



COLLEGE OF
PSYCHOLOGISTS
OF ONTARIO

MEETING OF THE COLLEGE COUNCIL

2021.04

DATE: SEPTEMBER 10, 2021

TIME: 9:00AM - 1:00PM

LOCATION: TO BE HELD VIRTUALLY

110 Eglinton Avenue West, Suite 500
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COUNCIL MEETING AGENDA

2021.04

SEPTEMBER 10, 2021

9:00 AM to 1:00 PM

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.00	CALL TO ORDER			
.01	APPROVAL OF AGENDA & MINUTES			
.01A	Review & Approval of Agenda	Decision	2	
.01B	Declarations of Conflicts of Interest	Discussion	--	
.01C	Review & Approval of Minutes - Council Meeting 2021.03 June 18, 2021	Decision	4	
.01D	Review of Action List	Discussion	11	
.02	CONSENT AGENDA ITEMS	Information		
.02A	Committee Reports	--	--	--
	(1) Executive Committee Report		12	
	(2) Discipline Committee		14	
	(3) Quality Assurance Committee		15	
	(4) Client Relations Committee		17	
	(5) Fitness to Practice Committee		18	
	(6) Finance & Audit Committee Report		19	
	(7) Equity, Diversity, and Inclusion Working Group		23	
.02B	Staff Presentations		25	
.02C	June 10, 2021 - Barbara Wand Seminar Report		26	
.03	POLICY ISSUES			
.03A	<i>Policy I-14: Complaints and Indemnification – College Agents and Staff</i>	Decision	28	M9
.04	BUSINESS ISSUES			
.04A	President's Report	Information	32	M9
.04B	Registrar & Executive Director's Report	Information	34	M9
.04C	Registration Committee Quarterly Report	Information	40	M9
.04D	Inquiries, Complaints and Reports Committee Quarterly Report	Information	42	M9
.04E	2020-2021 Annual Reports	Decision	46	M9
.04F	Audit 2020-2021: Audited Financial Statements Year-Ending May 31, 2021 – Presentation of Audited Financial Statements by Ms. Liana Bell and Mr. Deric Chan, Hilborn LLP (10:00AM)	Presentation	72	M8
	(1) Approval of Audited Financial Statements	Decision	--	M8
	(2) Appointment of Auditors for 2021-2022	Decision	--	M8
.04G	Membership Fees/Fee Stabilization Fund	Decision	89	M9

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.05	STRATEGIC ISSUES			
.05A	Strategic Direction Implementation: Chart Update	Discussion	92	All
.06	OTHER BUSINESS			
.06B	Next Council Meeting: <ul style="list-style-type: none"> December 17, 2021 	Information	--	--
.06C	Proposed Council Meeting: <ul style="list-style-type: none"> March 11, 2022 	Decision	--	--
.07	ADJOURNMENT			

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

M1 - *Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of qualifications for individuals seeking registration,*

M2 - *Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of practice and professional ethics for all members,*

M3 - *Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among members;*

M4 - *Communicating clearly and effectively with stakeholders, particularly applicants, members and the public;*

M5 - *Supporting and assisting members to meet high standards;*

M6 - *Responding to changing needs in new and emerging practice areas;*

M7 - *Collaborating in shaping the regulatory environment;*

M8 - *Acting in a responsibly transparent manner; and,*

M9 - *Advancing the Council's governance practices.*

COUNCIL MEETING

2021.03

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

JUNE 18, 2021

PRESENT:

Wanda Towers, Ph.D., C.Psych., President
Marjory Phillips, Ph.D., C.Psych., Vice-President
Paula Conforti, Dip.C.S., C.Psych.Assoc.
Graeme Goebelle, Public Member
Joyce Isbitsky, Ph.D., C.Psych.
Marilyn Keyes, Ph.D., C.Psych.
David Kurzman, Ph.D., C.Psych.
Archie Kwan, Ph.D., C.Psych.
Nadia Mocan, Public Member
Melanie Morrow, M.A., C.Psych.Assoc.
Adrienne Perry, Ph.D., C.Psych.
Philip Ricciardi, Ph.D., C.Psych.
Paul Stopciati, Public Member
Nancy Tkachuk, Public Member
Scott Warnock, Public Member

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, Director, Corporate Services
Caitlin O'Kelly, Assistant to the Registrar, Recorder

2021.03.00 CALL TO ORDER

The Registrar called the meeting to order at 9:00AM and welcomed new Council members Dr. Archie Kwan representing District 6 (GTA West) and Dr. David Kurzman representing District 5 (GTA East) and returning Council member Ms. Melanie Morrow (Psychological Associate, Non-Voting).

The meeting was held virtually by Zoom and livestreamed on YouTube.

2021.03.00B ELECTIONS TO THE EXECUTIVE COMMITTEE

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

45 The Registrar confirmed that *Statements of Interest* had been received for the following positions:
 46 President, Vice-President, Professional Members and Public Members. The Registrar indicated that
 47 Council members would have the opportunity to ask questions of the candidates.
 48

49 The Registrar announced that since only one nomination had been submitted for the position of President,
 50 Dr. Wanda Towers was acclaimed as President.
 51

52 The Registrar announced that two nominations had been received for the position of Vice-President. The
 53 Council voted to elect Dr. Marjory Phillips as Vice-President.
 54

55 *By-law 21: Committee Composition* requires four members of the Council, who are members of the
 56 College, to be on the Executive Committee. Dr. Wanda Towers, as President, and Dr. Marjory Phillips as
 57 Vice-President fill two of these seats. Ms. Paula Conforti was acclaimed to one of the Professional Member
 58 seats as there is a requirement that every Committee have Psychological Associate representation. Ms.
 59 Conforti, as the only Psychological Associate member on Council, must occupy this seat. After a call for
 60 nominations from the floor to fill the remaining professional member seat, Dr. Philip Ricciardi was
 61 acclaimed.
 62

63 *By-law 21: Committee Composition* requires the Executive Committee have two members appointed to
 64 the College Council by the Lieutenant Governor in Council. Since there were only two nominations
 65 submitted for these positions, Mr. Scott Warnock and Mr. Paul Stopciati were acclaimed to these seats.
 66

