



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

**Meeting of the College Council  
2019.01**

**Date: March 29, 2018**

**Time: 9:00AM – 4:00PM**

**Location: 110 Eglinton Ave West, Suite 300  
Toronto, Ontario**



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

**COUNCIL MEETING AGENDA**

2019.01

March 29, 2019

9:00 AM to 4:00 PM

Agenda Item	Topic	Action	Page #	Strategic Direction*
<b>.00</b>	<b>CALL TO ORDER</b>			
<b>.01</b>	<b>APPROVAL OF AGENDA &amp; MINUTES</b>			
.01a	Review & Approval of Agenda	<b>Decision</b>	<b>2</b>	
.01b	Declarations of Conflicts of Interests	<b>Discussion</b>	--	<b>M8</b>
.01c	Review & Approval of Minutes - Council Meeting 2018.04 December 14, 2018	<b>Decision</b>	<b>4</b>	
.01d	Review of Action List	<b>Discussion</b>	<b>11</b>	
<b>.02</b>	<b>CONSENT AGENDA ITEMS</b>		<b>Information</b>	
.02a	President's & Executive Committee Report		<b>12</b>	
.02b	Registrar's & Executive Director's Report		<b>13</b>	
.02c	Staff Presentations		<b>15</b>	
.02d	Committee Reports	--	--	
	(1) Discipline Committee		<b>16</b>	
	(2) Quality Assurance Committee		<b>18</b>	
	(3) Client Relations Committee		<b>20</b>	
	(4) Fitness to Practice Committee		<b>21</b>	
	(5) Finance & Audit Committee Report		<b>22</b>	
.02e	Barbara Wand Seminar Report		<b>25</b>	
<b>.03</b>	<b>POLICY ISSUES</b>			
.03a	School Psychology Definition	<b>Decision</b>	<b>28</b>	<b>M1</b>
.03b	Policy I-1: Policy Development and Maintenance	<b>Decision</b>	<b>32</b>	<b>M9</b>
.03c	Policy I-5: Confidentiality Obligations and Handling of Confidential Materials	<b>Decision</b>	<b>35</b>	<b>M9</b>
.03d	Policy II-4(iv): Recovery of Discipline Costs	<b>Decision</b>	<b>39</b>	<b>M4/M8</b>
.03e	Policy II-3(v): Reporting to Police and Other Authorities	<b>Decision</b>	<b>44</b>	<b>M4/M8</b>
.03f	Policy II – 5(ii): Peer Assisted Review: Criteria for Selection, Exemption and Deferral	<b>Decision</b>	<b>47</b>	<b>M5</b>
<b>.04</b>	<b>BUSINESS ISSUES</b>			
.04a	Registration Committee Quarterly Report	<b>Information</b>	<b>50</b>	--
.04b	Inquiries, Complaints and Reports Committee Quarterly Report	<b>Information</b>	<b>52</b>	--
.04c	Proposed Budget 2019-2020	<b>Decision</b>	<b>55</b>	<b>M9</b>
	(1) Proposed Salary Ranges <b>IN CAMERA</b> <sup>1</sup>	<b>Decision</b>	--	<b>M9</b>

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

Agenda Item	Topic	Action	Page #	Strategic Direction*
.04d	Registrar's Performance Review: <b>IN CAMERA</b> <sup>2</sup>	<b>Oral Report</b>	--	--
.04e	Notice: Executive Committee Elections/Council Appointments	<b>Information</b>	<b>60</b>	--
<b>.05</b>	<b>STRATEGIC ISSUES</b>			
.05a	Strategic Direction Implementation: Chart Update	<b>Discussion</b>	<b>65</b>	<b>All</b>
<b>.06</b>	<b>OTHER BUSINESS</b>			
06a	Elections 2019	<b>Discussion</b>	--	--
06b	Next Council Meeting: <ul style="list-style-type: none"> <li>• June 21, 2019</li> </ul>	<b>Information</b>	--	--
.06c	Proposed Council Meeting: <ul style="list-style-type: none"> <li>• September 26 – 27</li> </ul>	<b>Decision</b>	--	--
<b>.07</b>	<b>ADJOURNMENT</b>			

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

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

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<sup>2</sup> Materials Not Included in Public Package – Personnel Matter



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

**COUNCIL MEETING  
2018.04  
December 14, 2018**

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**Present:**

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| Lynette Eulette, Ph.D., C.Psych., President      | Jaffar Mohammad Hayat, Public Member |
| Elizabeth Levin, Ph.D., C.Psych., Vice-President | Emad Hussain, Public Member          |
| Kristin Bisbee, Public Member                    | Marilyn Keyes, Ph.D., C.Psych.       |
| Judy Cohen, Public Member                        | Denise Milovan, Ph.D., C.Psych.      |
| Janice Currie, Ph.D., C.Psych.,                  | Melanie Morrow, M.A., C.Psych.Assoc. |
| Dorothy Cotton, Ph.D., C.Psych.                  | Patricia Minnes, Ph.D., C.Psych.     |
| Christine DiZazzo, M.Ps., C.Psych.Assoc.         |                                      |
| Michael Grand, Ph.D., C.Psych.                   |                                      |

**Regrets:**

- Cory Richman, Public Member

**Guests:**

- Mr. David Lamb, MOHLTC Health Workforce Planning  
Ms. Stephanie Akers, MOHLTC Health Workforce Planning

**Staff:**

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

**2018.04.00 Call to Order**

The President called the meeting to order at 9:03AM.

**2018.04.01 Approval of the Agenda and Minutes**

**.01a Approval of Agenda**

The following changes were made to the agenda:

- Moved:
- .02b Registrar’s Report – to .05c
- Added
- .04f Signing Authorities

**It was MOVED Jaffar**

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

**CARRIED**

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

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There were no declarations of conflict made.

**.01c Minutes Council Meeting 2018.03 on September 21, 2018**

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**It was MOVED Cotton**

**That the minutes from the Council Meeting 2018.03 of September 21, 2018 be approved as presented.**  
**CARRIED**

**.01e Review of Action List**

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

**2018.04.02 Consent Agenda**

The Registrar & Executive Director's Report was moved off the consent agenda for discussion.

**2018.04.03 Policy Issues**

**.03a Use of Title Psychologist - Update**

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At the meeting of the Council on September 21, 2018, a motion as passed to pursue granting the title *Psychologist* to all current and future members qualifying for registration as *Psychological Associates*. Since the September motion the Registrar has met with representatives from the Ministry and Health and Long-Term Care (MOHLTC) who voiced their appreciation for being informed at this early stage. The Registrar reported that the Ministry did not have any suggestions on the motion at this time but that they will look forward to seeing the feedback to the consultation that will take place as part of the next steps. In addition to the consultation, part of the next steps will also include consultation with the College legal counsel. The Registrar has spoken with legal counsel briefly and anticipates undertaking a full discussion shortly.

The membership received information on the motion in an article in the October e-Bulletin. Following this, the College and some members of Council began to receive feedback from members about the motion. In response to this, the Registrar sent a notice to the membership indicating that a formal consultation would be forthcoming shortly and requested that members not send comments separately but wait for, and participate in, the formal consultation process.

The Council discussed different ways the title change could appear which included a brief discussion on a delineated title such as, "Psychologist (Doctorate)" or "Psychologist (Masters)".

Council discussed the structure for the consultation and the need for data to be easily collated with a basic set of questions to which all could respond. The Council suggested that the consultation documents stress that the mandate of the College is public protection and that this is the intention of this motion. Council also asked for the opportunity to review the questions to be included in the survey before they are distributed.

**Action Item Registrar**

To circulate the consultation documents to the Council prior to distribution to the membership and other stakeholders.

The consultation to be sent in late January or early February and will be open for responses for at least two months. An update on the process will be provided to the Council meeting in March with the full feedback being available for the June 2019 Council meeting.

In response to a comment, the Registrar explained that the motion at the September Council meeting gives the membership and other stakeholders a clear expression on the current will of Council. This helps establish the direction and the next steps the College will take. After the consultation period, if there are compelling arguments in the interest of the protection of the public, Council could revisit and reevaluate their decision in light of public interest and protection.

**.03b Policy I-10: Authority to Speak on Behalf of the College**

At the September meeting, the Council reviewed and discussed the proposed amendment to Procedure 7 of *Policy I – 10: Authority to Speak on Behalf of the College*. There was considerable discussion regarding the ‘simplified wording’ suggested, the implications for Council members, and how the policy would work in practice. The main issue was whether Council members are required to publicly support the decisions of Council without being able to express their own, possibly dissenting, opinions. Council was unable to reach a decision regarding acceptance of the recommended wording or one of the many variations suggested during the discussion. Council agreed that the wording of Procedure 7 required further review and referred it back to the Executive Committee.

The Executive Committee recognized that there was significant overlap between Procedure 7 of the *Policy I-10: Authority to Speak on Behalf of the College* and statements in the already approved *Code of Conduct for Council and Committee Members*. Specifically, the General section states:

3. Council and Committee members shall:

- 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,

The Executive Committee recommended that since Procedure 7 of the policy was redundant, it need not be included. The Council discussed and agreed with the proposed amendments to remove Procedure 7.

**It was MOVED Cohen**

**That *Policy I – 10: Authority to Speak on Behalf of the College* be approved with the deletion of Procedure 7. **CARRIED****

**Action Item Staff**

That *Policy I – 10: Authority to Speak on Behalf of the College* be amended in the College’s *Policies and Procedures Manual*.

**.03c Policy I-12: Registrar’s Performance**

During the Registrar’s last performance review, it was noted that there were gaps in the process. Specifically, the process did not allow for the establishment of goals for the Registrar and the

140 subsequent evaluation of progress toward meeting them. In undertaking the review process, the  
 141 President and the Registrar introduced some proposed changes to permit an evaluation of the goals  
 142 proposed by the Registrar and agreed to by Council. This pilot process appeared to work well and  
 143 formed the basis for the Registrar's Performance Review presented to Council in March 2018 by the  
 144 President.

145  
 146 Tracked changes to *Policy I – 12: Registrar's Performance* and form were provided to Council reflecting  
 147 the previous year's positive experience.

148  
 149 **It was MOVED Minnes**

150 **That amendments to Policy I – 12: Registrar's Performance be approved. CARRIED**

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152 **Action Item Staff**

153 To amend *Policy I – 12: Registrar's Performance* in the *Colleges Policies and Procedures Manual*.

154

155 **.03d Policy III A-6: Integrated Risk Management**

156 The College Management Team have begun to utilize the Risk Management System developed by the  
 157 Healthcare Insurance Reciprocal of Canada (HIROC). The Executive Committee is recommending that an  
 158 Integrated Risk Management (IRM) policy be approved. This policy describes the procedure for the  
 159 management of the IRM program and the process for identifying and mitigating risks. In response to a  
 160 question, the Registrar informed the Council that a review of risks has been done as needed. Moving  
 161 forward when the senior staff meets this will be added as a standing agenda item. It was noted,  
 162 that although the risk register timeline indicated implementation for mitigating risks to begin in  
 163 March, this is not a rigid timeline, if there was an emergent risk it would be acted upon in a timely  
 164 manner.

165 **It was MOVED Levin**

166 **That Policy III A-6: Integrated Risk Management be approved CARRIED**

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168 **Action Item Staff**

169 To add *Policy III A-6: Integrated Risk Management* to the *College's Policies and Procedures Manual*.

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171 **2018.03.04 Business Issues**

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173 **.04a Election of Public Member to the Executive Committee and Election of Vice President**

174 Mr. D'Arcy Delamere's term of appointment as a public member on the College Council expired in late  
 175 October 2018. This has resulted in a public member vacancy on the College Executive Committee. In  
 176 addition, in June 2018, Mr. Delamere was elected to the Executive position of Vice-President, which is  
 177 therefore similarly vacant.

178

179 (1) *By-law 21: Committee Composition* requires that there be "two members of the Council appointed  
 180 to the Council by the Lieutenant Governor in Council". The Council must elect a public member to  
 181 the Executive Committee to serve for the remainder of the current one-year term. Nominations for  
 182 this position will be accepted from the floor.

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184 Ms. Judy Cohen and Mr. Emad Hussain put their names forward.

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186 After a vote, Ms. Judy Cohen was elected to the Executive Committee.

