontinued as of September 2017.

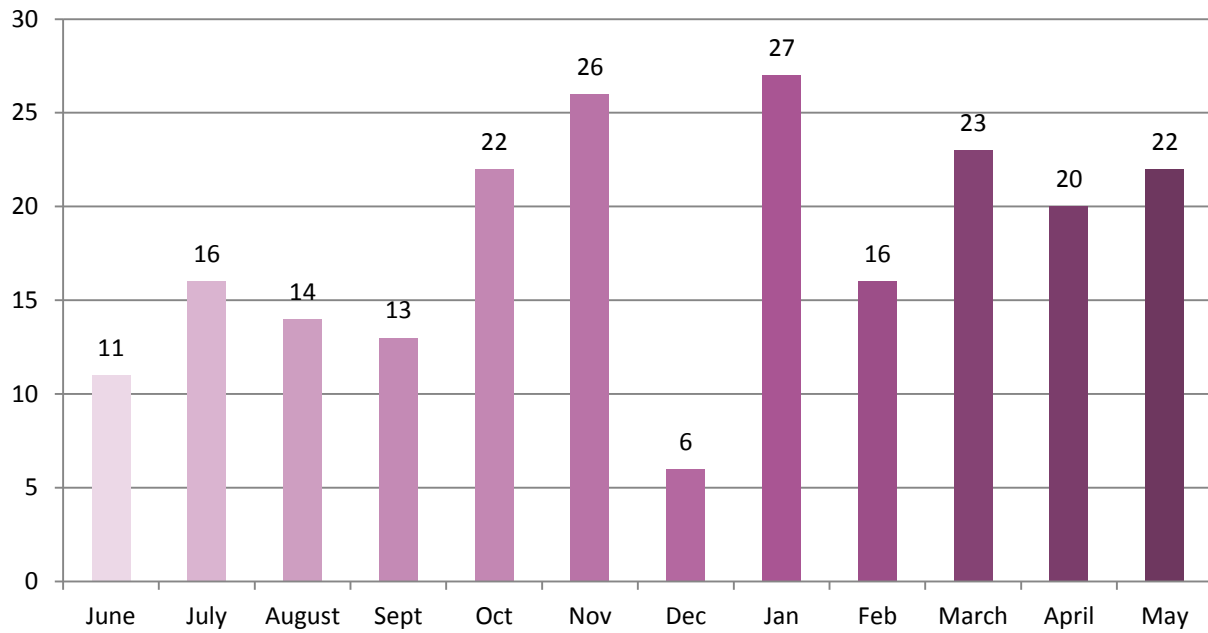
The disposition of these 67 cases involved the consideration of 211 allegations. The ICRC took action with respect to 93 of these allegations. In some cases, multiple dispositions (i.e., Caution and Undertakings) may be attached to a single allegation. These dispositions are illustrated below.



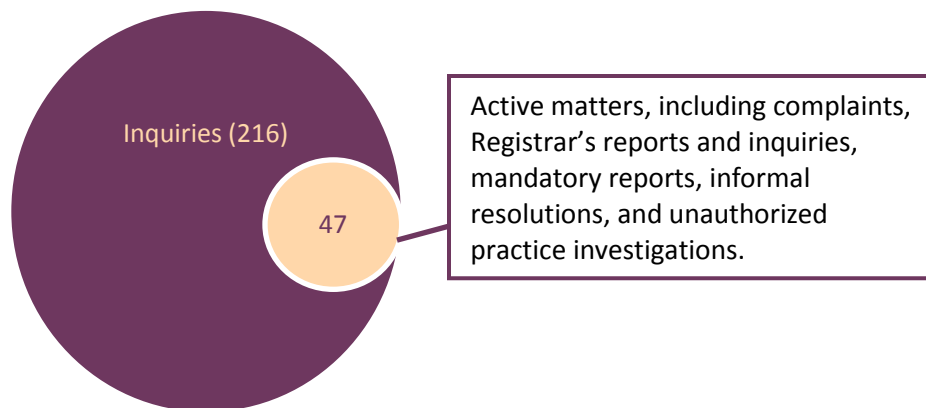
Inquiries:

Investigations and Hearings staff fielded 216 general inquiries in 2017-18. These inquiries included questions about professional conduct and how to submit a complaint or report, issues regarding access to information, and information regarding people who may be inappropriately holding themselves out as authorized to practice psychology in Ontario.

The inquiries were distributed throughout the year as follows:



Of the 216 inquiries received, 47 (22%) resulted in some type of investigation in the same fiscal year. An additional 32 current matters are related to inquiries made in previous fiscal years.



During 2017-18, the Registrar initiated informal inquiries into 47 new matters. These included matters referred to the Registrar for investigation by the ICRC, as well as mandatory reports to the College.

In making informal inquiries, the Registrar considers whether there are reasonable and probable grounds to believe that a member has committed an act of professional misconduct or is incompetent. If so, the Registrar may appoint an investigator to investigate the matter on a formal basis. One such matter became a formal Registrar's investigation in 2017-18.

The Registrar may close an informal inquiry, without appointing an investigator, if it is felt that further investigation is unnecessary. This was done in 19 matters in 2017-18. For example, the College may receive a mandatory report about a matter that is under investigation through the complaints process. In such a case, the mandatory report matter may be closed.

Unauthorized Practice Investigations

In 2017-18, the College opened 40 and closed 4 Unauthorized Practice cases. These cases relate to unregistered individuals who may be holding themselves out as authorized to practice psychology in Ontario. This may also include the inappropriate use of the titles "Doctor" and "psychologist." The College also investigates unauthorized performance of controlled acts, including the communication of a diagnosis.



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Discipline Committee

Annual Report 2017-2018

Introduction

The Discipline Committee conducts hearings into allegations of misconduct and/or incompetence, referred by the Inquiries, Complaints and Reports Committee. The Committee is also responsible for holding hearings of applications for the reinstatement of a certificate of registration which has been revoked as a result of a disciplinary proceeding.

Committee Members:

Robert Gauthier (Chair)	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	Council	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	Cory Richman	Public Member
Michael Grand	Council	Donna Reist	College
Allyson Harrison	College	Ethel Teitelbaum	Public Member
Jaffar Mohammad Hayat	Public Member	Glenn Webster	College
Jan Heney	College	Pamela Wilansky	College
Tim Hill	College		

College Staff Support

Zimra Yetnikoff, Director, Investigations and Hearings
Hélène Théberge, Administrative Assistant, Investigations and Hearings
Indira Darshanand, Administrative Assistant, Investigations and Hearings

Activities

Hearings

Six hearings took place during the 2017-18 fiscal year:

September 7, 2017: Dr. Eva Antczak, decision released on October 17, 2017:
https://members.cpo.on.ca/public_register/show/21428.

September 27, 2017: Dr. Rikardur Lindal, decision released on December 11, 2017:
https://members.cpo.on.ca/public_register/show/914.

February 14, 2018: Dr. Martin Rovers, decision released on March 1, 2018:
https://members.cpo.on.ca/public_register/show/3067.

March 26, 2018: Dr. Clifford Berish. At the hearing, the Discipline Committee ordered that the allegations of professional misconduct in the Notice of Hearing dated March 22, 2017 be withdrawn at the request of the College: https://members.cpo.on.ca/public_register/show/2302.

April 11 and 30, 2018: Dr. Melanie Sapienza, decision released May 16, 2018: https://members.cpo.on.ca/public_register/show/20259.

May 31, 2018: Dr. Gail Hutchinson, decision released June 26, 2018: https://members.cpo.on.ca/public_register/show/754.

Referrals to the Committee

Six matters were referred to the Discipline Committee in the 2017-18 fiscal year, including the matters regarding Dr. Martin Rovers and Dr. Gail Hutchinson, noted above under Hearings.

The additional four matters are:

1. Mr. Mohammad Dehganpour: https://members.cpo.on.ca/public_register/show/21494 (hearing held September 13, 2018);
2. Ms. Elena Baskakova: https://members.cpo.on.ca/public_register/show/21556;
3. Dr. David Davies: https://members.cpo.on.ca/public_register/show/21054 (hearing held June 4, 2018); and
4. Dr. Reuben Schnayer: https://members.cpo.on.ca/public_register/show/328.