67 **Executive Committee 2021-2022**

68 Wanda Towers, Professional Member, President
 69 Marjory Phillips, Professional Member, Vice-President
 70 Paula Conforti, Professional Member
 71 Philip Ricciardi, Professional Member
 72 Paul Stopciati, Public Member
 73 Scott Warnock, Public Member
 74

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

78 The Registrar congratulated the new Executive Committee and requested that the President, Dr. Wanda
 79 Towers, take the Chair and conduct the proceedings of Council.
 80

81 **2021.03.01 APPROVAL OF THE AGENDA AND MINUTES**

82 83 **.01A APPROVAL OF AGENDA**

84
85 **It was MOVED Ricciardi**
 86 **That the agenda for the Council Meeting be approved as presented. CARRIED**
 87

88 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

89 The President asked members of Council if there were any conflicts of interest regarding the items on the
 90 agenda. Dr. Philip Ricciardi declared a conflict with items .03B, .03C and .03D. The President reminded

91 Council members that this should be considered throughout the meeting and declarations made if
92 appropriate.

93

94 **.01C MINUTES FROM THE COUNCIL MEETING 2021.01 MARCH 19, 2021**

95

96 **It was MOVED Stopciati**

97 **That the minutes from the Council Meeting 2021.01 of MARCH 19, 2021 be approved as presented.**

98 **CARRIED**

99

100 **.01D IN CAMERA MINUTES FROM THE COUNCIL MEETING 2021.01 MARCH 19, 2021**

101

102 **It was MOVED Goebelle**

103 **That the IN CAMERA minutes from the Council Meeting 2021.01 of MARCH 19, 2021 be approved as**
104 **presented.**

CARRIED

105

106 **.01E IN CAMERA MINUTES FROM THE COUNCIL MEETING 2021.02 APRIL 1, 2021**

107

108 **It was MOVED Perry**

109 **That the IN CAMERA minutes from the Council Meeting 2021.02 of April 1, 2021 be approved as**
110 **presented.**

CARRIED

111

112 **.01F REVIEW OF ACTION LIST**

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

115

116 **2021.03.02 CONSENT AGENDA**

117 The Consent Agenda was received.

118

119 **2021.03.03 POLICY ISSUES**

120

121 **.03A EXPANSION OF FUNDING FOR THERAPY ELIGIBILITY**

122 The Deputy Registrar provided the Council with a Briefing Note and an draft *Policy II-7(ii): Funding for*
123 *Therapy and Counselling for Clients of Members Alleged to have been Sexually Abused while Receiving*
124 *Supervised Psychological Services* for review. Current statutory provisions require the College to have a
125 program for funding for therapy and counselling for individuals alleging sexual abuse by a member. There
126 is no statutory provision to require this funding be extended to individuals who allege sexual abuse by a
127 non-member providing psychological services under the supervision of a member. The Client Relations
128 Committee is of the view that the public may reasonably expect that a client receiving a psychological
129 service under provisions permitted by the College should be afforded the same protection as those
130 receiving services directly from members. The Committee felt it was reasonable that the College extend
131 funding for therapy and counselling beyond the requirements of the Health Professions Procedural Code
132 (Code) being schedule 2 of the *Regulated Health Professions Act, 1991*.

133

134 The Council was in general agreement with the overall intent of the proposed policy. In discussing the
135 client's ability to choose their therapist or counsellor, it was noted that the legislated funding program
136 permits them to choose any therapist or counsellor subject to certain restrictions. The Code does not
137 limit the individual's choice and nor does it give the College a role in choosing the therapist or counsellor.

138 Since the proposed policy is a voluntary College initiative, it was questioned whether the College, as a
 139 regulatory body, should require the choice of a regulated professional. After considerable discussion, the
 140 Council agreed that in order to be equitable, the College's policy should mirror that of the legislation and
 141 permit individuals to choose any therapist or counsellor subject to certain restrictions.
 142

143 **It was MOVED Kurzman**

144 **That draft *Policy II-7(ii): Funding for Therapy and Counselling for Clients of Members Alleged to have***
 145 ***been Sexually Abused while Receiving Supervised Psychological Services* be approved with the wording**
 146 **in section 6 mirroring that of the legislation. CARRIED**

147
 148 **Action Item Staff**

149 Add *Policy II-7(ii): Funding for Therapy and Counselling for Clients of Members Alleged to have been*
 150 *Sexually Abused while Receiving Supervised Psychological Services* to the College's *Policy and Procedures*
 151 *Manual*.

152
 153 **.03B POLICY II-3(I) ICRC TERMS OF REFERENCE/ROLE**

154 The Director, Investigations and Hearings provided the Council with a Briefing Note and an amended *Policy*
 155 *II-3(i) ICRC Terms of Reference/Role* for review. The minor amendment would suggest that information
 156 relevant to the various College departments would be shared with the appropriate Director and the
 157 Registrar, not only to the Director, Professional Affairs.
 158

159 **It was MOVED Warnock**

160 **That the amendments to *Policy II-3(i) ICRC Terms of Reference/Role* be approved. CARRIED**

161
 162 **Action Item Staff**

163 Update *Policy II-3(i) ICRC Terms of Reference/Role* in the College's *Policy and Procedures Manual*.

164
 165 **.03C POLICY II-3(II) RELEASE OF MEMBER'S RESPONSE TO COMPLAINANT**

166 The Director, Investigations and Hearings provided the Council with a Briefing Note and an amended *Policy*
 167 *II-3(ii) Release of Member's Response to Complainant* for review. The substance of the change was to
 168 authorize the Chair or designate to consider a member's request to withhold their response from the
 169 complainant. Currently, this decision must go to a full panel.
 170

171 **It was MOVED Philips**

172 **That the amendments to *Policy II-3(ii) Release of Member's Response to Complainant* be approved. CARRIED**

173
 174
 175 **Action Item Staff**

176 Update *Policy II-3(ii) Release of Member's Response to Complainant* in the College's *Policy and Procedures*
 177 *Manual*.