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 188 (2) According to *By-law 24: Election of Members of the Executive Committee*, if the Vice-President is no  
 189 longer eligible to hold this position, Council shall fill this vacancy. An election will be held for the  
 190 position of Vice-President from among the members of the Executive Committee, including the  
 191 public member elected in (1) above. Nominations for this position will be accepted from the floor.  
 192

193 Ms. Kristin Bisbee and Dr. Elizabeth Levin were nominated for the position of Vice-President.

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 195 After a vote, Dr. Elizabeth Levin was elected as the Vice-President of the Council.  
 196

197 **It was MOVED Hussain**

198 **To destroy the ballots.**

**CARRIED**

199  
 200 **.04b Registration Committee Quarterly Report**

201 The Council reviewed the second quarter report from the Registration Committee. Council discussed the  
 202 different reviews that take place at the Registration Committee with regards to examination outcomes.  
 203 In response to a question, the Director, Registration informed the Council that if a candidate fails a  
 204 written exam after four attempts it is automatically be reviewed by the Registration Committee and the  
 205 candidate will have an opportunity to make written submissions.  
 206

207 In response to a question the co-Chair of Registration, Dr. Patricia Minnes, informed Council that one of  
 208 the issues the Committee is currently reviewing is in regards to individuals who require additional  
 209 training. The Committee is reviewing ways in which it can appropriately measure what is adequate  
 210 retraining. One of the main issues being discussed is determining how much retraining should be  
 211 allowed at the time of initial registration.  
 212

213 **.04b ICRC Quarterly Report**

214 The Council reviewed the second quarter report from the Inquiries, Complaints and Reports Committee.  
 215 Council discussed the use of the new risk assessment template for which there has been positive  
 216 feedback.  
 217

218 Council discussed the use of teleconferences and how these differ from the in-person meetings. In  
 219 response to a comment, the Director, Investigations and Hearings explained that teleconferences are  
 220 used to make procedural decisions not final decisions. Final dispositions only go to a teleconference if  
 221 there has already been a meeting and the panel requested more information.  
 222

223 **.04c Integrated Risk Management Report**

224 The Council reviewed the Integrated Risk Management Report. The Registrar informed the Council on  
 225 the number of risks that are open and closed. Council discussed that one of the "Leadership" risks  
 226 related to Council is attracting new Council members. It would be a risk to the College not to have a full  
 227 Council. Other leadership risks relate to the skills and competency of the members of Council. Some of  
 228 these are harder to mitigate as the College does not have control over who is nominated and elected,  
 229 therefore it is not a risk that will be able to be closed. The Registrar discussed that only a small number  
 230 of risks have been identified to date and that more will be added as they are identified.  
 231

232 **It was MOVED Hayat**

233 **That the Integrated Risk Management Report be received.**

**CARRIED**



- 234  
235 **.04c Directors of Clinical Training Programs Meeting – Oral Report**  
236 Dr. Patricia Minnes gave an oral report to the Council on the meeting of the Directors of Clinical Training  
237 and Internship Directors that occurred on November 30, 2018. The joint meeting had 34 in attendance  
238 and the following topics were discussed:
- 239 • Council decision regarding use of title
  - 240 • Recruitment of new academic members to Council
  - 241 • Training in Cultural Competence and Diversity
  - 242 • Teaching Sexual Boundaries

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244 **.04d Signing Authorities**

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246 **It was MOVED Grand**  
247 **To rescind the motion of June 2018 making Mr. D’Arcy Delamere a signing authority. CARRIED**

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249 **It was MOVED Keyes**  
250 **To appoint Dr. Elizabeth Levin as a signing authority. CARRIED**

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252 **2018.04.05 Strategic Issues**

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254 **.05a Strategic Direction Implementation Update**

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255 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. Items  
256 added since the Council Meeting of June 22, 2018 were shown in **Bold**.

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258 **.05b Discussion: David Lamb, MOHLTC Health Workforce Planning**

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259 The Council welcomed Mr. David Lamb and Ms. Stephanie Akers from the Ministry of Health and Long  
260 Term Care. He provided information on the work the government does to understand the needs of the  
261 public with regards to healthcare, including psychological services, and the capability of the workforce to  
262 respond to these needs.

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264 **.05c Registrar’s Report – Update on the Communication Plan**

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265 This item was moved from the consent agenda for an update on the College’s Communication Plan. The  
266 Registrar explained that the College is currently looking for consultants through an RFP process to assist  
267 in developing a Communications Plan. The Council was informed that part of the Communication Plan  
268 will be to look at the College website.

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270 **2018.04.06 Other Business**

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272 **.06a Set Date for Elections in 2019**

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273 The Council confirmed that Elections in District 1 (North), District 2 (Southwest) and District 3 (Central)  
274 will be held on March 29, 2019.

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276 **It was MOVED Hayat**  
277 **That the Elections to Council in Districts 1, 2 and 3 be held on March 29, 2019. CARRIED**

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280 **.06b Next Meetings of Council**

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- 281 ○ Council Training: Thursday, March 28, 2019 – ½ with a start at 12:00PM
  - 282 ○ Council Meeting: Friday March 29, 2019
  - 283 ○ Friday, June 21, 2019

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285 **2018.04.07 Adjournment**

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287 There being no further business,

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289 **It was MOVED Cohen**

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

**CARRIED**

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292 The Council Meeting was adjourned at 1:45PM.

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

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

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**Minutes approved at the Council Meeting on March 29, 2019**



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

**Action List**

College Council 2018.04 – December 14, 2018

<b>Item:</b>	<b>Responsibility:</b>	<b>Action:</b>	<b>Status:</b>
2017.03.04f	Rick Morris	Include a copy of the regulation amendment in the next Council materials, if available at that time.	In Process
2017.04.05b	Rick Morris	In the call for elections include an article with an appeal that encourages members with diverse skills and background to run.	Completed
2018.01.04b	Rick Morris	To begin the development and implementation of a formal Communications Plan.	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
2018.02.04a	Rick Morris	Work with the Committee Chairs and liaison staff to plan and implement the audits for 2018-2019.	In Process
2018.04.03a	Rick Morris	To circulate the consultation documents to the Council prior to distribution to the membership and other stakeholders.	Completed
2018.04.03b	Staff	That <i>Policy I – 10: Authority to Speak on Behalf of the College</i> be amended in the Colleges Policies and Procedures Manual.	Completed
2018.04.03c	Staff	To amend <i>Policy I – 12: Registrar's Performance</i> in the Colleges Policies and Procedures Manual.	Completed
2018.04.03d	Staff	To add <i>Policy III A-6: Integrated Risk Management</i> to the Colleges Policies and Procedures Manual.	Completed



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
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**President & Executive Committee Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

This report provides a summary of College-related activities and meetings in which I and the Executive have been involved since the December 2018 Council meeting.

I attended the Barbara Wand Seminar in mid-January and welcomed participants on behalf of the College Council. The morning started with a brief Tricky Issues discussion with Dr. Morris followed by a presentation on 'Addressing Cultural Diversity in Psychological Practice' by Dr. Natasha Williams Browne. Both parts of the morning gave opportunity for robust discussion and learning. There was good attendance in-person; most significantly, over a third of the membership was in attendance online, largely in groups that met in the workplace. The online participation continues to be significant suggesting that it offers members a practical professional development opportunity for learning in community. In addition, the twice a year half day format seems to be well-received.

Also in January, I met with Dr. Morris, Registrar and Executive Director, to begin the process of the Registrar's Performance Review. I completed a summary which was presented to the Executive in March. This is an *in camera* item on our agenda today which will complete the Performance Review process.

In preparation for the Executive meeting, the Finance and Audit Committee (FAC) met by teleconference on January 28, 2019. They reviewed the finances for the College as well as the proposed budget for the upcoming year beginning June 1, 2019. Please see the FAC report in the meeting materials.

The Executive Committee met on March 11, 2019, and welcomed Ms. Judy Cohen, Public Member, who was elected to the Executive by the Council at its December meeting. The Executive considered and discussed each of the decision items on the Council agenda for today. The proposed salary ranges for 2019 – 2022 and the Registrar's Performance Review were two *in camera* items discussed by the Executive, and they are both on the agenda for today. In addition, the Executive was pleased to appoint Dr. Marjory Phillips from the University of Waterloo to the Council as an Academic Member for a two year term, and Judy Cohen to the vacant Public Member position on the FAC for the remainder of the fiscal year.

Respectfully submitted,  
Lynette Eulette



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
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**Registrar & Executive Director's Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

**Use of Title *Psychologist***

On February 8, 2019, a consultation survey on the Council's decision regarding the "Use of the Title *Psychologist*" was distributed to the members of the College with a response deadline of April 12, 2019. To date, 2,177 surveys have been received in addition to several submissions from members who wished to further elaborate on the topic, as well as other stakeholders. In addition, a request for feedback was widely distributed to stakeholders including the other Canadian regulators of Psychology, the other Ontario Health Regulatory Colleges, ASPPB, the three professional associations, the Directors of Clinical Training and the Internship Directors, the Association of Chiefs of Psychology of Ontario School Boards, the Public and Catholic Boards of Education, Children's Mental Health Centres, and the Office of the Fairness Commissioner of Ontario. A survey directed to the public was also posted on the Ontario Health Regulators Facebook page. To date, this survey has received no responses. The information from the consultation will be analyzed and collated and provided to Council at the June 2019 meeting.

**Communication Strategy and Modernization Project**

At the direction of Council, the College undertook to engage the services of a communications consultant to review the College's current communication processes used to engage with members and other stakeholders. The goal of the review is to obtain a comprehensive plan directed at modernization, improvement and enhancement of the College's communication strategies, with recommendations to achieve this goal. In the late fall, a Request for Proposals (RFP) was circulated to seven potential contractors. Of the seven, three proposals were received. Using a scoring rubric to evaluate the proposals against the criteria of the RFP, the proposal submitted by the *C(GROUP)* selected and a contract signed.

One of the many strengths of the *C(GROUP)* is their familiarity and experience with other regulators including the Ontario Health Colleges of Occupational Therapists, Kinesiologists, Medical Laboratory Technologists, Medical Radiation Technologists, Audiologists and Speech Language Pathologists, of Ontario, Dietitians, and Naturopaths. As well, *C(GROUP)* has worked with the Ontario College of Social Workers and Social Service Workers and the Law Society of Ontario, and others. This experience within the regulatory environment, especially with other Ontario health Colleges was viewed as a significant advantage permitting them to 'hit the ground running'. The *C(GROUP)* has begun its work and we anticipate completion of the review and presentation of recommendations by the end of April.

**Office Premises Lease**

The current lease on the office premises ends in December 2021. Research suggests that discussions regarding continuing at the current location or moving to a new site should begin over the next few months. To this end, the College held interviews with four prospective real estate agents and selected Ms. Cathy Bongard, Associate Vice President, CBRE Limited, Real Estate Brokerage to act on our behalf. Ms. Bongard was the agent who handled the College negotiations in 2011 resulting in the current lease. Two initial steps are being taken. Ms. Bongard will speak with the landlord regarding his willingness to

negotiate a new lease and obtain some tentative ideas regarding the terms of the renewal. This will permit some decision-making with respect to renewing or needing to look elsewhere. In considering a lease renewal, we are assessing future needs and a space planning exercise is being undertaken to determine the way in which the current space can be maximized for most efficient use.

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO  
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**Staff Presentations Report to Council**

January 1, 2019 – March 31, 2019

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

- January 17, 2019 *Tricky Issues*, Ottawa Mentorship Group, Royal Ottawa Mental Health Centre, Ottawa
- January 18, 2019 *Case Conference Presentation*, University of Ottawa, Ottawa
- January 18, 2019 *Issues in Professional Practice*, Ottawa Area Interns, Ottawa
- January 21, 2019 *Tricky Issues in Professional Practice*, Barbara Wand Seminar, Toronto
- January 31, 2019 *Issues in Working within CSC*, CSC Ethics Day, Kingston
- March 13, 2019 *Ethical Issues in Profession Practice* - Baycrest Centre for Geriatric Care, Toronto
- March 21, 2019 *Tricky Issues in the Professional Practice of Psychology* - Ethics, Diversity, and Professional Issues in Clinical Psychology Course, University of Waterloo, Waterloo

**Mr. Barry Gang, Deputy Registrar & Director of Professional Affairs**

- January 18, 2019 *Strengthening School Psychology & College Updates*, Association of Chief Psychologists of Ontario School Boards, Toronto



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

**Discipline Committee Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

**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	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**

No referrals were made to the Discipline Committee in the 3<sup>rd</sup> Quarter.

**Hearings**

One hearing was held by the Discipline Committee in the 3<sup>rd</sup> quarter:

1. Ms. Elena Baskakova: [https://members.cpo.on.ca/public\\_register/show/21556](https://members.cpo.on.ca/public_register/show/21556).

A hearing was held on February 27, 2019. The Discipline Committee panel made findings of professional misconduct with respect to Ms. Baskakova's failure to supervise adequately a person under her professional responsibility, and failure to keep appropriate records. The panel found that Ms. Baskakova breached the professional misconduct regulation sections 1.2, 1.5, 1.19 and 1.34, as well as Standards 2.1 (General Conduct), 3.1.1 (Responsibility for Psychological Services), 4 (Supervision) and 9.2 and 9.5 (Records and Record Keeping.)

The panel imposed an Order, which included a Reprimand, that Ms. Baskakova enter into an Undertaking with the College requiring her to complete a 12-month period of coaching.

**Ongoing matters**

There are three outstanding matters before the Discipline Committee for which Notices of Hearing have been issued:



1. Dr. Reuben Schnayer: [https://members.cpo.on.ca/public\\_register/show/328](https://members.cpo.on.ca/public_register/show/328).

A referral was made to the Discipline Committee on May 23, 2018. At issue are allegations of professional misconduct in that Dr. Schnayer failed to report a child in need of protection pursuant to the *Child and Family Services Act*, R.S.O. 1990, c. C.11. This matter is scheduled for a hearing on March 22, 2019.

2. Dr. Bonnie Seidman: [https://members.cpo.on.ca/public\\_register/show/2652](https://members.cpo.on.ca/public_register/show/2652).

A referral was made to the Discipline Committee on June 19, 2018. At issue are allegations of professional misconduct in that Dr. Seidman engaged in a personal and sexual relationship with an individual who was a client receiving psychological services at her clinic and was seen by Dr. Seidman's supervisee. This matter is scheduled for a hearing on May 28, 2019.

3. Dr. Judith Pilowsky: [https://members.cpo.on.ca/public\\_register/show/2644](https://members.cpo.on.ca/public_register/show/2644).

A referral was made to the Discipline Committee on November 9, 2018. At issue are allegations of professional misconduct in that Dr. Pilowsky provided psychological services to an individual with whom she had previously been in a romantic and sexual relationship, and with whom she remained close friends. A date for a hearing has not been set.

Respectfully submitted,

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



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

**Quality Assurance Committee Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

**Committee Members:**

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

**Staff:**

Barry Gang, Deputy Registrar, Director Professional Affairs  
Julie Hahn, QA Coordinator, Professional Affairs

The Committee met on January 25 and March 15, 2019. As reported to the December Council meeting, the Committee reviewed the CPD documents of 17 members who had already completed the requirements of the Mandatory CPD program before the June 2019 deadline. These members volunteered their information to assist the Committee in planning for auditing of the Program. Having been through the exercise, this meeting was focused on 'next steps' in anticipation of the first group of odd-numbered registrants making their Declarations of Completion by the end of June 2019. Information gathered by the Committee during this exercise, to help members plan and record their CPD activities, has been provided in the most recent e-bulletin.