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

Quality Assurance Committee

Annual Report 2017-2018

Introduction

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

Committee Members:

The Quality Assurance Committee of the College of Psychologists consists of three members of the Council (one public and two professional), and two professional non-Council members, as well as staff support. Members of the Committee for 2017-2018 were:

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

College Staff Support

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

Activities

Self-Assessment Guide and Continuing Professional Development Plan

Every member of the College is required to undertake a self-review every other year, through the completion of the Self-Assessment Guide (SAG) and Continuing Professional Development (CPD) Plan. Members with even registration numbers complete the self-assessment process in the even numbered years and those with odd registration numbers do so in the odd numbered years. Members holding Certificates Authorizing Supervised Practice or Interim Autonomous Practice are required to complete the SAG Guide and CPD Plan each year. This requirement also applies to members who have chosen to move to Inactive status as it is anticipated that these members will be returning to Active status. These members are required to take steps to remain current in their areas of competence during their inactive period and to document this in SAG and CPD Plan.

- 2068 Declarations of Completion of the SAG and CPD plan were due in 2017
- 2045 (all but 23) Declarations were provided by the required date
- 17 members who did not provide a Declaration by the required date provided a completed SAG to the College, as required by Ontario Regulation 209/94
- 6 members who did not provide a Declaration by the required date and then did not submit a completed SAG when required were referred for a Peer Assisted Review as required by Ontario Regulation 209/94; the PAR includes a review of the SAG.

Peer Assisted Review

The Peer Assisted Review (PAR) is an onsite review of a member's practice conducted by two other members of the College. Annually, the College selects members to participate in the PAR process. Members of the College may be selected for a Review through random selection, stratified random selection or as a result of their failure to comply with the requirement to complete the SAG.

- 47 Peer Assisted Reviews were completed
- 18 Peer Assisted Reviews are either pending completion or have been deferred until a later date due to members' personal circumstances

Mandatory Continuing Professional Development Program (CPD)

Every member of the College, except those with a Retired Certificate of Registration, is required to satisfy the requirements of the Continuing Professional Development Program. The Mandatory CPD Program is designed to:

- promote continuing competence and continuing quality improvement among members;
- remedy gaps in knowledge and skills identified in members' self- assessment;
- address changes in practice environments; and
- incorporate standards of practice and advances in technology

The Mandatory CPD Program permits members to undertake continuing professional development and continuing education in a variety of ways as best suits their learning styles and needs.

Members are required to satisfy the minimum requirements of the program every two years. The CPD program was implemented in June 2017 and plans for auditing participation at the end of the first cycle, in June 2019 are under development.



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Client Relations Committee

Annual Report 2017-2018

Introduction

Section 84 of the Health Professions Procedural Code (Code), which is Schedule 2 of the *Regulated Health Professions Act, 1991*, requires the College to have a Patient Relations Committee whose mandate is to enhance relations between members and their clients. This Committee is referred to as the Client Relations Committee at the College of Psychologists of Ontario.

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

Committee Members:

The Client Relations Committee consists of four members of Council (two public and two professional) and two professional, non-Council members. Committee members for 2017-2018 were:

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

College Staff Support

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

Activities

Funding for Therapy and Counselling

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

Sexual Abuse Prevention Initiatives

The Committee has begun to work on the enhancement of its sexual abuse prevention program with the development of a Discussion Guide to facilitate members' review of the College's literature related to the prevention of sexual abuse and boundary violations.

Committee Audit Report

A compliance audit of the College's Client Relations Committee was completed this year. The purpose of the audit was to assess compliance with statutory requirements and the Committee's mandate. The auditor found that:

- The Committee is in compliance with the legislation and its terms of reference;

- The College's educational materials regarding appropriate boundaries and conduct with clients are available on the College website for members, applicants, clients and potential clients and that they use clear language and include examples to help illustrate appropriate conduct and boundaries;
- Members of the Committee are oriented to their role including their responsibilities under the *Regulated Health Professions Act, 1991*; and,
- Decision-making criteria with respect to the approval of funding for therapy for individuals who have been sexually abused by College members are clear and in accordance with the legislation and Council policy and that eligibility for funding is being determined in an efficient manner.

The auditor made two minor recommendations. The first was with respect to the future planning of staff training in the area of sexual abuse and the second related to the addition of clear effective dates on sexual abuse related public documents. Both of these recommendations have been addressed.



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
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Fitness to Practice Committee

Annual Report 2017-2018

Introduction

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

Committee Members:

The Fitness to Practice Committee of the College of Psychologists consisted of three members of the Council (one public and two professional) and two professional, non-Council members. Members of the Committee for 2017-2018 were as follows:

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

College Staff Support

Zimra Yetnikoff, Director, Investigations and Hearings

Indira Darshanand, Administrative Assistant: Investigations and Hearings

Activities

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
FINANCIAL STATEMENTS
YEAR ENDED MAY 31, 2018

Independent Auditor's Report	Page 1
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Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 to 13

Draft - Aug 20/18

INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of The College of Psychologists of Ontario, which comprise the statement of financial position as at May 31, 2018 and the statements of operations, changes in net assets and cash flows for the year ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The College of Psychologists of Ontario as at May 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Ontario
September 21, 2018

Chartered Professional Accountants
Licensed Public Accountants

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

STATEMENT OF FINANCIAL POSITION

AS AT MAY 31, 2018

	2018	2017 <i>(note 10)</i>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 5,528,519	\$ 870,202
Prepaid expenses and sundry receivables	59,000	46,345
Investments - short term <i>(note 2)</i>	3,132,706	7,725,609
	8,720,225	8,642,156
Investments - long term <i>(note 2)</i>	43,412	97,595
Property and equipment <i>(note 3)</i>	77,350	94,656
Intangible assets <i>(note 4)</i>	28,612	82,679
	8,869,599	8,917,086
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities <i>(note 5)</i>	456,786	353,512
Registration fees received in advance	2,781,642	2,702,876
	3,238,428	3,056,388
NET ASSETS		
Internally restricted <i>(note 6)</i>		
Investigations and hearings reserve fund	850,000	748,672
Contingency reserve fund	1,000,000	979,000
Fee stabilization fund	1,000,000	1,383,532
Web site and database development reserve fund	243,810	243,810
Premises reserve fund	1,000,000	250,000
Fair registration practices reserve fund	80,000	80,000
	4,173,810	3,685,014
Invested in property and equipment and intangible assets	105,962	177,335
Unrestricted	1,351,399	1,998,349
	5,631,171	5,860,698
	\$ 8,869,599	\$ 8,917,086

The accompanying notes are an integral part of these financial statements

Approved on behalf of the Council:

_____, President _____, Member

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

STATEMENT OF OPERATIONS

YEAR ENDED MAY 31, 2018

	2018	2017
Revenues		
Registration fees	\$ 3,205,619	\$ 3,152,598
Examination fees	118,214	160,011
Investment income (note 7)	90,782	70,531
Miscellaneous income	2,869	3,808
	3,417,484	3,386,948
Expenses		
Administration (notes 3 and 4)	2,128,372	2,108,229
Professional services	236,216	150,801
Hearings	494,894	147,970
Examination and seminar costs	299,095	281,699
Governance	91,659	79,678
Investigations and resolutions	125,290	114,477
Registration	84,544	70,147
Professional organizations	27,075	30,616
Communication, education and training	114,937	142,017
Quality assurance	44,929	36,377
	3,647,011	3,162,011
Excess (deficiency) of revenues over expenses for the year	\$ (229,527)	\$ 224,937

The accompanying notes are an integral part of these financial statements

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED MAY 31, 2018

2018	Internally Restricted <i>(note 6)</i>	Invested in Property and Equipment	Unrestricted	Total
Balance - at beginning of year	\$ 3,685,014	\$ 177,335	\$ 1,998,349	\$ 5,860,698
Deficiency of revenues over expenses for the year	-	-	(229,527)	(229,527)
Inter-fund transfers representing:				
Purchase of property and equipment	-	11,535	(11,535)	-
Amortization of intangible assets	-	(54,067)	54,067	-
Depreciation of property and equipment	-	(28,841)	28,841	-
Other transfers <i>(note 6)</i>	488,796	-	(488,796)	-
Balance - at end of year	\$ 4,173,810	\$ 105,962	\$ 1,351,399	\$ 5,631,171