178
 179 **.03D POLICY II-3(IV) RESPONDING TO REQUESTS FOR EXTENSIONS TO MAKE WRITTEN SUBMISSIONS**

180 The Director, Investigations and Hearings provided the Council with a Briefing Note and an amended *Policy*
 181 *II-3(iv) Responding to Requests for Extensions to Make Written Submissions* for review. The substance of
 182 the change was to authorize the Chair or designate to consider a member's request for an extension to
 183 make a written submission regarding a complaint matter. Currently, this decision must go to a full panel.
 184

185 **It was MOVED Keyes**
 186 **That amendments to *Policy II-3(iv) Responding to Requests for Extensions to Make Written Submissions***
 187 **be approved.** **CARRIED**
 188

189 **Action Item Staff**

190 Update *Policy II-3(iv) Responding to Requests for Extensions to Make Written Submissions* in the College's
 191 *Policy and Procedures Manual.*

192
 193 **.03E ABA REGULATION - UPDATE**

194 The Registrar provided the Council with a Briefing Note on the status of the regulation of Applied
 195 Behaviour Analysis. The enabling legislation to authorize the College to undertake the regulation of
 196 the profession of Applied Behaviour Analysis (ABA) - *Bill 283, Advancing Oversight and Planning in*
 197 *Ontario's Health System Act, 2021* passed Third Reading on June 1, 2021 and received Royal Assent
 198 on June 3, 2021. Upon proclamation, Schedule 4 would repeal the *Psychology Act, 1991* and replace
 199 it with a new Act, the *Psychology and Applied Behaviour Analysis Act, 2021*. The College will now
 200 begin to draft regulations to be made under the Act and consider the By-law and Policy changes that
 201 will be necessary to support the regulation of Behaviour Analysts; work which must be completed
 202 before the Act can be fully proclaimed.

203
 204 **.03F COLLEGE GOVERNANCE REFORMS**

205 The Registrar provided the Council with a Briefing Note and letter from Mr. Sean Court, Assistant Deputy
 206 Minister, Ministry of Health. The letter describes work being undertaken by the Ministry with regard to
 207 "exploring opportunities for governance reforms under the *Regulated Health Professions Act, 1991*" with
 208 the goal of increasing the Colleges' 'efficiency and ability to respond swiftly to emerging needs'.

209
 210 The Council is aware that several other Colleges have undertaken governance reviews, and some have
 211 made recommendations regarding various aspects of College governance. To date, the College of
 212 Psychologists has not undertaken a major review of this type. The Council believes that our present
 213 governance structure serves our College well and will continue to do so as it expands to assume the
 214 regulation of Behaviour Analysts. The Council would be interested in considering any changes which could
 215 increase the efficiency and effectiveness of the Council and its Committees in fulfilling its mandate to serve
 216 the public interest. The Council noted some standards set out in the College Performance Management
 217 Framework (CPMF) completed this spring will assist us in achieving this goal. The Council had no specific
 218 recommendations at this time, however it noted it would carefully review any proposed recommendations
 219 which the Ministry might bring forward and provide specific feedback on their potential impact on College
 220 governance and Council and Committee effectiveness.

221
 222 The Registrar will draft a response letter to Mr. Court based on the Council's comments for review by the
 223 Executive Committee.

224
 225 **It was MOVED Stopcaiti**
 226 **That the Registrar draft a response letter to the Ministry of Health regarding College governance**
 227 **reforms.** **CARRIED**
 228

229 **Action Item Registrar**

230 Draft a response letter to the Ministry of Health regarding College governance reforms. Circulate the draft
 231 letter to the Executive Committee for final review and comments.

232 **2021.03.04 BUSINESS ISSUES**

233

234 **.04A REGISTRATION COMMITTEE QUARTERLY REPORT**

235 The Council reviewed the fourth quarter report from the Registration Committee noting that the:

- 236
- Supervision Resource Manual Working Group is continuing to meet
 - Oral Examinations process is under review. As part of the review, The Committee will consider a process to evaluate CFTA applicants on the controlled act of communicating a diagnosis.

239

240 **.04B INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT**

241 The Council reviewed the fourth quarter report from the Inquiries, Complaints and Reports Committee.

242 There were no questions or comments.

243

244 **.04C DIRECTORS OF CLINICAL TRAINING PROGRAMS MEETING REPORT**

245 Dr. Adrienne Perry, Dr. Wanda Towers and Dr. Marjory Phillips gave an oral report to the Council on the joint meeting of the Directors of Clinical Training and Internship Directors that took place on April 8, 2021.

246 Thirty-eight representatives were in attendance and the following topics were discussed:

- 247
- Updates from the Registration Committee
 - Continued impacts of COVID-19
 - Equity, Diversity, and Inclusion
 - Discussion on Self-Care

252

253 **.04D APPOINTMENT OF SIGNING OFFICERS**

254

255 **It was MOVED Mocan**

256 **As Wanda Towers has been elected President and Marjory Phillips elected as Vice-President; that their names be added to the list of signing officers; and**

257 **As the President resides outside of the GTA, that Paula Conforti be added to the list of signing officers as per section 9.8.5 of By-law 9: Banking and Finance; and**

258 **As Michael Grand, Denise Milovan and Janice Currie are no longer on Council, that their names be removed as signing officers.**

CARRIED

262

263 **2021.03.05 STRATEGIC ISSUES**

264

265 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

266 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. This table is used to chart the work undertaken and accomplished in fulfilling the College's Strategic Direction. Items added since the Council Meeting of March 19, 2021 were shown in **Bold**.

269

270 **2021.03.06 OTHER BUSINESS**

271

272 **.06A NEXT COUNCIL MEETINGS:**

- September 10, 2021
- December 17, 2021

275

276 **2021.03.07 ADJOURNMENT**

277 There being no further business,

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**It was MOVED Perry
That the Council Meeting be adjourned. CARRIED**

The Council Meeting was adjourned at 11:39AM.

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

Marjory Phillips, Ph.D., C.Psych., Vice-President

Minutes approved at the Council Meeting on September 10, 2021.