The Committee discussed ways to support and assist members in obtaining the required 50 credits, with supporting and adequate documentation. In addition, since Peer Assisted Reviews include a review of a member's CPD activities, additional information will be included in the PAR materials for the Member and the Reviewers to assist with this.

This is a new area of focus for the Committee and further discussions are ongoing concerning the facilitation of a smooth and helpful audit process. In anticipation of the need to continue developing and fine tuning the process, and to review audit files, the Committee has undertaken to meet more frequently in the coming year.

**Peer Assisted Review Activity Summary (June 1, 2018 - February 28, 2019):**

<b>Peer Assisted Reviews 2018</b>	
Carried over from previous year	19
Failure to comply with SAG requirements Fall 2018	2
Random selection Fall 2018	5
Stratified Random selection ('Solo' Private Practitioners Fall 2018	35
Reviews Completed	(3)

Exemption/Deferrals Granted Deferrals Granted <sup>1</sup>	(12)
Total Reviews Outstanding for 2018/19	46

The Committee reviewed one PAR report which had been completed using the new report form and found that the format enhanced the Committee's ability to understand and consider the reviewers' observations. Based upon the positive report, the Committee did not believe that any action was required with respect to the matter reviewed.

The Committee discussed the 2019 - 2020 PAR stratified random selection criteria and decided that, with the practice of supervision on many members' minds, members who identify as providing supervision would form the pool from which the stratified random selection would be made. It is believed that this will present an opportunity to identify trends with respect to how members implement the revised supervision standards; address some of the challenges members may be experiencing; and, facilitate the sharing of information about good practice and reviewer recommendations.

The Committee began the process of developing a guide to facilitate self-reflection as a tool that members may wish to use when completing the Self-Assessment Guide and in planning and reviewing their CPD goals and objectives.

Scheduling of the next meeting is pending.

Respectfully submitted,  
 Judy Cohen, Chair  
 March 15, 2019

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<sup>1</sup> Exemptions or Deferrals may be granted in exceptional circumstances including serious illness, ceasing to practise due to change of membership status, or relocation out of jurisdiction



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

**Client Relations Committee Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

**Committee Members:**

Christine DiZazzo (Chair)	Council	Janice Currie	Council
Kofi-Len Belfon	College	Maya Hammer	College
Kristin Bisbee (Vice-Chair)	Public Member	Emad Hussain	Public Member
Ester Cole	College		

The Committee met once during the third quarter, on Monday, December 17, 2018

At the meeting, the Committee elected Kristin Bisbee as Vice-Chair.

The Committee has drafted a policy to enhance supports available to clients who have alleged sexual abuse by members, when they are involved in College matters related to the alleged abuse. Work on this initiative will continue with the involvement of other College program areas.

The Committee's review and enhancement of sexual abuse and boundary violation prevention resources has resulted in the updating of existing documents and creation of a new Discussion Guide for members. These are available on the College website and were announced in the last e-bulletin.

The Committee reviewed College *Policy I-1: Policy Development and Maintenance*. The current policy places the responsibility for policy development and maintenance with the Client Relations Committee. An amended policy, which more accurately reflects the participation of the Committee to which a policy applies, was recommended to the Executive Committee for consideration.

At the request of the Executive Committee, the Client Relations Committee discussed amendments to *Policy I-5: Confidentiality Obligations and Handling of Confidential Materials*. Amendments to the policy which address the storage and transmission of electronic information have been recommended to the Executive Committee.

Funding for Clients Who Have Been Sexually Abused by Members

There are four individuals currently receiving funding in relation to sexual abuse by members.

Respectfully submitted,  
Christine DiZazzo, Chair  
March 13, 2019



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

**Fitness to Practice Committee Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

**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 third quarter.



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

**Finance and Audit Report to Council**

Third Quarter, December 1, 2018 – February 28, 2019

**Committee Members:**

Lynette Eulette (Chair)	Council	Alana Holmes	College
Dorothy Cotton	Council	Cory Richman	Public Member

The Finance and Audit Committee (FAC) met by teleconference on January 28, 2019. The Committee reviewed the Unaudited Financial Statements, the Variance Report, and the Investment Report, all to November 30, 2018, the end of the second quarter.

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

[Note from the Registrar: The Statement of Revenue and Expenses has been updated since the FAC meeting. At that time, information was available for the six-month period ending November 30, 2018. The attached Statement and the Balance Sheet reflects the College position to the end of eight months, January 31, 2019.]

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period September 1, 2018 to November 30, 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.

**2019-2020 Budget**

The FAC reviewed the proposed budget for 2019-2020 which is provided separately. The FAC recommended approval of the budget as submitted.

**Attachments**

1. Statement of Revenue and Expenses to January 31, 2019
2. Balance Sheet to January 31, 2019 (unaudited)

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

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**STATEMENT OF REVENUE & EXPENSES**  
**8 Periods Ended 31/01/2019**

	2018-2019 Budget	Budget YTD	2018-2019 YTD	2018-2019 % To Date	Expected % To Date	% Variance YTD	\$ Variance YTD	Year-End 31-May-19
<b>REVENUE</b>	3,503,250	2,356,333	2,360,434	67%	67%	0%	4,101	3,534,300
<b>COST OF SALES</b>	295,000	266,167	265,901	90%	90%	0%	(266)	303,500
<b>GROSS MARGIN</b>	3,208,250	2,090,167	2,094,533	65%	65%	0%	4,366	3,230,800
<b>EXPENDITURES:</b>								
Governance	94,734	58,423	57,323	61%	62%	-2%	(1,099)	100,034
Registration	98,000	65,333	58,299	59%	67%	-11%	(7,034)	92,500
Client Relations, Communications & Education	36,150	24,100	15,655	43%	67%	-35%	(8,445)	30,500
Quality assurance	38,450	25,633	7,821	20%	67%	-69%	(17,813)	31,350
Investigations and resolutions	147,700	98,467	81,065	55%	67%	-18%	(17,401)	148,943
Hearings	357,900	238,600	179,203	50%	65%	-25%	(59,397)	354,400
Government relations	0	0	0	0%	0%			0
Liaison (Professional Organizations)	36,600	23,458	25,290	69%	69%	8%	1,832	38,882
Administration	2,569,000	1,712,667	1,593,509	62%	67%	-7%	(119,158)	2,536,582
<b>Total Expenditures</b>	<b>3,378,534</b>	<b>2,246,681</b>	<b>2,018,166</b>	<b>60%</b>	<b>66%</b>	<b>-10%</b>	<b>(228,515)</b>	<b>3,333,191</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>(170,284)</b>	<b>(156,514)</b>	<b>76,367</b>	<b>-45%</b>	<b>67%</b>	<b>-149%</b>	<b>232,881</b>	<b>(102,391)</b>

# ***THE COLLEGE OF PSYCHOLOGISTS***

**Balance Sheet**  
As Of January 31, 2019

**Unaudited**

<u>ASSETS</u>	Current Year	Prior Year
Current assets:		
Petty Cash	174.60	200.00
Bank	1,179,077.42	553,720.12
Cash Equivalents	1,128,201.47	418,391.47
Short Term Investments	4,502,760.69	5,872,854.63
Accounts Receivable Control	39,622.05	27,576.56
Interest Receivable	327.71	4,077.26
Prepaid Expenses	33,589.65	70,928.24
Total current assets	6,883,753.59	6,947,748.28
Fixed assets:		
Furniture & Equipment	54,210.55	54,210.55
Computer Equipment	72,719.88	70,785.32
Leasehold Improvements	201,445.38	197,547.38
Website & Database Development	288,308.51	288,308.51
Less accumulated depreciation	547,505.10	482,397.02
	69,179.22	128,454.74
Other assets:		
Long Term Investment	43,411.52	97,595.06
	43,411.52	97,595.06
	6,996,344.33	7,173,798.08
<u>LIABILITY AND SHAREHOLDER'S EQUITY</u>		
Current liabilities:		
Accounts Payable Control	51,605.21	91,401.06
Accounts Payable Other	152,682.75	140,718.49
Employee Tax Deductions Payab	20,396.48	19,867.95
Prepaid Fees	1,070,906.73	1,039,090.21
Peer Mentorship Clearing	(6,780.00)	0.00
Total current liabilities	1,288,811.17	1,291,077.71
Long term liabilities:		
	0.00	0.00
Shareholder's equity:		
Retained Earnings	1,457,355.79	1,461,944.58
Investigations & Hearings Reserve Fund	850,000.00	850,000.00
Contingency Reserve Fund	1,000,000.00	1,000,000.00
Fee Stabilization Reserve Fund	1,000,000.44	1,000,000.44
Website & Database Development Reserve Fund	243,810.25	243,810.25
Premises Reserve Fund	1,000,000.00	1,000,000.00
Fair Registration Practices Reserve Fund	80,000.00	80,000.00
Profit (loss) for period	76,366.68	246,965.10
Total shareholder's equity	5,707,533.16	5,882,720.37
	6,996,344.33	7,173,798.08





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

**THE BARBARA WAND SEMINAR IN PROFESSIONAL ETHICS,  
STANDARDS AND CONDUCT  
January 21, 2019**

**Addressing Cultural Diversity in Psychological Practice  
*Dr. Natasha Williams, 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, January 21, 2019 at Vantage Venues in Toronto. Once again, the Seminar was offered to members as a live webinar. We are pleased that this event continues to enjoy robust registration. The majority of participants were members of the College but as in the past, we were joined by a number of graduate students and some non-members.

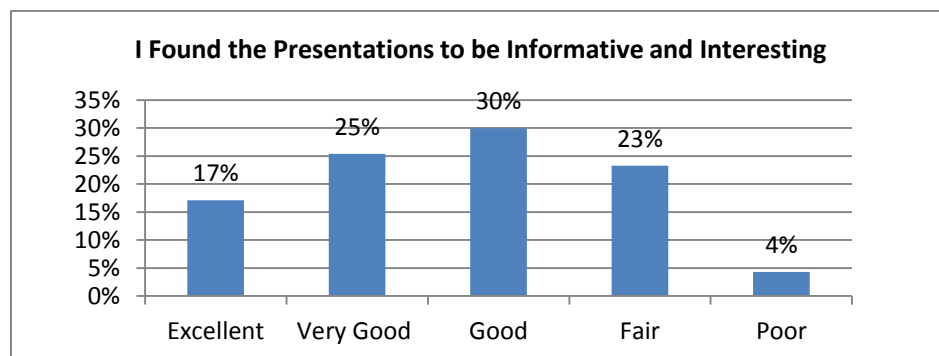
The total number of attendees, including both in-person and webinar, was approximately 2,100. This included 157 individuals who registered to attend in-person and 858 webinar viewing sites. Many webinar registrants watched in groups, some as large as 30, for a total of approximately 1,945 webinar participants.

The Barbara Wand Seminar was offered at no charge to members and graduate psychology students in keeping with the College's wish to support and encourage continuing education.

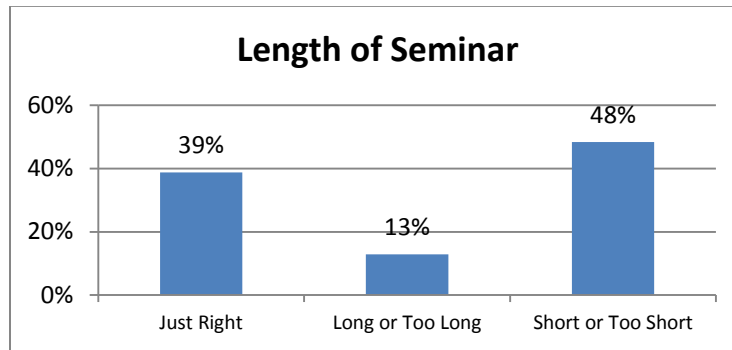
This year the College was pleased to offer live captioning of the webcast and was also able to respond to several requests for transcripts. The transcript and a link to the captioned archive recording are both available on the College website.

The evaluation of the Seminar was completed on-line with 368 (17%) of the participants responding.

When asked whether they found the presentations to be "Informative and Interesting", 72% of respondents reported that the Seminar was *Excellent, Very Good or Good*.

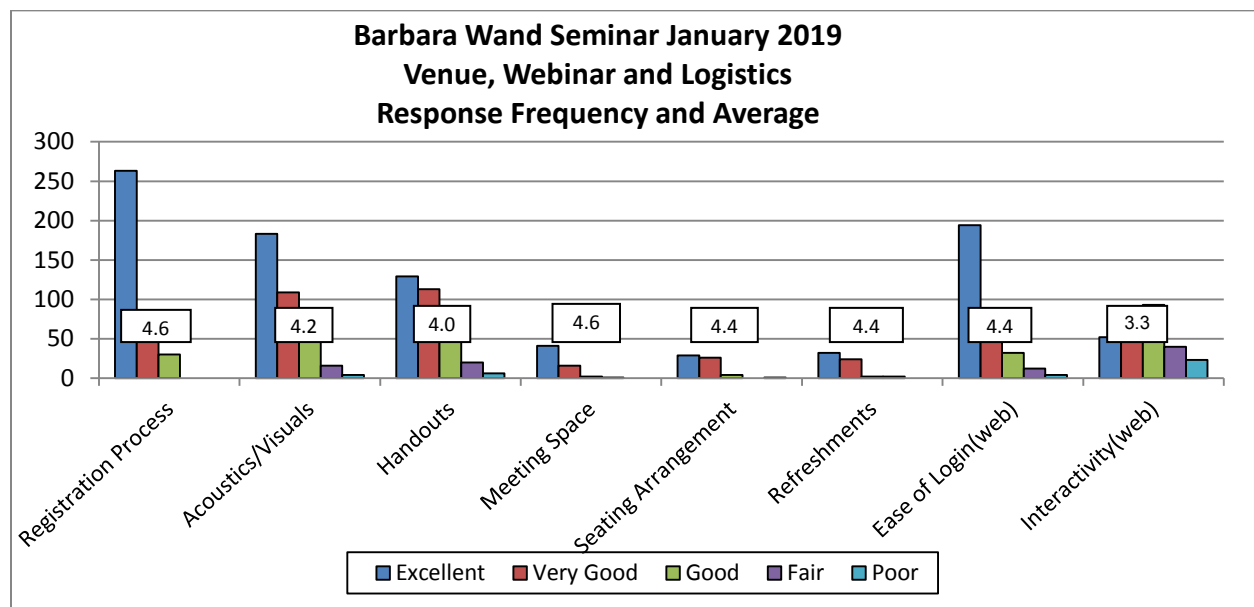


When asked about the length of the Seminar, 39% of respondents indicated that they found it to be *Just Right*, although 48% of respondents found it to be *Short or Too Short*.