2017	Internally Restricted <i>(note 6)</i>	Invested in Property and Equipment	Unrestricted	Total
Balance - at beginning of year	\$ 3,278,935	\$ 203,089	\$ 2,153,737	\$ 5,635,761
Excess of revenues over expenses for the year	-	-	224,937	224,937
Inter-fund transfers representing:				
Purchase of property and equipment	-	70,379	(70,379)	-
Amortization of intangible assets	-	(5,250)	5,250	-
Depreciation of property and equipment	-	(90,883)	90,883	-
Other transfers <i>(note 6)</i>	406,079	-	(406,079)	-
Balance - at end of year	\$ 3,685,014	\$ 177,335	\$ 1,998,349	\$ 5,860,698

The accompanying notes are an integral part of these financial statements

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

STATEMENT OF CASH FLOWS

YEAR ENDED MAY 31, 2018

	2018	2017
Cash flows from operating activities		
Cash received from registration and examination fees	\$ 3,393,848	\$ 3,330,962
Investment income received	93,381	67,073
Miscellaneous income received	2,869	3,808
Cash paid to employees and suppliers	(3,464,734)	(2,953,072)
	<u>25,364</u>	<u>448,771</u>
Cash flows from investing activities		
Purchase of property and equipment	(11,535)	(70,379)
Purchase of investments	(12,650,602)	(24,566,668)
Proceeds of disposition of investments	17,295,090	18,220,090
	<u>4,632,953</u>	<u>(6,416,957)</u>
Change in cash and cash equivalents	4,658,317	(5,968,186)
Cash and cash equivalents - beginning of year	870,202	6,838,388
Cash and cash equivalents - end of year	<u>\$ 5,528,519</u>	<u>\$ 870,202</u>

The accompanying notes are an integral part of these financial statements

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

NATURE AND DESCRIPTION OF THE ORGANIZATION

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

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

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

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Basis of Presentation

Unrestricted

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

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

Investigations and Hearings Reserve Fund

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

Contingency Reserve Fund

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation (continued)

Fee Stabilization Fund

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

Web Site and Database Development Reserve Fund

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

Premises Reserve Fund

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

Fair Registration Practices Reserve Fund

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

Revenue Recognition

Registration Fees

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

Examination Fees

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

Investment Income

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

Miscellaneous Income

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial Assets and Liabilities

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

Amortized cost is the amount at which a financial asset or financial liability is measured on initial recognition minus principal repayments, plus or minus the cumulative amortization of any difference between the initial amount and the maturity amount, and minus any reduction for impairment.

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

Cash and Cash Equivalents

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

Short and Long Term Investments

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

Property and Equipment

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

Furniture and equipment	- 5 years
Computer equipment	- 3 years

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

The above rates are reviewed annually to assess ongoing appropriateness. Any changes are adjusted on a prospective basis. If there is an indication that the assets may be impaired, an impairment test is performed that compares carrying amount to net recoverable amount. There were no impairment indicators in 2018.

Intangible Assets

Intangible assets are recorded at cost and amortized over their estimated useful lives on a straight line basis as follows:

Database development	- 5 years
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The above rate is reviewed annually to assess ongoing appropriateness. Any changes are adjusted on a prospective basis. If there is an indication that the assets may be impaired, an impairment test is performed that compares carrying amount to net recoverable amount. There were no impairment indicators in 2018.

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year.

Key areas of estimation where management has made estimates include the useful lives of property and equipment and intangible assets and the valuation of investments. Actual results could differ from these estimates, the impact of which would be recorded in future affected periods.

2. INVESTMENTS

Details of investments are as follows:

	2018	2017
Short term		
Redeemable guaranteed investment certificates at 1.60% (between 1.00% and 1.40% in 2017) maturing within one year	\$ 3,082,601	\$ 7,470,289
Non-redeemable guaranteed investment certificates at varying rates between 1.60% to 2.0%, maturing December 2017	-	255,320
Canadian commercial instrument at 2.97% maturing within one year	50,105	-
	\$ 3,132,706	\$ 7,725,609
Long term		
Canadian commercial instrument at 8.90%, maturing June 2025, (between 2.97% to 8.90% in 2017, maturing from 2019 to 2026)	\$ 43,412	\$ 97,595

Investment Risk Management

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

Interest Rate Risk

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

2. INVESTMENTS (continued)

Other Price Risk

The College is exposed to other price risk, which is the potential loss that the College may incur with respect to the changes in the fair value of investments. The fair value of investments will fluctuate because of changes in market price whether those changes are caused by factors specific to the individual investments, or its issuers or factors affecting all investments traded in the market. The College is exposed to other price risk on its investments in Canadian commercial instruments. The College manages this risk by investing in high investment grade instruments.

3. PROPERTY AND EQUIPMENT

Details of property and equipment are as follows:

<i>2018</i>	<i>Cost</i>	<i>Accumulated Depreciation</i>	<i>Net Book Value</i>
Furniture and equipment	\$ 54,211	\$ 47,109	\$ 7,102
Computer equipment	72,720	67,311	5,409
Leasehold improvements	201,446	136,607	64,839
	\$ 328,377	\$ 251,027	\$ 77,350

<i>2017</i>	<i>Cost</i>	<i>Accumulated Depreciation</i>	<i>Net Book Value</i>
Furniture and equipment	\$ 51,386	\$ 43,768	\$ 7,618
Computer equipment	67,908	61,226	6,682
Leasehold improvements	197,547	117,191	80,356
	\$ 316,841	\$ 222,185	\$ 94,656

Administration expenses in the Statement of Operations includes depreciation expense of \$28,841 (\$35,710 - 2017).

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

4. INTANGIBLE ASSETS

Details of intangible assets are as follows:

2018	Cost	Accumulated Depreciation	Net Book Value
Database	\$ 190,945	\$ 162,333	\$ 28,612

2017	Cost	Accumulated Depreciation	Net Book Value
Database	\$ 288,309	\$ 205,630	\$ 82,679

Administration expenses in the Statement of Operations includes amortization expense of \$54,067 (\$60,423 - 2017).

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Trade payables and accruals	\$ 433,627	\$ 330,483
Payroll and withholding taxes	23,158	23,029
	\$ 456,785	\$ 353,512

6. NET ASSETS - INTERNALLY RESTRICTED

	2018	2017
Investigations and hearings reserve fund	\$ 850,000	\$ 748,672
Contingency reserve fund	1,000,000	979,000
Fee stabilization fund	1,000,000	1,383,532
Web site and database development reserve fund	243,810	243,810
Premises reserve fund	1,000,000	250,000
Fair registration practices reserve fund	80,000	80,000
	\$ 4,173,810	\$ 3,685,014

During the year, the following transfers totalling \$488,796 between the unrestricted net assets and the internally restricted net assets were approved by the Council:

From the unrestricted net assets to the Investigations and Hearings Reserve Fund	\$ (101,328)
From the unrestricted net assets to the Contingency Reserve Fund	(21,000)
From the unrestricted net assets to the Premise Reserve Fund	(750,000)
From the Fee Stabilization Reserve Fund to the unrestricted net assets	383,532
	\$ (488,796)

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

7. INVESTMENT INCOME

Investment income consists of

	2018	2017
Interest	\$ 91,981	\$ 69,884
Realized gains on investments	2,880	3,293
Unrealized losses on investments	(4,079)	(2,646)
	\$ 90,782	\$ 70,531

8. FINANCIAL INSTRUMENTS AND RISK EXPOSURE

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

Credit Risk

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

The College reduces its exposure to the credit risk of cash and cash equivalents by maintaining balances with a Canadian chartered bank and for short and long term investments by investing in high investment grade investments. The College is not exposed to significant credit risk in respect of accounts receivable.

Liquidity Risk

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

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is not exposed to significant currency risk. Interest rate and other price risks are disclosed in note 2.

Changes in Risk

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2018

9. LEASE COMMITMENTS

The College is committed to annual rental payments for office equipment and premises under operating leases. The leases for office equipment expire in July 2021 and December 2022 while the lease for premises expires in December 2021. Lease commitments for the next five years are as follows:

		<i>Premises</i>	<i>Equipment</i>
Fiscal year ending May 31	2019	\$ 120,145	\$ 16,748
	2020	126,284	16,748
	2021	126,284	16,748
	2022	73,666	4,883
	2023	-	1,464
		<u>\$ 446,379</u>	<u>\$ 56,591</u>

In addition, the College is responsible for its proportionate share of operating costs and realty taxes on premises which in 2018 amount to \$162,500 (2017 - \$161,000).