DRAFT

ACTION LIST

2021.04.01D

COUNCIL MEETING 2021.03 JUNE 18, 2021

Item:	Responsibility:	Action:	Status:
2019.03.03C	College	To pursue amendments to O.Reg. 74/15 - Registration under the <i>Psychology Act, 1991</i> to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.	In Process
2020.04.03A	Registration Committee	Establish a process to assess all <i>Canada Free Trade Agreement (CFTA)</i> candidates on their competence to perform the controlled act of communication of a diagnosis.	In Process; being done in conjunction with Oral Examination review
2021.03.03A	Staff	Add <i>Policy II – 7(ii): Funding for Therapy and Counselling for Clients of Members Alleged to have been Sexually Abused while Receiving Supervised Psychological Services</i> to the College's <i>Policy and Procedures Manual</i> .	Completed
2021.03.03B	Staff	Update <i>Policy II-3(i) ICRC Terms of Reference/Role</i> in the College's <i>Policy and Procedures Manual</i> .	Completed
2021.03.03C	Staff	Update <i>Policy II-3(ii) Release of Member's Response to Complainant</i> in the College's <i>Policy and Procedures Manual</i> .	Completed
2021.03.03D	Staff	Update <i>Policy II-3(iv) Responding to Requests for Extensions to Make Written Submissions</i> in the College's <i>Policy and Procedures Manual</i> .	Completed
2021.03.03F	Registrar	Draft a response letter to the Ministry of Health regarding College governance reforms. Circulate the draft letter to the Executive Committee for final review and comments.	Completed

REPORT TO COUNCIL

2021.04.02A(1)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

EXECUTIVE COMMITTEE

COMMITTEE MEMBERS:

Wanda Towers, Chair, Professional Member of Council
 Paula Conforti, Professional Member of Council
 Marjory Phillips, Professional Member of Council
 Philip Ricciardi, Professional Member of Council
 Paul Stopciati, Public Member of Council
 Scott Warnock, Public Member of Council

STAFF

Rick Morris, Registrar & Executive Director
 Barry Gang, Deputy Registrar & Director, Professional Affairs
 Caitlin O’Kelly, Assistant to the Registrar

MEETINGS

The Executive Committee met on:

- June 18, 2021
- July 21, 2021
- August 27, 2021

ITEMS TO COUNCIL FOR DECISION

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

- Amendments to *Policy I-14: Complaints and Indemnification – College Agents and Staff*.
- Changes to the Fee Stabilization Fund.

ACTIONS

The Executive Committee took the following actions:

- Made Committee appointments for the 2021-2022 year.
- Directed the Registrar, as the College’s representative on the Board of Directors of the Association of Canadian Psychology Regulatory Organizations (ACPRO) to support ACPRO making a public statement entitled *An Apology to Indigenous People and Pledge to be Anti-Racist*. More information is in the Registrar and Executive Director’s Report to Council.
- Approved a four-hour training workshop for the College leadership (Council, Committee and Staff). More information is in the Registrar and Executive Director’s Report to Council.
- Reviewed draft Audited Financial Statements 2020-2021 and Auditor’s report. Recommended that these be presented to Council for approval.
- Accepted our public member, Nancy Tkachuk’s resignation letter effective September 22, 2021. More information in the President’s report to Council.

- Approved the Equity, Diversity, and Inclusion Working Group Terms of Reference/Role. More information is in the Registrar and Executive Director's Report to Council.
- Learned that the College's staff IT specialist is retiring this year. After reviewing the identified risks and benefits of various options for provision of IT services, the Committee agreed with the proposed move to outsource IT services to meet the expanding IT needs of the College in future. More information is in the Registrar and Executive Director's Report to Council.

FOR INFORMATION

The Executive Committee undertook its quarterly review of continuing the provisions for telepsychology services for out-of-province practitioners during COVID-19 which permit out-of-province practitioners to continue to provide service to their clients currently in Ontario due to COVID-19. It was determined that these provisions needed to continue. This will be reviewed again at the next Executive Committee meeting.

The Executive Committee received updates on the purchasing of office furniture and AV equipment.

SUBMITTED BY

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

REPORT TO COUNCIL

2021.04.02A(2)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

DISCIPLINE COMMITTEE

COMMITTEE MEMBERS:

Marilyn Keyes, Council Member, Chair
 Janice Currie, College Member, Co-Vice-Chair
 Sara Hagstrom, College Member, Co-Vice-Chair
 Gilles Boulais, College Member
 Paula Conforti, Council Member
 Lynette Eulette, College Member
 Robert Gauthier, College Member
 Graeme Goebelle, Public Member
 Michael Grand, Council Member
 Anthony Hopley, College Member
 Joyce Isbitsky, Council Member
 Sandra Jackson, College Member
 David Kurzman, Council Member

Archie Kwan, Council Member
 Maggie Mamen, College Member
 Ilia Maor, Public Member
 Nadia Mocan, Public Member
 Melanie Morrow, College Member
 Mary Ann Mountain, College Member
 Tisha Ornstein, College Member
 Adrienne Perry, Council Member
 Marjory Phillips, Council Member
 Paul Stopciati, Public Member
 Wanda Towers, Council Member
 Nancy Tkachuk, Public Member
 Scott Warnock, Public Member

STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings
 H el ene Th eberge, Senior Administrative Assistant

REFERRALS TO DISCIPLINE

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

HEARINGS

Hearings were held in the following matters in the first quarter:

1. **Dr. Martin Rovers:** https://members.cpo.on.ca/public_register/show/3067

A referral was made to the Discipline Committee on June 29, 2020. The Pre-Hearing Conference for this matter took place on December 7, 2020 and the Hearing took place on June 29, 2021.

2. **Dr. Darren Schmidt:** https://members.cpo.on.ca/public_register/show/21702

A referral was made to the Discipline Committee on July 14, 2020. A pre-hearing was held regarding this matter on February 1, 2021. The Hearing was initially scheduled for June 21-23, 2021 but was postponed to August 25-27 and 30, 2021. The Hearing took place and was completed on August 25.

ONGOING MATTERS

3. **Dr. Augustine Meier:** https://members.cpo.on.ca/public_register/show/1032

A referral was made to the Discipline Committee on November 30, 2020. This matter is currently at the pre-hearing conference stage.

4. **Dr. Andr e Dessaulles:** https://members.cpo.on.ca/public_register/show/2530

A referral was made to the Discipline Committee on January 21, 2021. This matter is currently at the pre-hearing conference stage.