As well as completing the five-point scale questions in the survey, many respondents provided additional comments about the Seminar. Most of these were positive and related to the quality of the speakers and relevance of the topic to members’ practices. As in the past, there were many requests for more time to be dedicated to “Tricky Issues”. Participants acknowledged Dr. Williams’ expertise and skill as a presenter, however many believed that too much audience participation prevented her from providing a more in-depth presentation of her topic.

The majority of members rated the registration process, and other venue and webinar logistics 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.



In 2016, the College Council decided to offer the Barbara Wand Seminar twice a year for a half day, with one of the two events being held outside of Toronto. This has made it possible for a greater number of people.

The next Seminar will be held at the Shaw Centre in Ottawa on June 12, 2019 with Dr. Morris presenting “Tricky Issues” and Mr. Gang presenting “Sticky Issues”. Further information regarding both in-person and webinar participation will be available shortly.

Respectfully submitted,

Barry Gang, MBA, Dip.C.S., C.Psych.Assoc.  
Deputy Registrar & Director, Professional Affairs  
March 21, 2019



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

**Briefing Note – March 2019 Council Meeting**

**Revision to the Definition of the Practice Area of *School Psychology***

**Strategic Direction Reflection**

*Developing, establishing and maintaining standards of qualifications for individual seeking registration;  
Supporting and assisting members to meet high standards*

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

That the proposed changes to the definition of the practice area of *School Psychology* be approved.

**Moved By**

TBD

**Background**

The practice area of *School Psychology* was recognized by the College in 1994 along with other practice areas when the *Psychology Act, 1991* came into force. The definitions of practice areas are approved by College Council with the current definition of *School Psychology* approved in March 2004.

In March 2018, the Association of Chief Psychologists with Ontario School Boards (ACPOSB) approved a number of changes suggested by an ACPOSB Working Group: Dr. Maria Kokai, Dr. Debra Lean, Dr. Tim Hogan, Ms. Diane Lood, Ms. Kari Squarzolo, and Ms. Karin Mertins; all members of the College. A request that these changes to the current definition be considered was submitted in April 2018. The proposal was reviewed and, with some modifications, was approved by the Registration Committee at their Plenary Session in May 2018 with a request that it be brought to Council for approval.

The proposal was reviewed by the Executive Committee at its meeting earlier in March 2019 and with some small modifications, is recommending that it be approved by Council.

**Rationale**

In explaining the rationale for the requested modifications, Dr. Debra Lean from the Working Group noted the following:

*School psychology assessments have evolved over the last number of years. Long gone are the days of administering a WISC and an academic measure and then determining that the student met criteria for eligibility for special education; when an exceptional student did not require a diagnosis and there were no specific categories. The term psychoeducational fit those requirements. Now, we find that our assessments of students are comprehensive. We have to assess the whole student, and not just "IQ" and "academic skills". As well, we are not only assessing students to determine eligibility for special education. With the rise in child and youth mental health problems, we need to look at not only intellectual, processing and academic skills, but social, emotional and mental health as well. We are often referred students whose main*

*problems are mental health issues, such as anxiety and depression, without learning problems. Therefore, we hope to abandon the outdated term “psychoeducational” and replace it with what we do, “psychological”.*

**Budgetary Implications:**

None

**Attachments**

1. *Tracked Changes version of the amended definition of School Psychology as approved by the Registration Committee in May 2018*

**Contact for Questions**

Lesia MacKanyyn, Director, Registration



# Definitions of Practice Areas

## School Psychology

All members of the College of Psychologists require the following minimum working knowledge base:

- knowledge in the foundational content areas of psychology, i.e., the biological bases of behaviour, the cognitive affective bases of behaviour, the social bases of behaviour, and the psychology of the individual;
- knowledge of learning;
- knowledge of all relevant ethical, legal and professional issues;
- knowledge of research design and methodology;
- knowledge of statistics; and,
- knowledge of psychological measurement.

**School Psychology** is the application of knowledge about human behaviour, [mental health](#), and development to the understanding of the social, emotional and learning needs of children, adolescents and adults, and to the creation of learning environments that facilitate learning, ~~and~~ [mental health and well-being](#). To declare competence in school psychology, members are expected to be currently practising, or to have had substantial practice, in a school setting.

In addition to the above minimum knowledge base, members practising in **School Psychology** require [the](#) following:

- knowledge of intellectual, [academic](#), social, behavioural and emotional assessment;
- knowledge of psychodiagnostics;
- knowledge of exceptional ~~learners~~ [students and Ontario's current classification and definitions of exceptionalities](#);
- knowledge of normal lifespan development and cross-cultural differences in learning and socialization;
- knowledge of [common](#) developmental [challenges](#) and general psychopathology;
- knowledge of [academic](#), instructional and remedial techniques;
- knowledge of ~~multidisciplinary~~ [interdisciplinary](#) team approach for case management, [program planning and crisis intervention](#);
- knowledge of [consulting](#), counselling, [and primary, secondary and tertiary intervention programs and](#) ~~psychoeducational and early intervention~~ techniques;
- knowledge of systems and group behaviours within, and related to, the school organization, [including school climate and culture](#).

Practitioners who provide services in **School Psychology** should be aware of the impact of medication and medical conditions on learning and behaviour.

For members practising **School Psychology** the following minimum skills are required:

- the ability to perform an appropriate psychological assessment;
- the ability to formulate and communicate a differential diagnosis;
- ~~the ability to plan, execute and evaluate an appropriate psychoeducational intervention~~;

- the ability to plan, execute and evaluate appropriate [academic and therapeutic prevention and intervention](#) programs:
- the ability to work in interdisciplinary teams and to consult with parents, teachers and relevant others:

| **Approved March ~~2004~~2019**



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

**Briefing Note – March 2019 Council Meeting**

**Revisions to *Policy I-1: Policy Development and Maintenance***

**Strategic Direction Reflection:**

*Advancing the Council's governance practices.*

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

That *Policy I-1: Policy Development and Maintenance* be amended by:

1. Removing oversight and responsibility for policy and maintenance from the Client Relations Committee Terms of Reference/Role;
2. Clearly assigning responsibility for drafting new policies or suggesting amendments to existing policies, to the relevant Committee; and,
3. Assigning the review of draft new policies or suggested amendment of existing policies for consistency with other College policies and by-laws to the relevant Committee.

**Moved By** TBD

**Rationale**

The current policy places the responsibility for policy review and maintenance with the Client Relations Committee (CRC). This policy was drafted in 2007 and has not been substantially revised since that time. Experience over the past decade has shown that involving the CRC does not add value but has been solely an unnecessary step in the process. In reality, the need for a new policy is initiated by the relevant Committee which prepares a draft for review by the Executive and approval by Council. Similarly, amendments to policies follow the same path. This appears to be appropriate as it is the relevant Committee which has the necessary familiarity with the subject matter in question.

Policies are reviewed on a regular basis as per the review date noted on each policy. These reviews are prompted by the Deputy Registrar. While it can be said he is doing so on behalf of the CRC; the CRC is not involved in the process. Status reports on the policy reviews can be provided to the Executive Committee on behalf of the Council to whom all Committees report.

The extent of the changes to the current policy suggested that to provide a “tracked changes” version would not be useful as there would be so many changes and deletions making it very difficult to follow. Rather, attached are “clean” copies of the Current and the Revised versions. By reviewing these, one can see the change in focus and process being suggested.

**Attachments**

1. Current *Policy I-1: Policy Development and Maintenance*
2. Revised *Policy I-1: Policy Development and Maintenance*

**Contact for Questions**

Barry Gang, Deputy Registrar & Director of Professional Affairs



<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> FRAMEWORK and GOVERNANCE			<b>POLICY #:</b> I - 1
<b>POLICY:</b> Policy Development and Maintenance		<b>COVERAGE:</b> Council, Committees, Task Forces, Work Groups	
<b>CREATED:</b> March 2007	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2015/2016	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The College will develop and maintain current policies and procedures.

**PROCEDURE:**

1. Policy Development and Maintenance shall be a role of the Client Relations Committee.
2. Development of new policies and procedures
  - a) The concept for the new policy will be approved by the Executive including the allocation of appropriate resources for the development of a draft policy.
  - b) The draft policy will be reviewed by the Executive which will consult with the Finance and Audit Committee regarding any budgetary implications for the implementation of the proposed policy.
  - c) The draft policy, endorsed by the Executive, will be presented to Council for approval.
  - d) All policies will include an anticipated review date which shall be no later than three years from the date of approval.
  - e) The approved policy will be provided to the Client Relations Committee for formatting and integration into the College's Policy Manual.
  - f) The Client Relations Committee will review the policy for consistency with existing policies and bylaws and refer any concerns to the Executive.
3. Review and updating of existing policies and procedures
  - a) All policies will include an anticipated review date which shall be no later than three years from the date of the last review.
  - b) Annually, the Client Relations Committee will identify all policies due for review and direct these to the appropriate committee.
  - c) Any proposed changes to the policy or the procedures arising from the review will be referred to the Executive.
  - d) The proposed changes will be reviewed by the Executive which will consult with the Finance and Audit Committee regarding any budgetary implications for the implementation of the proposed changes.
  - e) The revised policy, endorsed by the Executive, will be presented to Council for approval.
  - f) The approved policy will be provided to the Client Relations Committee for formatting and integration into the College's Policy Manual.
  - g) The Client Relations Committee will review the policy for consistency with existing policies and bylaws and refer any concerns to the Executive.

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> FRAMEWORK and GOVERNANCE			<b>POLICY #:</b> I - 1
<b>POLICY:</b> Policy Development and Maintenance		<b>COVERAGE:</b> Council, Committees, Task Forces, Work Groups	
<b>CREATED:</b> March 2007	<b>REVISED:</b> March 2019	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The College will develop and maintain current policies and procedures.

**PROCEDURE:**

1. Development of New Policies and Procedures
  - a) Should a Committee determine the need for a new policy, that Committee will prepare a draft which sets out the "Policy Statement", the "Procedure" and the recommended date of the "Next Review".
  - b) In creating the policy, the Committee will ensure it is consistent with existing policies and by-laws.
  - c) The draft policy will be reviewed by the Executive Committee which will consult with the Finance and Audit Committee regarding any budgetary implications, if necessary.
  - d) The Executive Committee will:
    - i. endorse the draft policy and recommend its approval to Council;
    - ii. return the draft policy to the relevant Committee for further discussion; or,
    - iii. determine the draft policy is unnecessary.
  - e) All policies will include an anticipated review date which shall be no later than three years from the date of approval.
  - f) Approved new policy will be provided to the Office of the Registrar for formatting and integration into the College's Policy Manual.
  
2. Reviewing and Updating Existing Policies and Procedures
  - a) All policies will include an anticipated review date which shall be no later than three years from the date of the last review.
  - b) Annually, staff will identify all policies due for review and notify the appropriate Committee Chair and staff liaison and will report on the status of the reviews to the Executive Committee.
  - c) Any proposed changes to the policy or the procedures identified by the relevant Committee will be referred to the Executive. In proposing amendments, the Committee will ensure they are consistent with existing policies and by-laws.  
The proposed changes will be reviewed by the Executive which will consult with the Finance and Audit Committee regarding any budgetary implications, if necessary.
  - d) The Executive Committee will:
    - i. endorse the proposed changes and recommend its approval to Council;
    - ii. return the proposed changes to the relevant Committee for further discussion; or,
    - iii. determine the proposed changes are unnecessary.
  - e) Approved amended policies will be provided to the Office of the Registrar for formatting and integration into the College's Policy Manual.



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

**Briefing Note – March 2019 Council Meeting**

**Amendments to *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials***

**Strategic Direction Reflection**

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

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

That the proposed amendments to *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials* be approved.

**Moved By** TBD

**Rationale**

The College's current *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials* was developed when most of the College's information was stored, transmitted and viewed in paper form. This has changed significantly in the past 12 years as the College has moved from paper to digital media. As a result, the policy, as currently written, does not address electronically stored and transmitted materials. The suggested amendments would address the requirements for storing, transmitting and viewing electronic data to ensure sufficiently stringent conditions are in place to ensure the security and confidentiality of the information.

As noted in the attached "tracked changes" version of *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials* several changes are recommended to address the handling of electronic information.

The current policy requires that individuals confirm, in writing to the Registrar or designate, that they have securely shredded materials that are no longer needed. To date, this has not occurred, and no problems have been reported. To comply with this component of the policy would result in a considerable administrative burden therefore this requirement has been deleted. If such a confirmation were necessary, a system would need to be established to track all files/documents that went to Council, panel and Committee members about which the Registrar should expect to receive a destruction notice. The system would need to include a reminder schedule to trigger a follow up on any confirmations not received and a tracking system to note the confirmation was received. Without such a system to manage, track and follow up on documents/file, one could ask how the College ensures compliance with the policy. This step would result in a significant administrative burden for something that, to date, has not been a problem.

In reviewing the policy, it was noted that it did not extend to College staff who regularly store, transmit and view documents and files. The proposed amendment would extend the coverage of the policy to staff.