10. COMPARATIVE FIGURES

Certain of the comparative figures in the Statement of Financial Position have been reclassified to conform with the financial statement presentation adopted for the current year.



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

Motion Submission Form – Council Meeting September 2018

Draft Audited Financial Statements

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration

That the draft Audited Financial Statements for 2017-2018 be accepted.

Moved By TBD

Budgetary Implications

None

Supporting Documents

1. Audited Financial Statements Year Ending May 31, 2018

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director



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

Motion Submission Form – Council Meeting September 2018

Appointment of Auditors for 2018-2019

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration

That the firm of Hilborn LLP be appointed as Auditors for the College for the year 2018-2019.

Moved By TBD

Budgetary Implications

The cost of the Audit, which has remained relatively consistent over the past few years, is included in the annual budget.

Supporting Documents

None.

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director



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

**THE BARBARA WAND SEMINAR IN PROFESSIONAL ETHICS,
STANDARDS AND CONDUCT
June 14, 2018**

Providing Possibly Contentious Psychological Opinions

Dr. Peter Jaffe, C.Psych.

Dr. Margaret Weiser, C.Psych.

Tricky Issues in Professional Practice

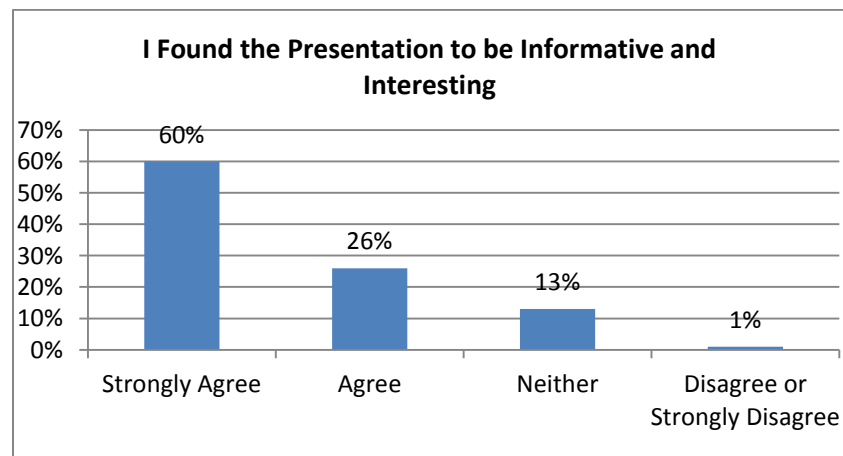
Dr. Rick Morris, C.Psych.

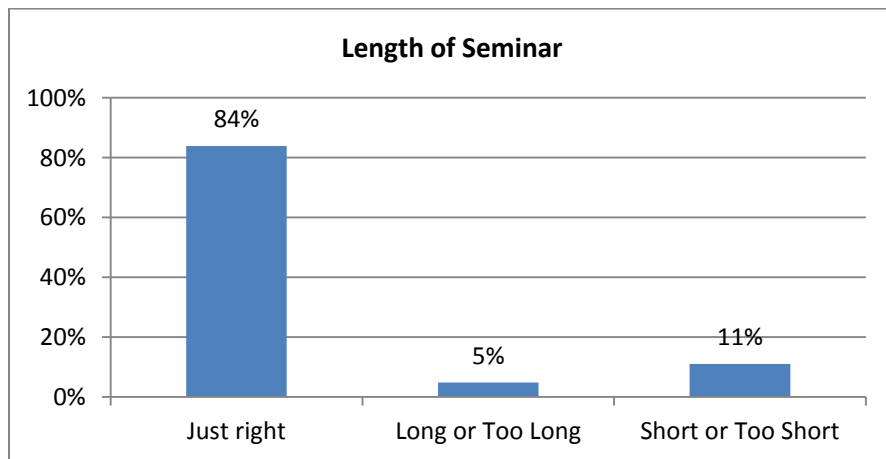
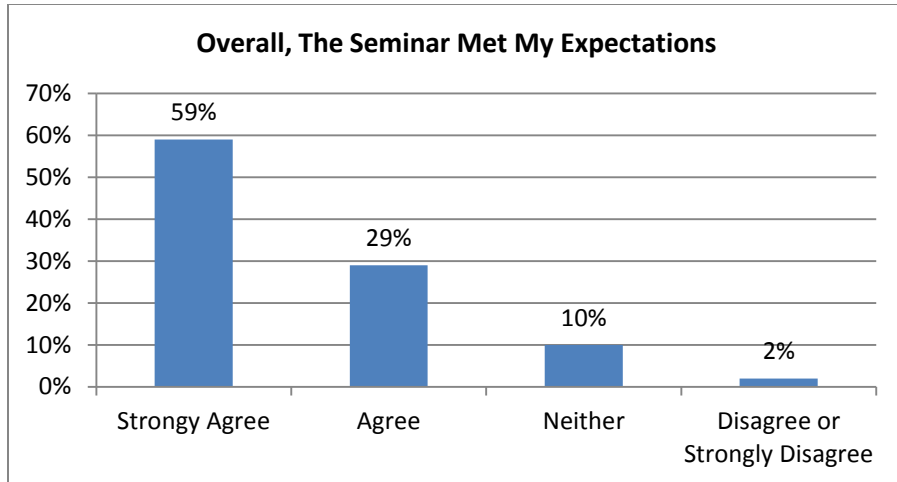
The Barbara Wand Seminar in Professional Ethics, Standards and Conduct took place on Monday, June 14, 2018 at the London Convention Centre. The topic for this half day seminar was *Providing Possibly Contentious Psychological Opinions*, presented by Drs. Peter Jaffe and Margaret Weiser. In response to popular demand, Dr. Morris also conducted a “Tricky Issues” session.

The Seminar was also offered to members as a live webinar. The total number of attendees, including both in-person and by webinar, was approximately 1,442. This included 125 individuals who attended in-person and a least 1,317 who participated by webinar. The webinar participants included 767 registrants and it was reported that many of these watched in groups of up to 30 people. The majority of participants were members of the College but, as in the past, registrants included non-members and graduate students.

Two interpreters were engaged on site to provide simultaneous sign language translation. The College received two requests for a transcription of the proceedings. The transcript is currently posted on the website, along with the link to the archived recording for others who wish to view the event at any time.

The evaluation of the Seminar was completed on-line with 299 (21%) of the participants responding. The response to the Seminar was very positive. Information about the responses to survey items are shown below:

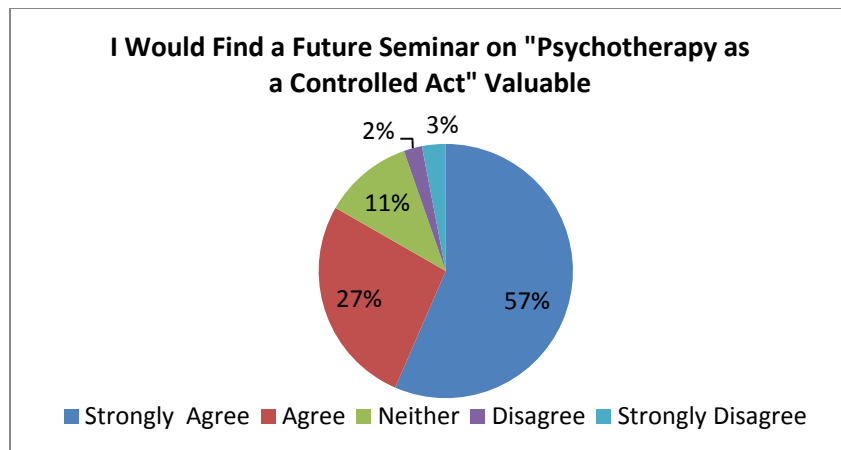




The majority of members rated the registration process, acoustics and visuals and handouts as very *good* or *excellent*. Although there were limited responses with respect to suitability of the meeting space, seating arrangement and refreshments, the majority of responses to those questions followed the same pattern. Ratings for ease of login and interactivity were mixed, although more rated it as *good* than as *fair* or *poor*.

In response to past challenges in attempting to address questions sent in by webinar participants during the presentation, a decision was made to answer all questions by email after the event and this was done.

In recognition of the number of concerns raised within the previous several months about the Controlled Act of Psychotherapy, the survey contained a question about whether respondents would find a future Barbara Wand Seminar addressing this issue valuable. The responses to that question are shown below.