SUBMITTED BY

Marilyn Keyes, Ph.D., C.Psych., Chair

REPORT TO COUNCIL

2021.04.02A(3)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

QUALITY ASSURANCE COMMITTEE

COMMITTEE MEMBERS

Michael Minden, Chair, College Member
 Marilyn Keyes, Vice-Chair, Council Member (until June 18, 2021)
 David Kurzman, Council Member (appointed June 18, 2021)
 Joyce Isbitsky, Council Member
 Nadia Mocan, Public Member (appointed June 18, 2021)
 Ilia Maor, Public Member (appointed July 8, 2021)
 Nancy Tkachuk, Public Member
 Katherine Green, College Member
 Sabrina Hassan, College Member (appointed June 18, 2021)
 David Howard, College Member
 Lynn Laverdière-Ranger, College Member (until June 18, 2021)

STAFF

Barry Gang, Deputy Registrar & Director, Professional Affairs
 Madeleine Lee, Quality Assurance Coordinator

COMMITTEE ACTIVITY

A panel of the 2020-2021 Committee met on June 14, 2021. This panel completed reviews of the Self-Assessment Guides (SAGs) of four members from the 2018-2020 cycle. In all cases, the Committee determined that SAGs had been completed in a satisfactory manner.

On June 18, 2021, the College Executive Committee appointed the members to comprise the new Committee for 2021-2022. This Committee is scheduled to meet in the early fall.

CURRENT QUALITY ASSURANCE MATTERS

Self-Assessment Guide (SAG) for 2021

Overview

Declarations due in 2021	1255
Declarations Received by Deadline	1237
Declarations Overdue	18
Total SAG Reviews Planned	18

Peer Assisted Review (PAR)

At this time, the total number of PARs planned for 2021-2022 has yet to be determined (TBD). The number of members who will be referred for a PAR as a result of their failure to comply with the SAG requirements is not known as the Committee is following up with those who have not submitted their SAG in an effort

to receive this material. As well, the random and stratified random selections for members to participate in the PAR is anticipated to occur shortly.

Overview	
Reviews carried over from previous years	28
Referred due to failure to comply with self-assessment requirements	TBD
Selected by random selection Fall 2021	TBD
Selected by stratified random selection Fall 2021	TBD
Total reviews planned for 2021-2022	TBD

	Q1	YTD
Completed Peer Assisted Reviews	1	1

Members who have been selected for a PAR, as well as reviewers, have been provided with the opportunity to participate in the PAR virtually.

Continuing Professional Development Audits

Overview	
Declarations due in 2021	1189
Declarations outstanding at Deadline	13
Total Audits Planned for 2021-2022	50

SUBMITTED BY

Michael Minden, Ph.D., C.Psych., Chair
August 31, 2021

REPORT TO COUNCIL

2021.04.02A(4)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

CLIENT RELATIONS COMMITTEE

COMMITTEE MEMBERS

Kofi Belfon, Chair, College Member
 Janice Currie, Vice-Chair, Council Member (Until June 18, 2021)
 Archie Kwan, Council Member (Appointed June 18, 2021)
 Adrienne Perry, Council Member
 Graeme Goebelle, Public Member (Appointed June 18, 2021)
 Nadia Mocan, Public Member
 Rosemary Barnes, College Member
 Melanie Morrow, College Member
 Lana Stermac, College Member (Appointed June 18, 2021)

STAFF

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

COMMITTEE ACTIVITIES

Members of the Committee met on June 7, 2021. Unfortunately on that date, the Committee did not have the requisite number of Public Members, as per *College By-law 21: Committee Composition*. As it was not properly constituted, no decisions of the Committee could be made. Recommendations for tasks to be considered once the Committee was reconstituted were discussed at the meeting.

The full 2021-2022 Committee was appointed by the College Executive Committee on June 18, 2021 and the Committee held a meeting on July 5, 2021. The first order of business was to provide the new Committee with an orientation to the work of the Client Relations Committee. Following this, the Committee considered two applications for funding for therapy or counselling.

Funding for Therapy or Counselling for Clients

There are currently five individuals receiving funding for therapy or counselling; three of which are ongoing. Two other individuals were approved for funding at the meeting of July 5, 2021. One of these applications was from an individual alleging abuse by a College member under the provisions of s. 85.7 of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*. The other application did not meet the statutory eligibility requirements; however it was approved under the new policy extending funding to those alleging abuse by a person providing service under the supervision of a College member.

The next meeting of the Committee is scheduled for October 13, 2021.

SUBMITTED BY

Kofi Belfon, Ph.D., C. Psych., Chair
 September 1, 2021



REPORT TO COUNCIL

2021.04.02A(5)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

FITNESS TO PRACTICE COMMITTEE

COMMITTEE MEMBERS:

Philip Ricciardi, Chair, Council Member

Paula Conforti, Council Member

Graeme Goebelle, Public Member

Julie Goldenson, College Member

Mark Watson, College Member

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

REPORT TO COUNCIL

2021.04.02A(6)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

FINANCE AND AUDIT COMMITTEE

COMMITTEE MEMBERS

Wanda Towers, Chair, Council Member
David Kurzman, Council Member
Graeme Goebelle, Public Member
Paul Stopciati, Public Member
Alana Holmes, College Member

STAFF

Rick Morris, Registrar & Executive Director
Barry Gang, Deputy Registrar & Director, Professional Affairs
Stephanie Morton, Manager, Corporate Services
Caitlin O’Kelly, Assistant to the Registrar

COMMITTEE ACTIVITIES

The Finance and Audit Committee (FAC) met by teleconference on August 27, 2021. The primary purpose of this meeting was to discuss the draft *Audited Financial Statements* for the year ending May 31, 2021, with the College’s Auditors. After reviewing these statements with the Auditor, the Committee agreed that the College is in good financial health. The FAC recommended that Council accept the draft *Audited Financial Statements* as presented. The Auditor will attend the Council meeting to review and discuss the *Statements*. The Committee also considered the matter of College membership fees and is recommending that the Fee Stabilization Fund be used to cover the operating deficit and for membership fees to remain at their current level for the upcoming 2022/2023 year. This is presented separately in Agenda item .04F.

At this meeting, the FAC also reviewed the *Unaudited Financial Statements and Variance Report* all to May 31, 2021; the end of the fourth quarter. In considering the *Statement of Revenue & Expenses*, the FAC reviewed the *Variance Report* which explained items that deviated from the budget by the level of materiality set by Council; items which exceeded the expected budget by \$5,000 or were underspent by \$10,000. The Committee was satisfied with the information presented and voted to receive the reports.

The memorandum from the Registrar & Executive Director confirming the remittances to the Canada Revenue Agency and the Ontario Employer Health Tax for the period March 1, 2021 to May 31, 2021 was received.