**Risk**

The College must take steps to protect documents and files against unauthorized access stored both in paper and digital formats. Establishing rules to protect against unauthorized access to confidential electronic documents serves to mitigate preventable confidentiality breaches.

**Budgetary Implications**

None

**Attachments**

1. "Tracked Changes" version of *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials*.

**Contact for Questions**

Barry Gang, Deputy Registrar and Director of Professional Affairs

College of Psychologists Policy and Procedure Manual			
<b>SECTION:</b> FRAMEWORK and GOVERNANCE			<b>POLICY #:</b> I - 5
<b>POLICY:</b> Confidentiality Obligations & Handling of Confidential Materials		<b>COVERAGE:</b> Council, Committees, Task Forces, Work Groups, <a href="#">College Staff</a>	
<b>CREATED:</b> March 2007	<b>REVISED:</b> <a href="#">March 2019</a>	<b>NEXT REVIEW:</b> <del>2016/2017</del> TBD	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

Everyone performing activities on behalf of the College will maintain confidentiality with respect to any information obtained in the course of this involvement and take reasonable steps to ensure that materials are maintained in a secure and confidential manner.

**PROCEDURE:**

1. At the first meeting of the year of Council or any Committee or at the first meeting of a Task Force or Work Group, the President or Chair will discuss the confidentiality obligations of each member. In doing so, each person will be provided with a copy of the relevant section(s) of the *Regulated Health Professions Act, 1991* which address confidentiality.
2. Every person shall indicate that he/she understands his/her obligations, and this will be documented in the minutes or notes of the meeting.
3. When [confidential](#) materials are distributed in advance of a meeting, the ~~member-recipient~~ shall make ~~every~~-reasonable efforts to ensure the information is stored in a secure and confidential manner. [This includes ensuring that information stored on electronic devices is securely encrypted.](#)
4. [Care should be taken to ensure that, in accessing confidential information, it cannot be viewed by others not entitled to see it.](#)
5. [Only confidential documents accessed from a College approved web-based collaborative platform such as SharePoint should be opened or reviewed via unsecured public wi-fi networks including, but not limited to those in airports, on trains, or in hotels or restaurants.](#)
6. [College staff should ensure that confidential information provided by the College is done through a College approved web-based collaborative platform such as SharePoint or through some other secure means.](#)
7. [Council and Committee members allowing confidential information to be handled by other authorized individuals, including but not limited to support staff, must ensure that those individuals agree to maintain the security, confidentiality and integrity of the confidential materials in their care.](#)
8. Materials that are used at a meeting and are no longer needed shall be left with College staff for appropriate disposal. [If the information is provided or stored on an electronic device, it must be](#)

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> FRAMEWORK and GOVERNANCE			<b>POLICY #:</b> I - 5
<b>POLICY:</b> Confidentiality Obligations & Handling of Confidential Materials		<b>COVERAGE:</b> Council, Committees, Task Forces, Work Groups, <a href="#">College Staff</a>	
<b>CREATED:</b> March 2007	<b>REVISED:</b> <a href="#">March 2019</a>	<b>NEXT REVIEW:</b> <del>2016/2017</del> TBD	<b>PAGE #:</b> 2 of 2

[securely removed<sup>1</sup> from the device in a manner that eliminates the possibility of reconstruction or removal, as soon as possible after the meeting.](#)

9. Information that is required for future meetings will be securely stored or left with College staff for re-distribution at the time that it is needed.
10. Upon completion of an individual's term on Council, a Committee, Task Force or Work Group, all materials pertaining to College activities collected in the course of involvement shall be:
  - (a) returned to the College for appropriate disposal, ~~or;~~
  - [\(b\) shredded in a secure manner; or, ~~and written confirmation provided to the Registrar.~~](#)
  - [\(c\) securely removed from electronic devices in a manner that eliminates the possibility of reconstruction or retrieval.](#)
11. In discussing cases concerning individuals, members will endeavour to provide identifying information only when necessary and only to the extent necessary to fulfill the purposes of the meeting.
12. In discussing College activities outside of Council, the Committee, Task Force or Work Group setting, members may describe concepts and principles but will not discuss confidential College processes or information.
13. Members of panels of Committees will not discuss confidential information outside of the panel.

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<sup>1</sup> [Current information about how to securely remove information from electronic devices may be obtained from the Office of the Privacy Commissioner of Ontario \(www.ipc.on.ca\)](#)



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

**Briefing Note – March 2019 Council Meeting**

*Recovery of Discipline Costs*

**Strategic Direction Reflection**

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

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

- That *Policy II-4(iv): Recovery of Discipline Costs* be approved effective June 1, 2019.
- That the *Tariff Rate* be set at \$10,155 for a one-day hearing and \$6372.50 as the half day rate
- That an amount to be determined by Council be paid into the Fund for Therapy and Counselling

**Moved By**

TBD

**Background**

The issue of the recovery of costs in Discipline proceedings was first discussed by the College Council in 1995 and then again in 2005. On these occasions, the Council was reluctant to make a policy that costs be ordered in all cases but rather decided that, in principle, the College should review each case individually and to seek costs when appropriate. This is the current position of the College, although it appears that this is not something Discipline panels routinely consider as the College does not have a history of seeking costs.

Since 1993, costs have been ordered by a Discipline panel only 6 cases. The most recent case was in 2012 and, in this case however, it wasn't "Discipline Costs" that were ordered but rather, an order for funds to be applied to the Funding for Therapy Program.

The nature of these cases involved allegations of a serious nature, including sexual abuse and misconduct, and were accompanied by additional penalties, including suspension, revocation, reprimand, undertakings and/or terms conditions and limitations. In 4 of these cases, costs of \$5000 were ordered, and in two cases the order was for \$10,000; one of which was to be paid to the funding for therapy program. It should be noted, that in cases where there is a finding of sexual abuse, the RHPA permits the College to seek to have the disciplined member pay an amount to the fund for therapy or counseling, in addition to recovery of Discipline costs.

A review of the seven Discipline matters closed in 2017 - 2018 indicates the following costs:

Type of Expense	Range	Mean	Median
Legal	\$6,771 - \$140,433	\$41,353	\$32,697
Court Reporter, witness fees, etc.	\$293 - \$2212	\$719	\$1,930
Expert Opinion	\$2,100 - 8,775	\$2,653	\$2,850

At its November 2018 meeting, the Executive Committee considered this item and requested that the Discipline Committee draft a policy, with decision-making guidelines, with respect to the recovery of discipline costs. A further discussion took place at the March 2019 Executive Meeting to consider the policy and decision-making guidelines drafted by the Discipline Committee.

### **Rationale**

The Discipline Committee reviewed the background of this issue, the relevant legislative framework, and the approach used by other Colleges. This included a review of the various methods used to calculate the amount of the discipline costs as well as mitigating and aggravating factors that might raise or lower this amount. Based on these considerations, the Discipline Committee recommended that:

1. The College should seek costs in all discipline cases. This would remove uncertainty for both the College and members as to when and under what circumstances costs would be sought. The Committee believed that it was more transparent for a Discipline panel to exercise discretion with respect to the amount of costs the College would seek, rather than whether the College would seek costs at all.
2. The College should seek to recover discipline costs on the basis of a *Tariff Rate*. The Committee asked that the Executive and Council set the “tariff rate”. (see Attachment)
3. In cases involving sexual abuse, the College should seek payment into the Fund for Therapy and Counselling. The Committee asked that the Executive and Council determine whether the maximum amount (\$16,060) should be ordered to be paid into the fund, or some subset of that amount. The Committee believed that whatever the amount decided upon, arrangements should be made for this amount to be held in trust by a third party, such as the College’s general counsel, not the member’s counsel.

The Executive Committee reviewed the draft *Policy II-4(iv): Recovery of Discipline Costs* and recommended it be forwarded to Council for approval. In doing so, the Executive reviewed the matter of *Tariff Rates* and is recommending \$10,155 for a one-day hearing and \$6372.50 as the half day rate. (see Attachment).

The policy would require that, in sexual abuse cases, the College would seek payment by the member into the Fund for Therapy and Counselling. The Executive did not recommend an amount. Currently, the College must pay a maximum of \$16,060 per applicant, as set out in the legislation. It is suggested that normally the maximum amount, as set out in the regulations to the RHPA, will be sought, with the Discipline panel able to consider extenuating factors in making an order in each case.

The Executive Committee recommends that the effective date of the Recovery of Costs policy be June 1, 2019. This coincides with the new College fiscal year and provides time for the College to notify members and other stakeholders of the policy through the e-Bulletin.

### **Attachments**

- Information with Respect to *Tariff Rates*
- Draft *Policy II-4(iv): Recovery of Discipline Costs*

### **Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director



### Information with Respect to *Tariff Rates*

Regulatory Health Colleges in Ontario use various rates in determining the amount of the discipline costs to be recovered. One approach is to establish a *Tariff Rate* with respect to hearing costs. The College of Physicians and Surgeons of Ontario (CPSO) has done so in its Discipline Committee Rules of Procedure, as has the College of Registered Psychotherapists of Ontario (CRPO). The *Tariff Rate* is a flat rate based on the length of the hearing. Specifically, these Rules provide that where the College's request for costs includes the cost to the College of conducting a day of hearings, no evidence is needed to prove that cost, provided the cost request is less than or equal to the amount set tariff. The CPSO tariff rate is currently \$10,180.00; the CRPO tariff rate is currently \$4,460.00.

In establishing a tariff rate, the following costs for a one-day hearing were considered.

Item	Cost in 2017-18
3 professional Discipline Committee panel members - time <sup>1</sup>	\$1175.00
Travel, Accommodation and Meals for 'out-of-town' panel member	\$500
Independent legal counsel – time <sup>2</sup>	\$3,500.00
College prosecutor – time <sup>3</sup>	\$3,500.00
Court reporter – time <sup>4</sup>	\$455.00
Facility rental <sup>5</sup>	\$1,025.00
<b>Total:</b>	<b>\$10,155.00</b>

These costs are fairly standard and predictable. The calculation includes a standard rate for the more variable cost associated Travel, Accommodation and Meals (T.A.M.) for Discipline Committee panel members. It also does not include expert fees and expenses, or deliberation and decision drafting time. Most notably, it does not include investigation costs or the preparation time costs for the College prosecutor which would very significantly increase the overall costs.

Most College hearings proceed on the basis of an *Agreed Statement of Facts* and a *Joint Submission on Penalty* and are scheduled for half a day. A half-day tariff rate (4 hours) would include:

Item	Cost in 2017-18
3 professional Discipline Committee panel members – time	\$587.50
Travel, Accommodation and Meals for 'out-of-town' panel member	\$500
Independent legal counsel – time	\$2,000.00
College prosecutor – time	\$2,000.00
Court reporter – time	\$260.00
Facility rental <sup>6</sup>	\$1,025.00
<b>Total:</b>	<b>\$6372.50</b>

<sup>1</sup> Three professional members at \$325/day. Overhead for private practice members is \$200/day. Public members of the Discipline Committee are paid by the Province of Ontario, not by the College. This number contemplates one professional member of the Committee being eligible for the Overhead Allowance.

<sup>2</sup> Approximately \$500 per hour \* 7 hours.

<sup>3</sup> Approximately \$500 per hour \* 7 hours.

<sup>4</sup> \$65 per hour.

<sup>5</sup> Hearing room, and breakout rooms for the Committee, the College and the member. Where appropriate, the College also reserves a separate room for the client or witness. This cost has not been included.

<sup>6</sup> Facility rental rates are for the day, even for a half-day hearing.

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> Council and Committees			<b>POLICY #:</b> II – 4(iv)
<b>POLICY:</b> Recovery of Discipline Costs		<b>COVERAGE:</b> Discipline Committee	
<b>CREATED:</b> March 2019	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The College will seek to recover costs for disciplinary hearings in all discipline cases using the “Procedure” below to determine the appropriate recovery amount in any given case.

**PROCEDURE:**

1. The College normally will seek to recover discipline costs at no more than the tariff rate as approved by the College Council. The College may seek costs greater than the set tariff rate however, based on aggravating factors.
2. The College will determine the appropriate amount to recover. The determination of the actual amount sought will be made upon consideration of mitigating and aggravating factors, including:
  - a) Mitigating Factors:
    - The member has cooperated with the College throughout the course of the investigation;
    - The member has cooperated with the College in establishing an agreed statement of facts and a joint submission on penalty;
    - There appears to be a real question of law that merits testing; and/or
    - There are relevant issues with respect to the member’s personal, health and/or financial situation.
  - b) Aggravating Factors:
    - The member through their conduct has unnecessarily prolonged the hearing and increased costs beyond what might be reasonably expected in conducting a hearing;
    - The member has made unwarranted attacks on other professionals, including other members, legal counsel and/or College staff;
    - The severity/egregiousness of the alleged misconduct;
    - The member’s prior conduct and complaint history, e.g. the matter was referred to discipline after the alleged misconduct was already addressed by the ICRC;
    - The hearing is being held because the member breached an order by the Discipline or ICR Committees;
    - The member refuses to agree to undeniable statements of fact;
    - The misconduct appears to have been financially motivated, and/or the member has profited from the misconduct;
    - The member has been disingenuous or dishonest with respect to the investigation or hearing; and/or,
    - The member has demonstrated ungovernability.
3. In sexual abuse cases, the College will seek payment by the member into the Fund for Therapy and Counselling. This amount is distinct from, and in addition to, the recovery of costs for the hearing.

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> Council and Committees			<b>POLICY #:</b> II – 4(iv)
<b>POLICY:</b> Recovery of Discipline Costs		<b>COVERAGE:</b> Discipline Committee	
<b>CREATED:</b> March 2019	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 2 of 2

4. Payment into the Fund for Therapy and Counselling normally will be sought at the maximum amount as set out in the regulations to the RHPA. The College may consider mitigating circumstances in seeking an amount less than the maximum. This amount will be held in trust by a neutral third party, normally the College's general legal counsel.