Many respondents provided comments about the Seminar. Most of these were positive and related to the quality of the speakers and relevance of the topic to the members' practices. As in the past, there were many requests for more time to be dedicated to "Tricky Issues".

Members made several comments about the difficulty individuals experienced with the live streaming. Our investigation of these issues indicates that many of the difficulties are arising from the user end.

Several members expressed appreciation for the event and for the opportunity to participate via technology. Examples of additional comments include:

- "Very enjoyable afternoon. I really find I get much more out of the half day format..."
- "The Barbara Wand Symposiums have been consistently superior in quality- very informative with exceptional speakers. Please maintain this learning event. Webinar option is much valued. Might need more time for Qs and As. Thank you"
- "Thank you for making this seminar available on-line. As northern practitioners, this has been extremely convenient."

Many suggestions were made regarding topics for future seminars. As mentioned above, there were several requests for a seminar to address the Controlled Act of Psychotherapy. Others included supervision, telepsychology, cross jurisdictional practice, addressing cultural differences in practice, issues related to capacity and many other topics related to specific areas of clinical practice.

The Barbara Wand Seminar is not intended to be a profit centre for the College and the Council has decided that they will be offered at no charge to members and graduate psychology students.

In 2016, a decision by the College was made to offer the Barbara Wand Seminars as a semi-annual half day event, in order to make attendance possible for a greater number of people. The location of the Seminar has been outside of Toronto for one of the two events each year. The next seminar will be held in Toronto on January 21, 2019, when Dr. Natasha Browne, C.Psych. will present on "Addressing Cultural Diversity in Psychological Practice". This event will also include a "Tricky Issues" session.

Respectfully submitted,

Barry Gang, MBA, Dip.C.S, C.Psych.Assoc.
Deputy Registrar & Director, Professional Affairs.
September 14, 2018

COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STRATEGIC DIRECTION 2017 - 2022
Updated August 21, 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"> • Enforcing standards fairly and effectively through: <ul style="list-style-type: none"> – Developing, establishing and maintaining standards of qualifications for individuals seeking registration, 	<ul style="list-style-type: none"> • Revised the manner for recording Oral Exam results when not all areas of practice/client groups are authorized (September 2016) 	<ul style="list-style-type: none"> • <i>Briefing Note</i> on Implementation of Council's March 2013 decision respecting future of psychology regulation in Ontario submitted to Ministry (November 2016)
M2	<ul style="list-style-type: none"> • Enforcing standards fairly and effectively through: <ul style="list-style-type: none"> – Developing, establishing and maintaining standards of practice and professional ethics for all members, 	<ul style="list-style-type: none"> • Review of Standards of Professional Conduct underway (Fall 2016) • Adopted the new <i>Standards of Professional Conduct</i>, to go into effect September 1, 2017 (March 2017) • Creation of the ICRC Risk Rubric (August 2017) 	
M3	<ul style="list-style-type: none"> • Enforcing standards fairly and effectively through: <ul style="list-style-type: none"> – Developing, establishing and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among members 		
M4	<ul style="list-style-type: none"> • Communicating clearly and effectively with stakeholders, particularly applicants, members and the public 	<ul style="list-style-type: none"> • Publication of <i>e-Bulletin</i> quarterly • Staff presentations to students and members (ongoing) • Strategic Direction 2017 – 2022 to members • Executive Committee Reception with London members (May 2017) • Executive Committee Reception with Guelph members (November 2017) • Proposed Policy II-3(iii) Appearance before a panel of the ICRC to be Cautioned (December 2017) 	<ul style="list-style-type: none"> • College Communications Plan (March 2018)

		<ul style="list-style-type: none"> Executive Committee Reception with Kingston Members (May 2018) 	
M5	<ul style="list-style-type: none"> Supporting and assisting members to meet high standards 	<ul style="list-style-type: none"> Practice advisor service (ongoing) Barbara Wand Symposium (December 2016) Revision of the Self-Assessment Guide (May 2017) Continuing Professional Development Program Implementation Examination and Corporation Fee Reductions (June 2017) Practical Applications within new <i>Standards</i> will be continuously updated (June 2017) Barbara Wand Symposium in Ottawa (June 2017) Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017) Frequently Ask Questions for the new Standards and CPD Program continuously updated (August 2017) Barbara Wand Seminar (January 2018) Barbara Wand Seminar (June 2018) 	<ul style="list-style-type: none"> French translation of the new <i>Standards</i> almost complete (August 2017)
M6	<ul style="list-style-type: none"> Responding to changing needs in new and emerging practice areas 	<ul style="list-style-type: none"> New technological standard within the revised <i>Standards of Professional Conduct 2017</i> 	
M7	<ul style="list-style-type: none"> Collaborating in shaping the regulatory environment 	<ul style="list-style-type: none"> Participation in ASPPB, ACPRO, FHRCO College participation in inter-College 	<ul style="list-style-type: none"> Discussions with the MOHLTC with regards to the regulation of ABA

		<p>Psychotherapy Working Group</p> <ul style="list-style-type: none"> • FHRCO Sexual Abuse Prevention Task Force Chaired by Deputy Registrar (2016-2017) • College participation in FHRCO discussions regarding Bill 87 (transparency and other changes to the RHPA) • College Council responded to the Standing Committee on Bill 87 (March 2017) • Submission to HPRAC, re: Psychotherapy (October 2017) • Submission to MOHLTC on regulation amendments in the Health Professions Procedural Code (March 2018) • Submission to Ontario Regulation Registry on Psychotherapy (June 2018) 	(November 2017)
M8	<ul style="list-style-type: none"> • Acting in a responsibly transparent manner 	<ul style="list-style-type: none"> • Posting of Council materials package before meetings on website (June 2016) • Council Meetings to begin with a Declaration of Conflicts of Interest (June 2017) • Amendments to By-law 18: <i>Fees</i> (December 2017) • Amendments to By-law 25: <i>The Register and related Matters</i> (June 2018) 	<ul style="list-style-type: none"> • <i>Circulation of By-law 5: Selection of Committee Chairs and Committee Members</i> (June 2018) • <i>Circulation of By-law 21: Committee Composition</i> (June 2018)
M9	<ul style="list-style-type: none"> • Advancing the Council's governance practices 	<ul style="list-style-type: none"> • New Briefing Note format for Council materials • March 2017 Council Training Day 	<ul style="list-style-type: none"> • HIROC Risk Management System (September 2017)

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



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

Briefing Note – September 2018 Council Meeting – Generative Discussion

Mental Health Strategy for Members that includes both preventative and regulatory strategies

Strategic Direction Reflection

Enforcing standards fairly and effectively; Communicating clearly and effectively with stakeholders, particularly applicants, members and the public; Supporting and assisting members to meet high standards;

Background

Regulators increasingly are taking note of the impact their members' mental health has on their ability to safely and effectively serve their clients. The Law Society of Upper Canada, for example, has done extensive work in this area, and has recognized that prioritizing the mental health of members, benefits the members, their clients, and the profession as a whole.

Similar, initiatives have been undertaken by the College of Physicians and Surgeons of Ontario, Royal College of Dental Surgeons of Ontario and the College of Veterinarians of Ontario.

The College has experienced a recent increase in complaints and reports where mental health and capacity were at issue; either independently or in conjunction with professional conduct concerns. In the course of the Investigations and Hearings process, concerns about a members' safety and/or the impact on his/her family and colleagues have become issues which the College has had to navigate.

Mental health issues do arise in the course of the College's regulatory work. At this time, they are being encountered by Investigations and Hearings, but it is anticipated that Quality Assurance may very well begin to have such concerns. Currently, the College addresses these matters on an ad hoc basis with individual members, as they arise; an approach which to date has been effective but which runs the risk of inconsistently, lack of transparent, and potential unintended consequences as the number of cases increases.

A regulatory strategy would assist College staff in addressing mental health issues in the regulatory context, so that these matters are addressed in as safe and effective a manner as possible. It could also assist members to face their mental health issues in an appropriate and timely manner; before there is client impact. A mental health strategy could also offer the College the opportunity to address some of these matters outside of the regulatory context.

To Consider

Given the increase in the types of concerns noted above, consideration should be given as to whether it is within the purview and responsibility of the College to consider a mental health strategy for members. This may lead to the consideration of questions such as:

- Should the College be a resource for members in providing information about publicly available mental health assistance programs?