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

ATTACHMENTS

1. Statement of Revenue and Expenses to May 31, 2021
2. Balance Sheet to May 31, 2021 (unaudited)

SUBMITTED BY

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STATEMENT OF REVENUE & EXPENSES

June 2020 through May 2021

	Annual Budget	Budget	YTD Actual	YTD \$ Variance	2020-2021 % YTD	Expected % YTD	% Variance YTD
REVENUE	3,646,250.00	3,646,250.00	3,603,232.48	-43,017.52	99%	100%	-1%
COST OF SALES	335,702.00	335,702.00	231,156.92	-104,545.08	69%	100%	-31%
GROSS MARGIN	3,310,548.00	3,310,548.00	3,372,075.56	61,527.56	102%	100%	2%
EXPENDITURES							
Governance	99,575.00	99,575.00	46,739.42	-52,835.58	47%	100%	-53%
Registration	103,000.00	103,000.00	82,050.08	-20,949.92	80%	100%	-20%
Client Relations, Communications & Education	33,675.00	33,675.00	22,866.25	-10,808.75	68%	100%	-32%
Quality assurance	50,641.00	50,641.00	11,325.00	-39,316.00	22%	100%	-78%
Investigations and resolutions	149,200.00	149,200.00	94,892.04	-54,307.96	64%	100%	-36%
Hearings	337,400.00	337,400.00	340,403.75	3,003.75	101%	100%	1%
Liaison (Professional Organizations)	37,695.00	37,695.00	17,890.36	-19,804.64	47%	100%	-53%
Administration	2,881,719.00	2,881,719.00	2,936,142.24	54,423.24	102%	100%	2%
Total Expenditures	3,692,905.00	3,692,905.00	3,552,309.14	-140,595.86	96%	100%	-4%
EXCESS OF REVENUE OVER EXPENDITURES	-382,357.00	-382,357.00	-180,233.58	202,123.42	47%	100%	-53%

The College of Psychologists of Ontario
Balance Sheet Prev Year Comparison
As of May 31, 2021

	May 31, 21	May 31, 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
10000 · Petty Cash	200.00	200.00	0.00
10100 · Bank	515,887.10	452,316.69	63,570.41
10250 · Cash Equivalents	3,529,423.82	969,987.55	2,559,436.27
Total Chequing/Savings	4,045,510.92	1,422,504.24	2,623,006.68
Accounts Receivable			
10400 · Accounts Receivable - Control	(2,888,944.81)	(1,938,527.78)	(950,417.03)
Total Accounts Receivable	(2,888,944.81)	(1,938,527.78)	(950,417.03)
Other Current Assets			
10300 · Short Term Investments	3,771,233.32	6,333,183.55	(2,561,950.23)
10410 · Accounts Receivable - Other	2,899,148.84	1,946,348.16	952,800.68
10550 · Interest Receivable	1,264.03	1,268.60	(4.57)
10600 · Prepaid Expenses	34,314.05	33,017.71	1,296.34
Total Other Current Assets	6,705,960.24	8,313,818.02	(1,607,857.78)
Total Current Assets	7,862,526.35	7,797,794.48	64,731.87
Fixed Assets			
12000 · Furniture & Equipment			
12010 · Furniture & Equipment - Cost	52,815.39	55,768.81	(2,953.42)
13000 · Accum Amort Furniture & Equip	(47,753.68)	(53,392.21)	5,638.53
Total 12000 · Furniture & Equipment	5,061.71	2,376.60	2,685.11
12100 · Computer Equipment			
12110 · Computer Equipment - Cost	140,958.46	133,529.42	7,429.04
13100 · Accum Amort Computer Equipment	(122,224.39)	(99,478.19)	(22,746.20)
Total 12100 · Computer Equipment	18,734.07	34,051.23	(15,317.16)
12200 · Leasehold Improvements			
12210 · Leasehold Improvements - Cost	1,046,852.18	279,796.64	767,055.54
13200 · Accum Amort Leaseholds	(233,890.12)	(169,638.55)	(64,251.57)
Total 12200 · Leasehold Improvements	812,962.06	110,158.09	702,803.97
Total Fixed Assets	836,757.84	146,585.92	690,171.92
Other Assets			
10302 · Long Term Investment	40,262.40	42,271.68	(2,009.28)
Total Other Assets	40,262.40	42,271.68	(2,009.28)
TOTAL ASSETS	8,739,546.59	7,986,652.08	752,894.51
LIABILITIES & EQUITY			
Liabilities			

	May 31, 21	May 31, 20	\$ Change
Current Liabilities			
Accounts Payable			
21000 · Accounts Payable - Control	107,026.53	87,283.46	19,743.07
Total Accounts Payable	107,026.53	87,283.46	19,743.07
Other Current Liabilities			
21100 · Accounts Payable - Other	302,237.73	291,597.21	10,640.52
22000 · Employee Tax Deductions Payable	29,094.12	21,808.91	7,285.21
23000 · Prepaid Fees	2,929,643.84	2,034,184.55	895,459.29
Total Other Current Liabilities	3,260,975.69	2,347,590.67	913,385.02
Total Current Liabilities	3,368,002.22	2,434,874.13	933,128.09
Total Liabilities	3,368,002.22	2,434,874.13	933,128.09
Equity			
31000 · Retained Earnings	1,455,905.49	1,483,506.12	(27,600.63)
31100 · Investigtns&Hearing ReserveFund	850,000.00	850,000.00	0.00
31200 · Contingency Reserve Fund	1,000,000.00	1,000,000.00	0.00
31300 · Fee Stabilization Reserve Fund	1,000,000.44	1,000,000.44	0.00
31400 · Webs ite&DatabaseDevtReserveFund	165,872.02	165,872.02	0.00
31500 · Premises Reserve Fund	1,000,000.00	1,000,000.00	0.00
31600 · FairRegn Practices Reserve Fund	80,000.00	80,000.00	0.00
Net Income	(180,233.58)	(27,600.63)	(152,632.95)
Total Equity	5,371,544.37	5,551,777.95	(180,233.58)
TOTAL LIABILITIES & EQUITY	8,739,546.59	7,986,652.08	752,894.51

REPORT TO COUNCIL

2021.04.02A(7)

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP

COMMITTEE MEMBERS:

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

STAFF SUPPORT:

Rick Morris, Registrar & Executive Director
Caitlin O’Kelly, Assistant to the Registrar

MEETINGS

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

- June 15, 2021
- June 29, 2021
- July 13, 2021
- August 3, 2021
- August 23, 2021

FOR INFORMATION

The Working Group discussed the following:

- The Association of Canadian Psychology Regulatory Organizations (ACPRO) public statement entitled *An Apology to Indigenous People and Pledge to be Anti-Racist*. More information is available in the Registrar and Executive Director’s Report to Council;
- Training in equity, diversity, and inclusion for the College leadership in recognition of the importance of an awareness of these issues in all aspects of the business of the College;
- Drafting of a survey to be sent to the membership to gather information on the diversity of the College membership;
- Terms of Reference/Role for the Working Group (Attached); and
- A College webpage to provide updates from the College and offer EDI resources for members.