DRAFT



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

**Briefing Note – March 2019 Council Meeting**

*Policy on Reporting to Police and Other Authorities*

**Strategic Direction Reflection**

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

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

That *Policy II-3(v): Reporting to Police and Other Authorities* be approved

**Rationale**

In November 2018, the Inquiries, Complaints and Reports Committee (ICRC) considered a policy on reporting criminal and provincial offences to the police and other relevant authorities. The Committee decided that it would be helpful to have a policy regarding such reporting. The *Regulated Health Professions Act, 1991 (RHPA)* allows information to be reported to the police and authorities and the considered situations in which such reports ought to be made. The development of a policy will offer guidance to the College regarding when it is appropriate that such reports be made. A policy also would offer transparency to members and the public regarding when and under what conditions such a report would be made as well as the process to be followed.

In reviewing this matter with legal counsel, it was discussed that the creation of a policy could minimally increase the liability risk to the College. It was pointed out however that, “while there may be a very marginal increase in the College’s risk as a result of instituting a policy on police reporting, the increase is so marginal that it should not influence the College’s decision-making as to whether or not a policy is appropriate.” Given this information, it was felt that the benefits of having a policy, with the guidance it can offer, outweighs the potential risks.

**Attachments**

1. Draft *Policy II-3(v): Reporting to Police and Other Authorities*

**Contact for Questions**

Ms. Zimra Yetnikoff, Director, Investigations & Hearings

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II – 3(v)
<b>POLICY:</b> Reporting to Police and Other Authorities		<b>COVERAGE:</b> Inquiries, Complaints and Reports Committee, Discipline Committee	
<b>CREATED:</b> December 2018	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 1 of 2

**POLICY STATEMENT:**

The College receives information through complaints and reports that may suggest that a member has committed a criminal act or other offence. For reasons of transparency and public protection, the College may report this information to the police or other relevant authorities, in compliance with this policy.

**BACKGROUND:**

Some allegations against members received by the College are of a nature that may appear to warrant criminal and/or provincial offence charges. These could include, but are not limited to, fraud, sexual abuse or failure to report child abuse, or abuse in a long-term care home or retirement home. This information may reach the College in a variety of ways, including through a complaint received and by a mandatory report.

Under the *Regulated Health Professions Act, 1991 (RHPA)*, the College is permitted to disclose otherwise confidential information when it is reasonable to believe that doing so may reduce or eliminate a risk of harm to a person or group of persons. The College is also permitted to disclose information to the police or other relevant authorities to aid an investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result.

The College is not expected to have expert knowledge of the *Criminal Code* or of all provincial acts. Therefore, if a member's alleged conduct appears to be criminal in nature or appears to contravene a provincial statute such that the contravention appears to be an offence, the College may report this information to the police or other relevant authorities.

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

**PROCEDURE:**

1. If the College is contemplating reporting a matter to the police or other authorities, the College will first advise the complainant or reporter that they may wish to report the matter themselves. The College generally believes that the victim or witness to the alleged conduct is the more suitable reporter as they are more likely to have first-hand knowledge of the incident(s).
2. Should the complainant or reporter indicate that they wish to report the matter to the police or other authorities, the College will provide and/or arrange support for the individual making the report, as necessary and appropriate.

<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II – 3(v)
<b>POLICY:</b> Reporting to Police and Other Authorities		<b>COVERAGE:</b> Inquiries, Complaints and Reports Committee, Discipline Committee	
<b>CREATED:</b> December 2018	<b>REVISED:</b>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 2 of 2

3. The College recognizes that there are numerous reasons why an individual may choose not to report a matter to the police or other relevant authorities. If the complainant or reporter does not wish to contact the police or other relevant authorities, or in cases where the information comes to the College independent of a particular complainant or reporter, the Registrar may, in his or her discretion, report the member's conduct to the police or other relevant authorities if the following conditions are met:
  - a. The alleged conduct appears to be criminal in nature, or appears to be an offence under a provincial act; and
  - b. There are reasonable grounds to believe that the conduct poses risk(s) of harm to the public, and reporting could reduce the risk of future harm; and/or
  - c. The College is in possession of additional information, such as the member's prior history, that reasonably suggests the member's alleged conduct may be indicative of a pattern of behaviour that poses risk(s) of harm to the public.
4. Where possible, the Registrar will inform the complainant or reporter that the information is being reported to the police or other relevant authorities. The Registrar will also inform the member when a police report has been submitted, provided that, based on discussions with the police, the Registrar is satisfied that informing the member will not interfere with the integrity of the police investigation.
5. Should the Registrar make a report to the police or other relevant authorities, the Registrar will:
  - a. Provide the member's name, mailing address and a summary of the relevant allegations and/or relevant documents, pursuant to authorized disclosures under s.36(e) of the *RHPA*;
  - b. Only include the complainant and/or witness' name and identifying information if the complainant or witness has consented to the report. If the complainant and/or witness has not consented to the report, the Registrar will not provide their identity, and will redact identifying information from documents accordingly; and,
  - c. In all cases, withhold any and all of the member's responses to the allegations in all forms, whether obtained by way of summons or on consent.

The Registrar will only provide information related to subsections 5(b) and 5(c) above if ordered to do so by a production order or other court order.

6. The College will provide public decisions made by the Discipline Committee to the police should the Discipline Committee's findings raise issues of potential criminal actions.



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

**Briefing Note – March 2019 Council Meeting**

**Amendment to *Policy II – 5(ii): Peer Assisted Review: Criteria for Exemption or Deferral***

**Strategic Direction Reflection**

*Supporting and assisting members to meet high standards;*

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

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

**Moved By** TBD

**Background**

In June 2018, the Council approved *Policy II – 5(ii): Peer Assisted Review: Criteria for Exemption or Deferral* which established criteria, and a process, for the exemption or deferral of certain members from participating in the Peer Assisted Review (PAR) component of the Quality Assurance Program. In addition to establishing the process for exemption or deferral, it also provided for the exclusion of members holding a Retired Certificate of Registration. Subsequent discussion by the Quality Assurance Committee led it to determine that the policy should be amended to exclude two additional groups: members holding a Certificate of Registration Authorizing Supervised Practice and members who have participated in a PAR within the past ten years. There are no changes to the “Procedure” for implementing the policy.

**Rationale**

Members with a Certificate of Registration Authorizing Supervised Practice

- Reviewing the practice of a member with a Certificate of Registration Authorizing Supervised Practice effectively means reviewing the practice of the member’s supervisors as the selected supervised member does not provide services autonomously and all activities are approved and/or directed by the supervisors.
- The *Regulated Health Professions Act, 1991* sets out a number of possible College actions in response to concerns which may come to light in a Peer Assisted Review. These actions may be taken with respect to the subject of the review, in this case the supervisee, and not the supervisors, as they were not selected for review in accordance with the relevant Regulation.
- The review of a supervised practice member will not necessarily reflect the knowledge and abilities that they will have at the time of their future authorization for autonomous practice as the period of supervised practice is one of learning and development. It cannot be assumed that a supervised practice member necessarily has the knowledge, skills and experience required for autonomous practice at the time of the Peer Assisted Review.
- The College’s Supervised Practice model provides a measure of quality assurance. It requires that:
  - members holding a Certificate of Registration Authorizing Supervised Practice undergo continuous supervision which includes training and evaluation;

- responsibility for the nature and quality of services provided rests with the supervisors; and,
- supervised practice members must pass the Jurisprudence and Ethics Examination and the Examination for Professional Practice in Psychology, be deemed ready for autonomous practice by their supervisors, and must successfully complete the Oral Examination before obtaining a Certificate of Registration Authorizing Autonomous Practice.
- Excluding these members is consistent with the concept of *Right Touch Regulation*, making the level of regulation proportionate to the level of risk to the public.

Limiting the Number of Reviews a Member May Undergo Within a Ten Year Period

- The number of Peer Assisted Reviews conducted each year is determined, in part, by College resources. Limiting the number of times a member may be required to participate within a ten-year period will permit the College to review a greater number of members.

**Budgetary Implications**

None

**Attachments**

1. *“Tracked changes” version of the amended Policy II – 5(ii): Peer Assisted Review: Criteria for Selection, Exemption and Deferral*

**Contact for Questions**

Barry Gang, Deputy Registrar & Director of Professional Affairs



<b>College of Psychologists Policy and Procedure Manual</b>			
<b>SECTION:</b> COUNCIL and COMMITTEES			<b>POLICY #:</b> II – 5(ii)
<b>POLICY:</b> Peer Assisted Review: Criteria for Exemption or Deferral		<b>COVERAGE:</b> Quality Assurance Committee	
<b>CREATED:</b> June 2018	<b>REVISED:</b> <a href="#">March 2019</a>	<b>NEXT REVIEW:</b> 2020/2021	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

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

**MEMBERS EXCLUDED FROM PEER ASSISTED REVIEW**

- Members holding a Retired Certificate of Registration
- Members holding a Certificate of Registration Authorizing Supervised Practice
- Members who have undergone a Peer Assisted Review within the past ten years

**PROCEDURE:**

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



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

**Registration Committee Report to Council**

Third Quarter, December 1, 2018 – February 28, 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:**

**January 24, 2019: Panel B**

The Registrar referred a total of 41 cases to Panel B.

These cases included:

- 8 cases involving academic credential reviews;
- 23 cases involving retraining for supervised practice members or eligible candidates;
- 1 case involving the Oral Examination;
- 1 case involving a request for removal or modification of a limitation and/or condition; and,
- 8 cases involving requests for change of area of practice.

**January 25, 2019: Panel A**

The Registrar referred a total of 48 cases to Panel A.

These cases included:

- 6 cases involving academic credential reviews;
- 24 cases involving retraining for supervised practice members or eligible candidates;
- 4 cases involving the Oral Examination;
- 2 cases involving a request for removal or modification of a limitation and/or condition; and,
- 12 cases involving requests for change of area of practice.

### **January 24, 2019: Plenary Session**

The Committee reviewed and discussed the judgement of a Divisional Court case from October 2018 regarding an applicant's appeal involving academic credentials. The applicant's appeal was dismissed. The Committee began a review of both the *Guidelines for Completing the Declaration of Competence*, and the *Guidelines for Retraining for Supervised Practice Members* along with related forms used for proposing and evaluating retraining plans. The reviews are being undertaken with the goal of revising these *Guidelines* to provide greater clarity and specificity. This work will continue at the next Plenary Session being held in March 2019.

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

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

### **Glossary of 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**

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

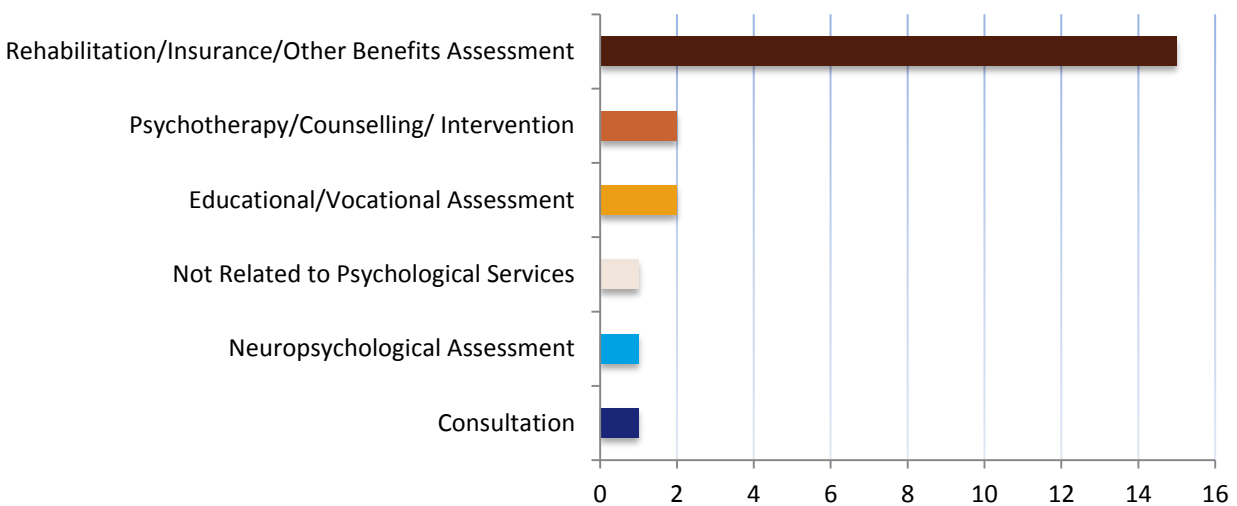
Third Quarter, December 1, 2018 – February 28, 2019

**Committee Members:**

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

**New Complaints and Reports**

In the 3<sup>rd</sup> Quarter, the College received 22 new complaints. The nature of service in relation to these matters is as follows:

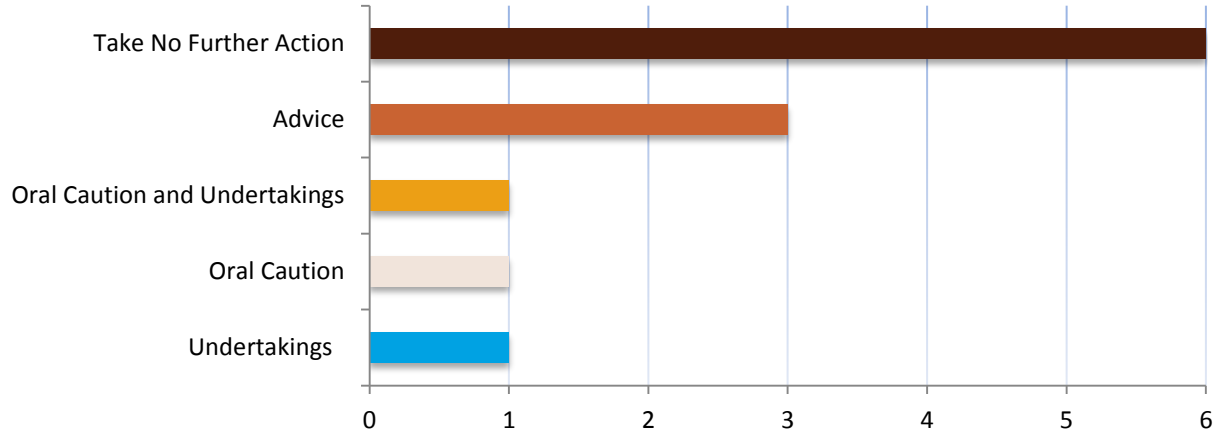


**ICRC Meetings**

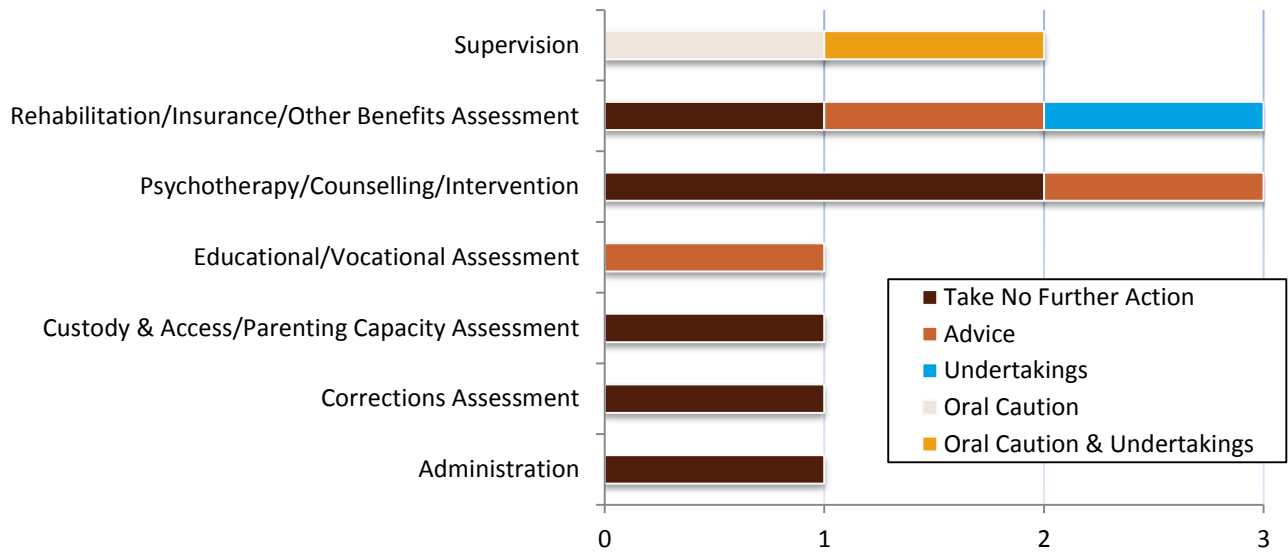
The ICRC met on December 5, 2018, January 7, 2019 and February 6, 2019 to consider a total of 23 cases. An ICRC meeting was also held on March 7, 2019, and the next ICRC meeting is scheduled for April 4, 2019. An ICRC Plenary meeting is planned for May 3, 2019. In addition to the in-person meetings, nine teleconferences were held in the 3<sup>rd</sup> quarter to consider 17 cases.

**ICRC Dispositions**

The ICRC disposed of 12 cases during the 3<sup>rd</sup> Quarter, as follows:

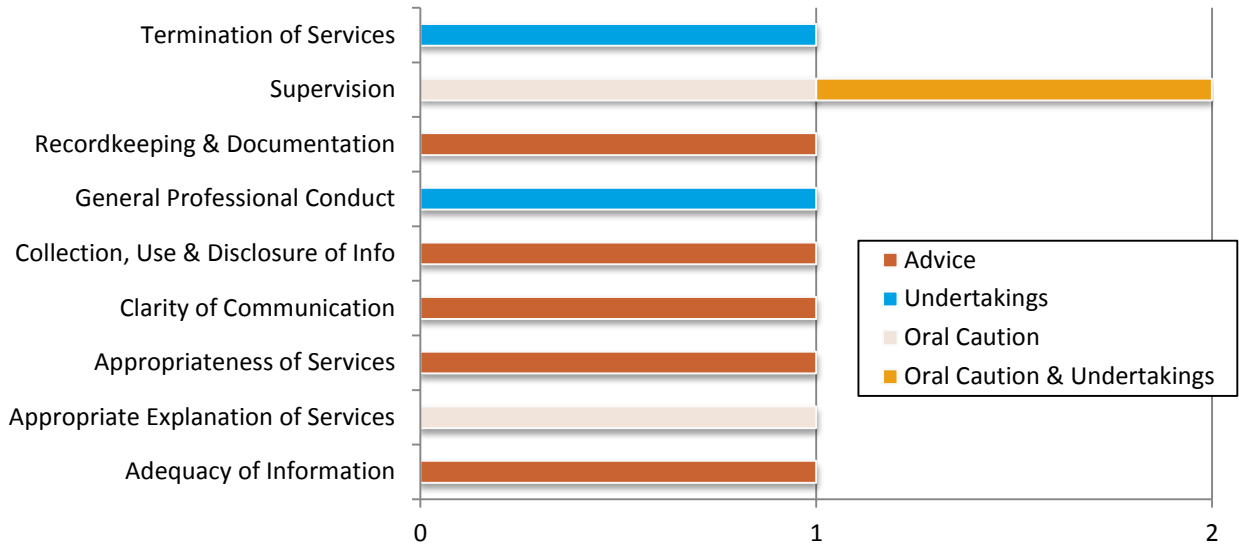


The dispositions of these 12 cases, as they relate to nature of service, are as follows:



**Disposition of Allegations**

The 12 cases disposed of included the consideration of 25 allegations. The ICRC took some remedial action with respect to 10, or 40%, of these allegations.



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

The College did not receive any outcomes of HPARB reviews of ICRC decisions in the 3<sup>rd</sup> Quarter.

Respectfully submitted,

Sara Hagstrom, Ph.D., C.Psych.  
Chair: Inquiries, Complaints and Reports Committee  
March 12, 2019



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

**Briefing Note – March 2019 Council Meeting**

***Proposed Budget 2019-2020***

**Strategic Direction Reflection**

*Advancing the Council's Governance Practices*

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

That the Budget 2019-2020 to Council be approved.

**Proposed Budget Summary**

Attached please find the proposed College budget for 2019 – 2020. For your reference, the budget summary presents the actual spending for each of the last five years including the year just ended on May 31, 2018. In addition, I have included a projected estimate, as of January 31, 2019, of spending to year-end.

The overall budget for 2019-2020 projects a deficit of \$118,975 (3%). This is substantially lower than the current year's approved budget deficit (\$170,284) and only slightly higher than the current year-end projection (\$110,391). The budget provides for the continuation of all services the College currently offers as well as several improvements and enhancements. In constructing the budget, it is recognized that there are many areas for which spending is difficult to predict. It is possible to determine expenses such as Rent and Insurance, and with reasonable accuracy, salaries, benefits or programs like the Barbara Wand Seminar for which the costs are set or where there is considerable experience upon which to base the budget. Other expenses, such as those related to the need for legal advice for Investigation, Discipline and Registration, are much more variable.

Below is a description of the main features of each budget area noting the reasons for any changes from the current year's budget.

The proposed budget was received and approved by the Finance and Audit Committee (FAC) at its meeting on January 28, 2019. The Executive committee also reviewed the proposed budget at its March 11, 2019 meeting and approved it for consideration by the Council. Some minor changes have been made since the Executive Meeting.

**Revenue**

The primary source of revenue for the College is member *Registration Fees*; this includes fees for autonomous practice, interim autonomous practice, supervised practice, inactive, retired members. Member fees, together with *Application Fees*, accounts for approximately 91% of the College Revenues. The remaining 9% is received from Incorporation Applications and Renewal Fees, Examination Fees and a variety of other smaller income sources.

The proposed budget anticipates an increase of \$50K in revenue as compared with the current budget, however it is a small increase (\$31K) when compared to the projected income for this year. This change is due an increase anticipated in income related to *Incorporations* and *Examination Fees*.

### **Cost of Sales**

This area represents anticipated expenses to be incurred in administering the Registration process (Jurisprudence and Ethics Examinations, Oral Examinations) and in offering the Barbara Wand Seminar. The proposed budget anticipates a small increase (\$20K) in these costs over the current year's budget but only a small increase (\$11.5K) over the year-end projection. This is primarily due to anticipated increased costs in administering the Jurisprudence and Ethics Examination.

### **Governance**

Included in the *Governance* area are costs incurred Council, Executive Committee and Finance and Audit Committee functions. The proposed budget for 2019-2020 is slightly lower than both the current budget (\$4K) and projected year-end (\$9.5K) for the current year. The decrease is due to small reduction in a variety of areas with no one area substantially contributing to the decrease.

### **Registration**

The *Registration* area includes the costs for the work of the Registration Committee as well as the involvement of legal counsel, as necessary, in HPARB reviews. The proposed expenditures for this area are not substantially different than the previous year or the projection for spending by year-end. The budget reflects a small decrease in anticipated legal services (\$8K) although there is potential for at least 1 case to go to Divisional Court in 2019-2020 and there are a few active cases where legal consultation may continue into the next fiscal year.

Expenses for Registration Committee meetings is dependent upon the geographic location from which members are drawn as this affects *Travel, Accommodations and Meals (T.A.M.)*. The budget reflects the status quo as the number of meetings is anticipated to remain unchanged from the current year. The significant increases in the use of SharePoint for distributing materials to Committee members has reduced courier costs and this savings is anticipated to continue.

An additional full-time Admin. Assistant - Registration is being proposed to be added to the staff complement. This is reflected in the *Payroll* lines of the *Administration* budget.

### **Client Relations, Communications and Education**

Included in this budget area is the work of the Client Relations Committee as well as the Funding for Therapy or Counselling program. In addition, this area includes the budget for staff to provide presentations to members, students and other groups and the twice-yearly receptions held for members by the Executive Committee. The overall proposed budget for 2019-2020 is slightly lower (\$2.5K) than that of the current year and more reflective this year's projected spending. Three Client Relations Committee meetings are anticipated although occasionally a teleconference is required to review an application for eligibility for funding for therapy received between scheduled meetings.

In considering the *Program for Funding* budget, it is difficult to predict the amount that will be required to support this program. Expenses are dependent upon the number of individuals for whom funding has been approved, the number of sessions they attend with the therapist or counsellor and the fee



charged. The amount budgeted is based on the current year's experience and previous expenditures in this area.

### **Quality Assurance**

The overall budget for the Quality Assurance area, which includes cost incurred for Quality Assurance Committee meetings as well as to support the Peer Assisted Review process. The budget has been increased by about \$8,500 which is reflected primarily in the costs associated with an increase in the number of QA Committee meetings. With the implementation of the Continuing Professional Development (CPD) program there has been a coinciding increase in the work of the Committee. This increase results from work in evaluating the CPD implementation as well as the additional time required to conduct/review CPD audits.

### **Investigations and Resolutions**

As the name suggests, the budget in this area is used to support the Investigations and Resolution's work of the College. This includes meetings of the Inquiries, Complaints and Reports Committee, the use of outside investigators and experts, as necessary as well as associated Committee training costs.

The proposed budget remains substantially the same as that of the 2018-2019 year and consistent with the projected spending to year-end. There has been a small reduction in the anticipated per diems for ICRC meetings (\$5K) while other meeting expenses remain the same. This is offset by additional funds budgeted to support complainants in the Investigations process. This year College has begun to offer personal interviews for victims of alleged sexual abuse rather than conducting these by telephone, as was done in the past. This is seen to be a more appropriate way to collect this often sensitive and private information. In contrast to previous years, the budget no longer anticipates any *Board of Inquiry/Incapacity Proceedings* as this is an area in which expenses have never been incurred, to date.

An additional full-time Case Manager (Investigator) is being proposed to be added to the staff complement. This is reflected in the *Payroll* lines of the *Administration* budget.

### **Hearings**

This budget area reflects the spending to support the Discipline Committee including the costs of Hearings. This area primarily includes Pre-Hearing Conferences, Hearings, associated training as well as the costs of legal counsel to support the process. Overall, the budget for 2019-2020 has been reduced by about \$20K and is in line with the current year's projected expenditures. In contrast to previous years, the budget no longer anticipates expenses for Fitness to Practice Training or Hearing expenses as this is an area in which expenses have never been incurred. Should it be necessary to provide training or hold a hearing, these will be accounted for as an unanticipated expense.

### **Liaison**

Funds in this area support the College's formal liaison activities and relationships with the Association of Canadian Psychology Regulatory Organizations (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB) and the Federation of Health Regulatory Colleges of Ontario (FHRCO). Within this area is the cost to the College to host for the twice-yearly meetings of the Directors of Clinical Training and the Internship Directors as well as occasional meetings with government or other stakeholders.

With regards to ACPRO and ASPPB, the budget contains the College membership fees and the cost of the President attending two meetings a year of each organization. In addition, the budget anticipates a second Executive Committee member attending one meeting of ASPPB. The travel expenses for these meetings is difficult to predict as it depends on the location where the meeting is being held.

### **Administration**

The proposed *Administration* budget is substantially similar to the current year's budget while somewhat higher than the projected year-end spending (\$32K) while containing expenses for both ongoing, routine business as well as some new proposals. Within this budget are funds to be directed toward the implementation of the recommendations from the Communications Modernization Project audit. This is anticipated to include major website redevelopment and potential social media presence.

The largest part of the *Administration* budget reflects staff salaries and benefits. In developing the budget, provision has been made for anticipated salary increases resulting from the staff compensation review undertaken. This is conducted every three years and is on this meeting's Council agenda for an *in camera* review discussion. In addition to these increases, the budget also includes an increase in the staff complement by two full-time positions; one Case Manager (Investigator) and one Admin. Assistant – Registration and hiring of two summer students to assist with a variety of administration tasks.