- Should the College consider implementing various strategies and resources to address members' mental health?
- Should the College consider the development of a preventative strategy, such as a "Member Assistance Program" to provide support and assistance to members that may prevent a mental health matter from having to be regulated?
- Is this a College responsibility or one better undertaken by the national or provincial associations?

Budgetary Implications

Conducting further research or striking a task force on this matter would have budgetary implications, depending on the approach taken.

Attachments

1. Ontario Medical Association Physician Health Program webpage
2. Law Society News Report: Law Society approves new Mental Health Strategy
3. Royal College of Dental Surgeons Article – Am I My Colleague's Keeper?
4. Royal College of Dental Surgeons Wellness Initiative
5. College of Veterinarians of Ontario Professional Health Program webpage
6. Member Assistance Program webpages
7. Law Society: Personal Management Practice Management Guideline

Contact for Questions

Dr. Rick Morris, Registrar

Physicians

Home > Who We Serve > Physicians

Who We Serve

Physicians

Late

Career/Retired

Physicians

Residents

Medical

Students

Veterinarians

Physicians are trained to provide compassionate high-quality care to their patients. Yet in many cases, physicians and trainees, due to a variety of reasons, are challenged in taking care of themselves in a way that will allow them to maintain compassion for others. Burnout, emotional distress, relationship problems and substance abuse can result in a spiral that may put physicians at personal and professional risk.

Physicians also face stigma and other barriers around seeking help, and like others, can find it difficult to identify appropriate resources.

Physicians have the same needs as their patients. Doctors and their families need not suffer. Help is available.

When a physician is ready for help, the PHP's confidential service can offer a number of services for the physician:

- Prompt advice and support (callers may remain anonymous)
- Referrals for clinical services, with clinicians experienced in physician health
- A range assessment services
- Monitoring and advocacy for ongoing mental health and workplace concerns



Links for Physicians

- Canadian Medical Protective Association (CMPA)
- Canadian Medical Association (CMA)

For more wellness resources please go to our Well-Being section.

Call us at 1.800.851.6606. We're here for you.



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Law Society approves new Mental Health Strategy

Toronto, ON : The Law Society's governing body today approved a long-term mental health strategy that builds on the Law Society's existing mental health initiatives and lays the groundwork to provide additional supports or programs that fall within the organization's mandate.

The plan is the work of the Law Society's Mental Health Strategy Task force, initiated last June. Law Society benchers confirmed their commitment to these issues last fall, by including mental health initiatives as a strategic priority for the 2015-19 governing term.

Several studies show that legal professionals may be at higher risk of experiencing mental health illness and addictions. For example, results from a Canadian Bar Association survey show that stress/burnout and anxiety were two issues perceived as most prevalent in the legal profession (94% and 68%, respectively), and the top two issues that were personally confronted by those surveyed (58% and 48%, respectively). According to another source* , "approximately 20 per cent of the entire legal profession suffers from clinically significant levels of substance abuse, depression, anxiety or some other form of psychopathology."

"Addressing mental health and addictions issues is a key priority for the Law Society. More and more, workplaces are breaking down barriers by directly prioritizing mental and physical well-being and this benefits individuals, clients - and the profession as a whole," says Law Society Treasurer Janet E. Minor. "I am extremely pleased that we now have a formal, consolidated strategy in place which will result in better assistance for our licensees and also protect the public."

"Our new mental health strategy emphasizes our current resources - such as the Member Assistance Program - and will focus on areas where the Law Society, as the regulator, can make a difference," adds Law Society Bencher and Task Force Chair William McDowell.

The long-term plan and vision will address mental health and addiction issues through both preventive and regulatory strategies. A key element is consideration of the role that diversionary and confidential processes - including capacity hearings held in the absence of the public - may play in appropriate circumstances.

Implementation of the strategy will be guided by a special task force of up to five benchers. The full task force report is now available online .

Am I my colleague's keeper? Should dentists care about other dentists' health?

June 1, 2009

Dr. Graeme M. Cunningham, MD, FRCPC

Dr. Harry Vedelago, MD, FCFP

This disease of addiction shows no favourites. Dentists and other health professionals are susceptible to this disease just as are other diseases that plague mankind.

Addicted dentists who are reluctant to seek help and cast a blind eye to their problems are hurting themselves, their families and patients, but also the dental profession as a whole. There is help available.

Over the past 20 years, there has been increasing awareness of the need for mental health and well-being support for health professionals. This began with the well-known Physician Health Program which is now established in every state in the United States and every province in Canada. The American Dental Association has also been part of this movement towards supporting dentists. In the last decade, Ontario has led the way in Canada to develop a confidential and collegial supportive service for dentists and dentists who have addiction issues.

Who's at risk?

From the perspective of substance use disorder, dentists are no more at risk than the general public. However, they do have more risk factors by the very fact that they are dentists.

There is a significant genetic risk. Many dental students come from a home where one or more parents have been alcoholics. The personality characteristics of obsessive compulsive traits, perfectionism, the ability to work extremely hard and not look after one's own needs: these are characteristics of dental students at risk of substance abuse.

In addition, many dentists practise in solo practices and use mood altering medications both for anesthesia as well as analgesics.

It is possible that self-administration of these chemicals is a risk and at times does occur; for example, the misuse of nitrous oxide.

It has been the experience of the Homewood Health Centre Health Professional Treatment Program that most dentists entering a residential program use alcohol as their drug of choice, but many have also experience with nitrous oxide, cocaine and other substances.

How does it impact a dentist's life?

Addiction has been described like a target with the addicted dentist in the centre and concentric circles representing the areas of their life that have been affected one by one by the disease process:

- Initially family life: family fights, separation and divorce, extramarital affairs and absences occur.
- Employment status: this is reflected later in job changes, intervals between positions, and inappropriate references which the dentist is apparently over trained.
- The dentist's health: often a complicated or vague medical history develops, deterioration of physical appearance and withdrawal and intoxication signs are noted and accidents occur.

Professional duties are affected in terms of missed appointments, angry outbursts, sloppy surgical technique and poor decision making.

Office personnel are often the first to notice the changes in the dentist's conduct; mood swings and slurred speech over time are noted. Day-to-day professional conduct is impacted. By the time the disease manifests itself in the office setting, the dentist is ill.

Royal College of Dental Surgeons of Ontario

Wellness Initiative

Dentists have the same risk of developing substance use disorders (alcohol or drug abuse or dependence) as the general population. 10 to 15 per cent of dentists will have a drug and/or alcohol problem sometime in their lives. Addiction is a human disease and the people who have it are dentists. The disease of addictions shows no favourites.

However, what is different for dentists and other health care professionals from the general population is the public trust in the privilege to practise, and the responsibility to obey the provincial dental act and controlled substance regulations.

It is the dentist's duty to ensure safe treatment of their patients. An untreated substance use disorder in a dentist can threaten the dentist's life and family stability and place patients in jeopardy.

The RCDSO has worked with three centres, all well-known for their work in drug and alcohol treatment and recovery, to create a resource network for Ontario dentists. These centres are Homewood Health Centre in Guelph, Ontario, The Farley Center in Williamsburg, Virginia, and the Talbott Recovery Campus in Atlanta, Georgia.

The College is committed to supporting dentists who struggle with addiction.

RCDSO Wellness Consultant

Dr. Graeme Cunningham is available for addressing the assessment and treatment needs of dentists by helping them find assessors, treatment providers and residency programs. His dedicated direct line is 416-722-9997.

All calls are private and confidential.

Related Articles

Wellness

Am I my colleague's keeper? Should dentists care about other dentists' health?

June 1, 2009

This disease of addiction shows no favourites. Dentists and other health professionals are susceptible to this disease.

Wellness

Healthy Drinking Guidelines

September 3, 2012

Drinking is a personal choice. If you choose to drink alcohol these guidelines can help you decide when, where, why and how.

Wellness

Nitrous oxide: the hidden addiction

April 9, 2018

Many times nitrous oxide addiction is a silent addition to the dental profession. Individuals with this addictive disease go undetected until significant personal damage has occurred.

Veterinarians

Home > Who We Serve > Veterinarians

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Veterinarians

The Professionals Health Program (PHP) provides advocacy and monitoring for licensed veterinarians experiencing substance use disorders and/or psychiatric illnesses. The PHP has been serving veterinarians since entering into an agreement with the College of Veterinarians of Ontario (CVO) in 2002.