SUBMITTED BY

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

EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP

Terms of Reference and Role

POLICY STATEMENT

The College of Psychologist's ongoing mandate is to protect the public interest through the regulation of the practice of psychology. As a regulator, it must carefully consider and reflect upon its role with respect to the important issues of equity, diversity, and inclusion.

TERMS OF REFERENCE/ROLE

1. The Equity, Diversity, and Inclusion (EDI) Working Group will be comprised of 5 – 6 members consisting of members of the College, one of whom will be the President of Council or their designate. Priority will be given to members from Black, Indigenous, people of colour and LGBTQ2S+ communities or from groups experiencing systemic bias or discrimination for reasons of physical disability, age, or religion, for example
2. Prospective members may be identified by current members, members of Council, or through self-expressed interest in the work of the EDI Working Group. Formal recruitment strategies may be necessary to fulfill the composition goals outlined above.
3. Members of the Working Group will be appointed, by the Executive Committee, for two-year terms with a limit of six consecutive years.
4. The Registrar provides staff support to the Equity, Diversity, and Inclusion Working Group.
5. Responsibilities
Working closely with the Registrar and senior staff, the Equity, Diversity, and Inclusion Working Group will provide recommendations and advise Council on ensuring that:
 - a. Strategies are developed, including bylaw and policy amendments, standards, guidelines and other tools to address any identified issues that reflect the values of the Council and its commitment to equity, diversity, inclusion and an environment that is free of bias, discrimination and racism;
 - b. Training for Council and senior College Leadership includes addressing critical issues surrounding equity and inclusion, in particular, but not limited to anti-discrimination and anti-bias training;
 - c. Recruitment of members to work with the College is based on equity, diversity, and inclusion; and
 - d. The College EDI webpage provides appropriate educational resources for members of the profession and the public.
6. Meetings
The Working Group meets at the call of the Chair. At least one of the Chair and Vice-Chair will be a member of the College Council.
7. Reports
The Working Group reports to the College Council. The Chair will submit a quarterly report to the Council addressing matters of importance and making recommendations, as appropriate.

REPORT TO COUNCIL

2021.04.02C

BARBARA WAND SEMINAR IN PROFESSIONAL ETHICS, STANDARDS AND CONDUCT June 10, 2021

Ethical Practice in the Context of Sexual and Gender Diversity

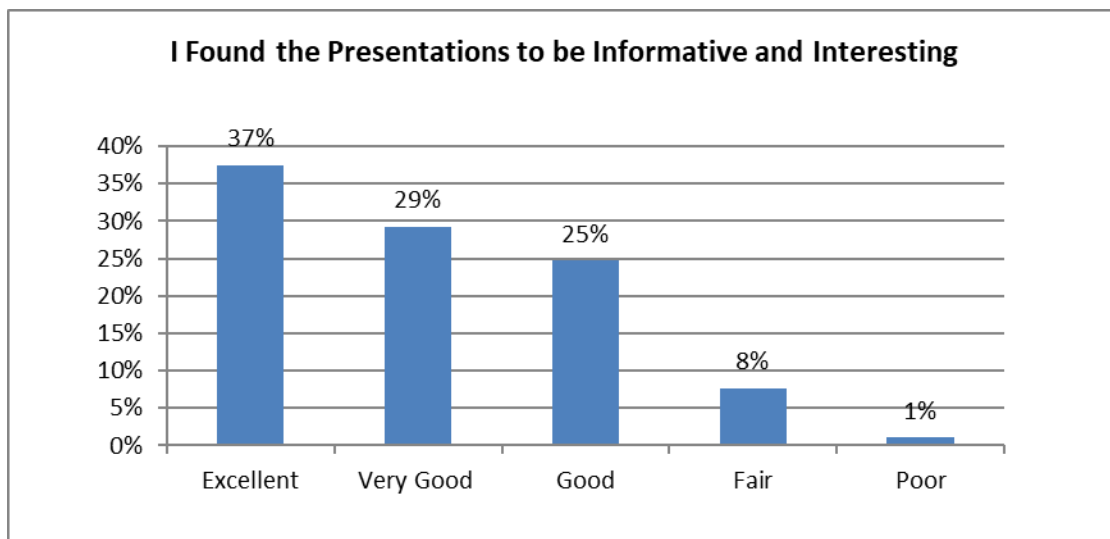
Alison Kirschbaum, Ph.D.

The Barbara Wand Seminar was held on June 10, 2021 and because of COVID-19, it was provided exclusively by webinar. The total viewership was estimated to be 2419, more than half of the membership, indicative of the members' support for this educational opportunity. We thank those who responded to our post-Seminar evaluation survey which suggests that members found the presentation to be of value.