Over the past few years, the number of inquiries, complaints or reports per year for which files are opened has increased and these matters have generally become more complex. As a result, investigations are lengthier, and decision writing as well as the negotiation and monitoring of remediation more time consuming. The addition of a fourth investigator is needed to better distribute the case load among staff and to assist the College in consistently meeting legislative and internal timelines.

The Registration staff complement has remained consistent for many years while the volume of work has increased. The additional staff will facilitate the continued timely handling of registration matters while ensuring an appropriate workload for each staff member. In addition, some aspects of the registration process currently are being handled by the Admin Assistant – Member Services from the reception desk. These functions would be transferred to the new registration staff freeing up time for additional administrative support to the QA/CRC area.

### **Attachment**

Proposed Budget 2019-2020

### **Contact for Questions**

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

The College of Psychologists of Ontario  
Proposed Budget 2019-2020

	ACTUAL 2013-2014	ACTUAL 2014-2015	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	BUDGET 2018-2019	PROJECTED YEAR-END 2018-2019	PROPOSED BUDGET 2019-2020
<b>REVENUE</b>	3,248,043	3,336,866	3,380,747	3,386,949	3,417,484	3,503,250	3,534,300	3,553,400
<b>COST OF SALES</b>	267,711	272,053	269,801	276,027	295,184	295,000	303,500	314,950
<b>GROSS MARGIN</b>	2,980,332	3,064,813	3,110,946	3,110,922	3,122,300	3,208,250	3,230,800	3,238,450
<b>EXPENDITURES:</b>								
Governance	107,975	86,923	90,895	79,680	91,660	94,734	100,034	90,575
Registration	79,035	57,327	98,882	70,148	84,545	98,000	100,500	92,500
Client relations, communication and education	44,604	78,333	96,011	22,660	27,206	36,150	30,500	33,600
Quality assurance	16,391	7,310	5,501	36,378	44,930	38,450	31,350	46,950
Investigations and resolutions	90,850	122,493	83,368	114,477	125,290	147,700	148,943	149,200
Hearings	348,129	175,297	163,390	147,970	494,894	357,900	354,400	337,400
Liaison (Professional Organizations)	28,850	32,295	32,420	30,616	27,074	36,600	38,882	38,300
Administration	2,160,167	2,322,140	2,292,667	2,384,061	2,456,235	2,569,000	2,536,582	2,568,900
<b>Total Expenditures</b>	2,876,001	2,882,118	2,863,134	2,885,990	3,351,834	3,378,534	3,341,191	3,357,425
<b>REVENUE LESS EXPENSES</b>	<b>104,331</b>	<b>182,695</b>	<b>247,812</b>	<b>224,932</b>	<b>- 229,534</b>	<b>- 170,284</b>	<b>- 110,391</b>	<b>- 118,975</b>
VARIANCE AS PERCENT OF REVENUES	3%	5%	7%	7%	-7%	-5%	-3%	-3%

Projections for the 2019-2020 fiscal year are based on end of January 2019 figures.



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

**Briefing Note – March 2019 Council Meeting**

**Executive Committee Elections/Council Appointments**

**Strategic Direction Reflection**

*Advancing the Council's Governance practices;*

**For Information**

*By-Law 4: Election of Members of Executive Committee* (ss. 4.1, 4.2) contain provisions requiring that Council be advised of the upcoming election to the Executive Committee offices. *By-Law 5: Selection of Committee Chairs and Committee Members* (s. 5.3) requires that Council members be notified of the opportunity to indicate preferences for Committee involvement in the coming year. The complete By-laws are attached with the relevant section highlighted.

Following the upcoming elections to Council, an e-mail notification regarding the above will be sent to all Council members.

**Attachments**

*By-Law 4: Election of Members of Executive Committee*

*By-Law 5: Selection of Committee Chairs and Committee Members*

**Contact for Questions**

Dr. Rick Morris, Registrar & Executive Director

## **BY-LAW 4: ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE**

[Approved by Council on June 11, 1994; amended on March 4, 1995, December 6, 2002, March 14, 2003, March 27, 2009, June 19, 2009]

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

- 4.1 At the meeting of Council preceding the annual election prescribed in the By-laws, the President will advise Council of the process for seeking election to the Executive Committee.
- 4.2 At least twenty-five (25) business days prior to the first meeting of Council following the annual election, Council members, including those newly elected, will indicate their intention to seek election for a position on the Executive Committee. One may indicate one's interest in being a candidate for one or more Executive Committee positions.
- 4.3 If one indicates interest in being a candidate for President, one may also indicate an interest in being a candidate for Vice-President and/or for Member of the College/Public Member should one be unsuccessful in the preceding election. If one wishes to run for election to one of these other positions, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.4 If one indicates interest in being a candidate for Vice-President, one may also indicate an interest in being a candidate for Member of the College/Public Member should one be unsuccessful in the Vice- President election. If one wishes to run for election to this other position, one shall make this intention known at the time that the original expression of interest is submitted.
- 4.5 The list of candidates will be forwarded to all Council members, along with notification that further names will be accepted until fifteen (15) business days before the first meeting of Council following the annual election.
- 4.6 All candidates will provide the Registrar with a biographical statement and candidate statement not to exceed one page in length, no later than fifteen (15) business days before the first meeting of Council following the annual election.
- 4.7 Only, if there is no candidate for a position, members of Council may indicate their willingness to run at the first meeting of Council following the annual election.
- 4.8 At the first meeting of Council after the annual election as prescribed in the By-laws, the Council shall elect from among the members of Council an Executive Committee in accordance with the By-laws.
- 4.9 The Executive Committee members elected in accordance with 4.8 will hold office until the first meeting of Council after the annual elections the following year.
- 4.10 The Registrar shall be responsible for supervising and administering all elections of the College.
- 4.11 Prior to the balloting, each candidate for office will answer questions from other Council members for a maximum of ten (10) minutes.
- 4.12 The order for the elections to the Executive Committee will be: President, Vice-President, Member of the College, Public Member of Council. Unsuccessful candidates in an election, who have indicated their interest in candidacy for other Executive Committee positions as per 4.3 and 4.4, will be included in subsequent elections unless they choose to withdraw their name.

- 4.13 The election of the members of the Executive Committee shall be by secret ballot and, where more than two members of Council are running for any position, the member of Council who receives the lowest number of votes on each ballot shall be deleted from candidacy unless one member of Council receives a majority of the votes cast. This procedure shall be followed until one member of Council receives a majority of the votes cast.
- 4.14 The ballots will be counted by the Registrar and a member of Council not seeking election to office.
- 4.15 In the event of a tie vote, Council will be afforded the opportunity to question candidates for ten minutes, and then vote again. In the case of a second tie, the Registrar will flip a coin to decide the outcome of the election. The member of Council who has been assisting in counting the ballots will call the toss (“heads – candidate A; tails – candidate B”) prior to the toss.
- 4.16 If the office of the President becomes vacant the Vice-President shall become the President for the unexpired term of the office and the office of Vice-President thereby becomes vacant.
- 4.17 A position of the Executive Committee becomes vacant if the holder of the office dies, resigns, ceases to be a member of Council or is disqualified from sitting on the Council by a vote of Council at a special meeting called for that purpose. In addition, the position of Vice-President may become vacant, in accordance with subsection 4.16.
- 4.18 The Council shall fill a vacancy in the office of Vice-President or any other Executive Committee position at a special meeting which the President shall call for that purpose as soon as feasible after the vacancy occurs.

## **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).
- 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 statement of qualifications pertaining to the mandate of the Committees in which they wish to participate.
- 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 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.
- 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; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.
  - 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 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.
- 5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.
- 5.8 A majority of the members of a committee, other than a Committee prescribed in section 10 of

the Code, constitutes a quorum.

- 5.9 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.
- 5.10 The Executive Committee may and, if necessary for a committee to achieve its quorum, shall 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.
- 5.11 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.
- 5.12 Both registration titles will be represented on all Statutory Committees.



**COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**STRATEGIC DIRECTION 2017 - 2022**  
**Updated March 18, 2019**

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

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

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

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

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

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

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

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

Fairness

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

Accountability

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

Integrity

The College acts honestly, ethically, and responsibly.

Respect

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

Agenda Key	MISSION: To regulate the practice of psychology in serving and protecting the public interest by:	Current/Recent Examples	In Development/Proposed Examples
M1	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing and maintaining standards of qualifications for individuals seeking registration,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Revised the manner for recording Oral Exam results when not all areas of practice/client groups are authorized (September 2016)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Briefing Note</i> on Implementation of Council's March 2013 decision respecting future of psychology regulation in Ontario submitted to Ministry (November 2016)</li> </ul>
M2	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing and maintaining standards of practice and professional ethics for all members,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Review of Standards of Professional Conduct underway (Fall 2016)</li> <li>• Adopted the new <i>Standards of Professional Conduct</i>, to go into effect September 1, 2017 (March 2017)</li> <li>• Creation of the ICRC Risk Rubric (August 2017)</li> </ul>	
M3	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among members</li> </ul> </li> </ul>		
M4	<ul style="list-style-type: none"> <li>• Communicating clearly and effectively with stakeholders, particularly applicants, members and the public</li> </ul>	<ul style="list-style-type: none"> <li>• Publication of <i>e-Bulletin</i> quarterly</li> <li>• Staff presentations to students and members (ongoing)</li> <li>• Strategic Direction 2017 – 2022 to members</li> <li>• Executive Committee Reception with London members (May 2017)</li> <li>• Executive Committee Reception with Guelph members (November 2017)</li> <li>• Proposed Policy II-3(iii) Appearance before a panel of the ICRC to be</li> </ul>	<ul style="list-style-type: none"> <li>• College Communications Plan (March 2018)</li> <li>• <b>Use of Title Consultation (February 2019)</b></li> <li>• <b>Executive Committee Reception with Thunder Bay members (May 2019)</b></li> </ul>

		Cautioned (December 2017) <ul style="list-style-type: none"> <li>• Executive Committee Reception with Kingston Members (May 2018)</li> </ul>	
M5	<ul style="list-style-type: none"> <li>• Supporting and assisting members to meet high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Practice advisor service (ongoing)</li> <li>• Barbara Wand Symposium (December 2016)</li> <li>• Revision of the Self-Assessment Guide (May 2017)</li> <li>• Continuing Professional Development Program Implementation</li> <li>• Examination and Corporation Fee Reductions (June 2017)</li> <li>• Practical Applications within new <i>Standards</i> will be continuously updated (June 2017)</li> <li>• Barbara Wand Symposium in Ottawa (June 2017)</li> <li>• Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017)</li> <li>• Frequently Ask Questions for the new Standards and CPD Program continuously updated (August 2017)</li> <li>• Barbara Wand Seminar (January 2018)</li> <li>• Barbara Wand Seminar (June 2018)</li> <li>• <b>Peer Assisted Reviewer Training (November 2018)</b></li> <li>• <b>French Language translations of new Standards completed (November 2018)</b></li> <li>• <b>Barbara Wand Seminar (January 2019)</b></li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>Guidelines for CPD published in e-Bulletin (January 2019)</b></li> </ul>	
M6	<ul style="list-style-type: none"> <li>• Responding to changing needs in new and emerging practice areas</li> </ul>	<ul style="list-style-type: none"> <li>• New technological standard within the revised <i>Standards of Professional Conduct 2017</i></li> </ul>	
M7	<ul style="list-style-type: none"> <li>• Collaborating in shaping the regulatory environment</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in ASPPB, ACPRO, FHRCO</li> <li>• College participation in inter-College Psychotherapy Working Group</li> <li>• FHRCO Sexual Abuse Prevention Task Force Chaired by Deputy Registrar (2016-2017)</li> <li>• College participation in FHRCO discussions regarding Bill 87 (transparency and other changes to the RHPA)</li> <li>• College Council responded to the Standing Committee on Bill 87 (March 2017)</li> <li>• Submission to HPRAC, re: Psychotherapy (October 2017)</li> <li>• Submission to MOHLTC on regulation amendments in the Health Professions Procedural Code (March 2018)</li> <li>• Submission to Ontario Regulation Registry on Psychotherapy (June 2018)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussions with the MOHLTC with regards to the regulation of ABA (November 2017)</li> </ul>
M8	<ul style="list-style-type: none"> <li>• Acting in a responsibly transparent manner</li> </ul>	<ul style="list-style-type: none"> <li>• Posting of Council materials package before meetings on website (June 2016)</li> <li>• Council and Executive Meetings to</li> </ul>	

College of Psychologists of Ontario

Strategic Direction 2017 - 2022

Implementation

		<p>begin with a Declaration of Conflicts of Interest (June 2017)</p> <ul style="list-style-type: none"> <li>• Amendments to By-law 18: <i>Fees</i> (December 2017)</li> <li>• Amendments to <i>By-law 25: The Register and related Matters</i> (June 2018)</li> <li>• Amendments to <i>By-law 5: Selection of Committee Chairs and Committee Members</i> and <i>By-law 21: Committee Composition</i> (September 2018)</li> </ul>	
M9	<ul style="list-style-type: none"> <li>• Advancing the Council's governance practices</li> </ul>	<ul style="list-style-type: none"> <li>• New Briefing Note format for Council materials</li> <li>• March 2017 Council Training Day</li> <li>• Revision to Role of the Executive Committee</li> <li>• Agenda to Reflect Strategic Direction of Item</li> <li>• Introduction of Board Self-Assessment process (June 2017)</li> <li>• Amendments to By-law 20: Elections to Council (December 2017)</li> <li>• Two Committee Audits Planned for 2017-2018</li> <li>• HIROC Risk Management System (September 2017)</li> </ul>	

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

**The items shown in BLUE have been added by the Registrar since December 2018 as activities undertaken in service of the College's Strategic Directions 2017 - 2022**