Veterinarians are trained to provide compassionate high-quality care to their patients and clients. Similar to other health care providers, veterinarians, due to a variety of reasons, are challenged in taking care of themselves in a way that will allow them to maintain compassion for others. Burnout, emotional distress, relationship problems and substance abuse can result in a spiral that may put veterinarians at personal and professional risk.

Veterinarians also face stigma and other barriers around seeking help, and like others, can find it difficult to identify appropriate resources. Help is available.

The PHP provides confidential advice, support and referral to appropriate services to the veterinary profession. The PHP Clinical staff are available by phone to help veterinarians and concerned colleagues or family members to assess problems, and provide referrals for counselling and other clinical services.

The PHP is proud to provide veterinarians access to prompt, professional and completely confidential advice, support, and referral to local services.

- Prompt advice and support (callers may remain anonymous)
- Referrals for clinical services, with clinicians experienced in working with health professionals
- A range assessment services
- Monitoring and advocacy for ongoing mental health and workplace concerns



Resources for Veterinarians

- Ontario Veterinary Medical Association (OVMA)
- OVMA: Member Assistance Program
- You and Yours: Preserving Your Good Health and Achieving Balance in Your Life - Depressive Condition - An article by Joy Albuquerque, Medical Director of the Professionals Health Program
- The First Bite: A Comprehensive Guide to Establishing and Growing Your Career in Veterinary Medicine - by Tate and Ausman

For more wellness resources please go to our Well-Being section.



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Personal Management Practice Management Guideline

The *Guideline* is not intended to replace a lawyer's professional judgment or to establish a one-size-fits-all approach to the practice of law. Subject to *Guideline* provisions that incorporate legal, By-Law or *Rules of Professional Conduct* requirements, a decision not to follow the *Guideline* will not, in and of itself, indicate that a lawyer has failed to provide quality service. Conversely, use of the *Guideline* may not ensure that a lawyer has delivered quality service. Whether a lawyer has provided quality service will depend upon the circumstances of each case.

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8.1 Introduction

The talent and knowledge of individual lawyers may be among a firm's most valuable business assets. Lawyers determine the quantity and quality of legal services. Mental illness and addiction are serious issues which may impact the provision of legal services. Lawyers may face certain challenges or stressors unique to their work that enhance their vulnerability for mental health or wellness issues.¹ These issues have the potential to result in significant impairment that can compromise professional conduct, client interests and the administration of justice. Preserving, enhancing and investing in the lawyers' well-being are therefore necessary components of a risk management plan and key factors in the business success of a law practice.

The *Personal Management Guideline* assists lawyers in recognizing indicia of mental illness and addictions as well as sources of stress in the legal profession; acknowledging the stigma related to mental health and addiction issues in the legal professions; and understanding lawyers' special

obligations with respect to Ontario's human rights laws. The *Guideline* also provides basic suggestions, strategies, supports and resources to manage personal well-being. While paralegals may experience certain stressors that are unique to the paralegal profession, this *Guideline* is also applicable to paralegals.

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8.2 Risks of Mental Illness and Addiction

It is important that lawyers recognize that members of the legal professions may be at greater risk than the general population for:

- alcoholism
- drug abuse or addiction
- depression
- anxiety
- suicide

and that professional conduct issues may arise from such mental illness and substance abuse.ⁱⁱ

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8.3 Recognizing Sources of Stress in the Legal Professions

Lawyers should be aware of and recognize common sources of stress in the legal professions generally, and particularly, in their own lives. Sources of stress may include:ⁱⁱⁱ

- the burden of responsibility for other people, their money, family, or freedom
- high public expectation of performance and standards coupled with lower public tolerance or understanding
- increased adversarial nature of the practice and of other lawyers
- increased competition among lawyers for clients or legal work
- increased complexity of law
- undertaking work that may be uninteresting or monotonous to survive financially
- low decision latitude for junior lawyers
- isolation from supportive colleagues
- taking on work outside area of expertise
- taking on too much work
- putting off difficult tasks
- excessive work hours
- difficulties achieving work-life balance.

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8.4 Recognizing Signs of Mental Illness, Addiction and Wellness Issues

It is important that lawyers recognize the signs of mental illness, addiction or wellness issues. The following list^{iv} is intended to increase awareness of some of the signs of mental health, addiction or wellness issues to enable lawyers to take steps to address them:

- lack of energy/interest
- sleep disturbances, difficulty sleeping or excessive sleeping
- nightmares or intrusive thoughts

- feeling physically exhausted
- having a negative attitude toward work, self, other people or life in general
- feeling discouraged
- experiencing progressive loss of idealism
- feelings of guilt and/or shame
- feeling overly suspicious
- feelings of losing control
- feelings of helplessness or hopelessness
- feelings of sadness, tearfulness or worthlessness
- feeling emotionally drained
- feeling anxious
- sudden feelings of extreme anxiety or intense fear without a clear cause, especially when combined with physical symptoms such as sweating, shortness of breath, nausea, chest pain or dizziness
- feeling irritable or angry
- overreacting or having angry outbursts
- treating colleagues, staff, clients and adversaries in a detached way
- experiencing problems with concentration
- putting off work, frequently delaying meetings with others and/or missing deadlines
- being frequently absent from and/or late for work
- deteriorating quality of work
- experiencing increased rigidity
- having a sense of omnipotence or indispensability, making it difficult to cut back on workload or responsibilities
- changes in appetite, diet or eating habits
- experiencing ulcers, headaches, backaches and/or high blood pressure
- withdrawing from normal activities
- withdrawing socially by distancing oneself from family, friends and colleagues
- experiencing increased marital or family conflicts or conflicts with close friends
- engaging in compulsive behaviours such as overeating or overspending
- engaging in substance abuse.

The list is non-exhaustive, and is not intended to be used for self-diagnosis of any particular condition.

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8.5 Managing Physical Health and Well-Being

Activities that promote physical health and well-being may reduce the risk of mental health issues in some cases.^v Lawyers may wish to consider adopting lifestyle habits and strategies to enhance physical health and well-being, such as:^{vi}

- eating a well-balanced diet
- keeping hydrated
- not skipping meals
- maintaining a healthy weight
- engaging in regular aerobic activity
- getting sufficient sleep and rest to allow the body to recuperate. This may include
 - avoiding stimulants
 - creating a comfortable sleep environment
 - following a regular sleep schedule
- maintaining social outlets
- having a support structure in place, such as family and friends

- having interests and/or hobbies outside of the law
- incorporating daily mindfulness practices, including practising relaxation techniques such as meditation and deep diaphragmatic breathing
- reducing or eliminating the use or abuse of alcohol, tobacco/nicotine or caffeine
- monitoring the use of prescribed drugs to guard against either dependence or addiction.

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8.6 Managing Mental Health and Wellness

Mental health and wellness are defined as a state of well-being in which an individual realizes his or her potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community.^{vii} Lawyers can achieve better mental health by building resilience through the practise of wellness habits and/or adopting strategies that help reduce, eliminate or manage physical and mental health and emotional wellness issues.^{viii}

The following habits and strategies may contribute positively to lawyers' mental health and wellness.^{ix}

- organizing their workspaces
- delegating to assistants, students or more junior lawyers at the firm, as appropriate, to ease workload
- considering the use of contract lawyers (e.g., through the Law Society's contract lawyer list or other professional networks) if workload becomes too heavy
- taking regular breaks from work
- eating lunch every day and preferably away from their desk/office
- connecting with colleagues
- interacting with families and friends so that strong social supports may be maintained or developed
- pursuing hobbies or other activities that reflect interests, values and goals
- pursuing activities to enhance physical well-being
- engaging in religious or spiritual practice, if religious or spiritual
- taking regular vacations.

Lawyers may wish to consider pursuing skills training or coaching to assist in achieving balance in their personal and professional lives. Depending on the individual, lawyers may consider training in:

- time management
- goal setting
- managing client expectations
- mindfulness
- using technology
- organizing workspaces
- effective delegation
- overcoming procrastination.

To assist in establishing a balanced lifestyle, lawyers may consider developing and maintaining support groups within their law firm. Lawyers in sole practice should consider establishing connections with other lawyers. Support groups should be geared to reducing isolation and providing a forum for sharing concerns with co-workers or other members of the profession. Lawyers may wish to consider:

- scheduling regular partnership or firm meetings

- scheduling social gatherings for all members of the firm, professional and non-professional
- maintaining membership in, and participating in, local and other law associations' or legal organizations' social activities and events.

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8.7 Reducing Stigma in the Legal Workplace

The stigma associated with mental illness and addiction can have a devastating impact.^x Concerns that legal careers will be permanently and negatively affected by disclosure of a mental health or addiction issue can effect a lawyer's willingness to openly discuss these issues and seek help, treatment and support.^{xi} In some cases, lawyers whose mental illness and substance abuse issues remain unaddressed may have difficulty meeting their professional responsibilities, which can lead to disciplinary action or a negligence claim.

Lawyers and others working in legal workplaces can help reduce the stigma associated with mental illness and addiction, and reduce or eliminate the barriers to seeking help by:

- creating an organizational culture which encourages and celebrates a balanced life and personal and professional fulfillment
- maintaining a respectful and considerate workplace where individuals are supported and offered mentorship
- educating leadership and staff about mental illness and addiction, including signs, symptoms and ways they can help and support other colleagues, associates and staff
- encouraging open dialogue about mental health and addiction issues.^{xii}

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8.8 Accommodation and Discrimination and Harassment Counsel

Rule 6.3-1.1 of the *Rules of Professional Conduct* provides that lawyers have a special responsibility to respect the requirements of human rights laws in force in Ontario and, specifically, to honour the obligation not to discriminate in professional dealings with other lawyers, paralegals or any other person based on prohibited grounds, including disability. Disability is broadly defined in s. 10 of the *Human Rights Code* as including both physical and mental disabilities. Where lawyers are employers, they are required to accommodate an employee's physical or mental disability up to the point of undue hardship.

The Discrimination and Harassment Counsel (DRC) provides assistance to anyone who experiences discrimination and/or harassment from lawyers or paralegals. The DHC can be reached at 1-877-790-2200 or assistance@dhcounsel.on.ca.

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8.9 Duty to Report Substantial Questions of Capacity and Competency

Despite efforts to reduce the stigma associated with mental health or addiction issues in legal workplaces and offers of support or resources from colleagues, family or friends, in some cases, lawyers or paralegals may be unable to effectively address the issues. These physical, mental health or addiction issues may impact a lawyer or paralegal's capacity to provide professional services or on their competency. Rules 7.1-3(d) and (e) of the *Rules of Professional Conduct* require that lawyers report to the Law Society conduct that raises substantial questions about

another lawyer or paralegal's capacity to provide professional services or competency, unless to do so would be unlawful or would involve a breach of solicitor-client privilege.

For assistance interpreting the duty to report obligations under the *Rules*, lawyers should consider contacting the Law Society at 416-947-3315 or 1-800-668-7380, ext. 3315, Monday to Friday 9:00 am – 5:00 pm EST and asking to be connected to the [Practice Management Helpline](#).

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8.10 Programs, Supports and Resources Available to the Legal Professions

Those who are experiencing physical, mental health, addiction or wellness issues should be encouraged to seek assistance as early as possible or should do so. This section of the *Guideline* highlights some of the programs, supports and resources available to the legal professions.

(a) Members' Assistance Program (MAP)

MAP is available to all lawyers, paralegals, law students and judges in Ontario, as well as their family members. It is funded by the Law Society.

MAP provides secure, single sign-on access to counselling, coaching, online resources and peer volunteers. Members can obtain professional help with issues including, but not limited to, mental or physical health, addiction, stress, work-life balance, career, family, marital/relationship challenges and separation/divorce. Members also have access to a comprehensive Health Risk Assessment, can take a number of self-directed e-Courses and may download a wealth of wellness-related MP3s from the Health-e Multimedia Centre.

The counselling services provided by MAP are confidential. This means that information shared by a lawyer will not be disclosed to anyone, including the Law Society.

A full description of the program can be found on the [MAP website](#). Lawyers can contact MAP via the website or by phone at 1-855-403-8922.

(b) Other programs, supports and resources

Lawyers may wish to participate in the following online Continuing Professional Development (CPD) programs relating to mental health, all of which have been accredited by the Law Society for CPD professionalism hours:

- [Mental Health and Wellness in the Legal Profession](#) – Online national self-learning program designed to provide Canadian lawyers, judges and law students with education, supports and resources to assist them in understanding mental health and addiction issues. The program was developed in partnership with the Canadian Bar Association, the Mood Disorders Society of Canada and Bell Let's Talk
- [Opening Minds to Mental Health](#) – Law Society webcast program that discusses how legal professionals can respond to the mental health challenges of justice system users and establish self-care habits in ethically challenging and emotionally demanding work environments
- [Fostering Wellness - A Discussion of Mental Health in the Legal Profession](#) – Law Society webcast program that discusses mental health issues and how to foster wellness in the legal profession.

Lawyers may wish to consult the following supports to enhance their professional competence, which may, in turn, assist with personal management:

- The Practice Management Helpline – The Law Society’s Helpline answers questions about the *Rules of Professional Conduct*, the *Paralegal Rules of Conduct*, and other professionalism and practice management topics, including paralegal scope of practice under *By-Law 4*, client identification and verification obligations of *By-Law 7.1* as well as the trust account and record keeping requirements of *By-Law 9*. The Helpline is a service for Ontario lawyers and paralegals that is strictly confidential, even from other divisions or departments of the Law Society.
- The Coach and Advisor Network – The Law Society’s Coach and Advisor Network provides lawyers and paralegals with access to shorter-term, outcome-oriented relationships with Coaches and Advisors drawn from the professions. Coaches support the implementation of best practices and Advisors assist with substantive and procedural law inquiries on client files. Engagements between Coaches or Advisors and Participants are confidential.

Additional information and supports relating to physical or mental health and wellness issues can be found through the following organizations:

- CBA Wellness Program
- The Centre for Addiction and Mental Health (CAMH)
- Alcoholics Anonymous
- Mood Disorders Society of Canada
- Mood Disorders Association of Ontario
- Emotions Anonymous
- ConnexOntario Health Services Information
- Ontario Mental Health Helpline
- Ontario Problem Gambling Hotline
- Ontario Drug & Alcohol Helpline
- Ontario Suicide Prevention Network

i CBA Wellness, “Mental Health and Wellness in the Legal Profession” (CPD: MDcme.ca, 2017).

ii Law Society of Upper Canada, Mental Health Strategy Task Force Final Report to Convocation (Toronto: LSUC, 28 April 2016) at 9.

iii Taken from D. Kozich, “Stress: What Is It?”, in J. Tamminen, ed., *Living With the Law, Strategies to Avoid Burnout and Create Balance* (Chicago: American Bar Association, 1997) 1 at 2; and M.E.P. Seligman, “Why are Lawyers so Unhappy?” from *Authentic Happiness: Using the New Positive Psychology to Realize Your Potential for Lasting Fulfillment* (New York: Atria, 2004).

iv List taken in part from S. Gilmore, “Balance or Burnout: Which Way are You Headed?”, in J. Simmons, ed., *Life, Law and the Pursuit of Balance* (U.S.A.: Maricopa County Bar Association, 1997) 16; and CBA Wellness, “Mental Health and Wellness for the Legal Profession” (CPD: MDcme.ca, 2017).

v CBA Wellness, “Mental Health and Wellness in the Legal Profession” (CPD: MDcme.ca, 2017).

vi *Ibid.*

- vii World Health Organization, *Mental health: a state of well-being* (August 2014).
- viii CBA Wellness, "Mental Health and Wellness in the Legal Profession" (CPD: MDcme.ca, 2017).
- ix CBA Wellness, "Mental Health and Wellness in the Legal Profession" (CPD: MDcme.ca, 2017) and J. Cho, *5 ways mindfulness helps lawyers* (August 20, 2014).
- x Thomas Telfer G.W. "The Wellness Doctrine for Law Students & Young Lawyers, by Jerome Doraisamy" (2017) 54(2) OHLJ 645.
- xi Law Society of Upper Canada, Mental Health Strategy Task Force Final Report to Convocation (Toronto: LSUC, 28 April 2016) at 9, and Laura Rothstein, "Law Students and Lawyers with Mental Health and Substance Abuse Problems: Protecting the Public and the Individual" (2008) 69 University of Pittsburgh Law Review 531 at 533.
- xii CBA Wellness, "Mental Health and Wellness in the Legal Profession" (CPD: MDcme.ca, 2017), and M. Seto, "Killing Ourselves: Depression as an Institutional Workplace and Professionalism Problem" (2012) 2:2 UWOJ Leg. Stud. 5.
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