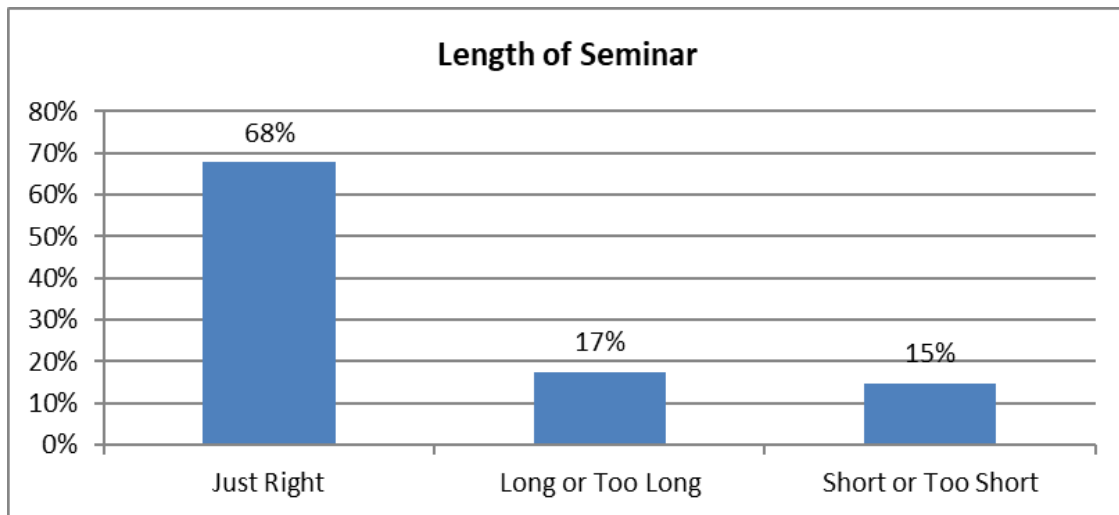
The Barbara Wand Seminar is offered at no charge to members and psychology graduate students in keeping with the College's wish to support and encourage continuing education.

The College was again pleased to offer live captioning of the webcast and to be able to fulfill the many requests for a transcript of the proceedings. A captioned recording of the Seminar and the transcript is available in the [Barbara Wand Seminar Archives](#) on the College website along with the other Seminars held since June 2016.

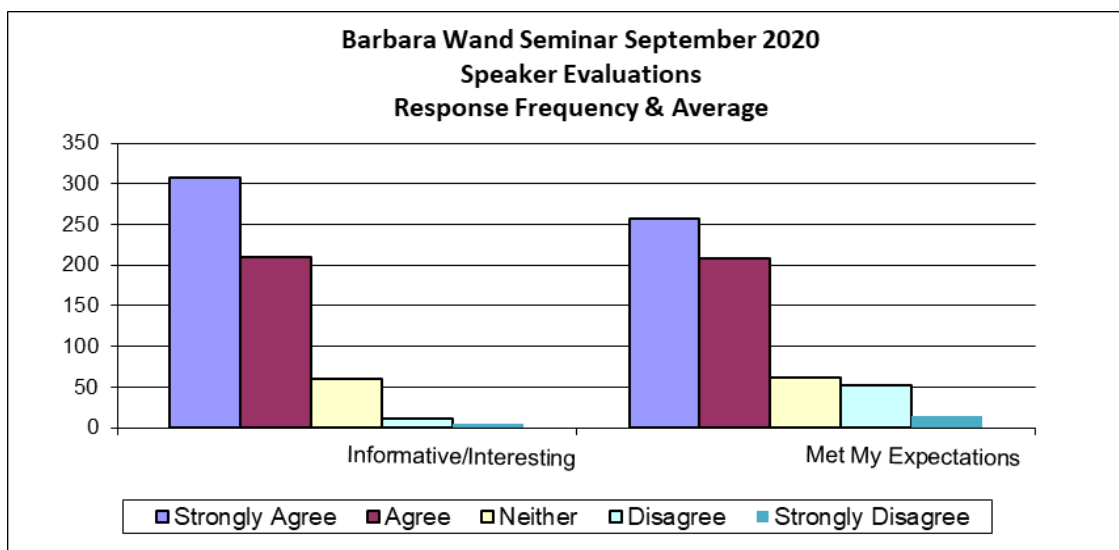
The evaluation of the Seminar was completed on-line by 599 (24%) of the participants. When asked whether they found the presentations to be "Informative and Interesting", 66% of respondents reported that the Seminar was "Excellent" or "Very Good".



In considering the length of the Seminar, two-thirds of the respondents indicated that the three-hour format was “Just Right”.



As in the past, most members rated the registration process, handouts, and webinar logistics as “Very Good” or “Excellent”. Similarly, in addition to finding it both Informative and Interesting, 78% of the participants “Strongly Agreed” or “Agreed” that the Seminar met their expectations.



The College appreciates the support of the membership for these Seminars and is pleased to continue to offer this educational opportunity as a lasting tribute to the late Dr. Barbara Wand.

SUBMITTED BY

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

BRIEFING NOTE

2021.04.03A

SEPTEMBER 2021 COUNCIL MEETING

AMENDMENTS TO POLICY I-14: COMPLAINTS AND INDEMNIFICATION - COLLEGE AGENTS AND STAFF

STRATEGIC DIRECTION REFLECTION

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

MOTION FOR CONSIDERATION

That the amended *Policy I-14: Complaints and Indemnification – College Agents and Staff* which includes the procedure for handling complaints against College Council members, staff members and others acting as agents of the College, be approved.

Moved By TBD

PUBLIC INTEREST RATIONALE

This revised policy includes the addition of the procedure regarding the handling of complaints against Council and Committee members, staff members and others acting as agents of the College. This formalizes in policy the practices of the College and will provide transparency to members and the public with regard to the process as to how these matters will be handled.

BACKGROUND

Last year's Executive Committee raised concern regarding members of the College being subject to the complaints process when concerns were raised regarding their participation on College Committees; not related to their practice as members of the College. The example given was that of a complaint lodged by a dissatisfied complainant against a member of the College serving as an Inquiries, Complaints and Reports Committee (ICRC) panel member.

It must be noted that the College has a responsibility and obligation, under the Health Professions Procedural Code (Code) being schedule 2 of the *Regulated Health Professions Act, 1991 (RHPA)* to investigate any complaint raised with respect to a member of the College. While it may be felt that, on the face of the complaint, it does not appear to be related to a member's practice; there is no mechanism to make this determination outside of the usual ICRC process. That is, there is no mechanism for the Registrar or other College authority to review the matter and determine it should not be entertained, be dismissed or handled in a different manner.

In 2007 the College established *Policy I-14: Indemnification*. Through this policy Council members, staff members and others acting as agents of the College are indemnified "for reasonable legal fees incurred in the defence of any action, professional complaint or proceeding that may be commenced against such person(s) in respect of work undertaken for or on behalf of the College in good faith in the performance or intended performance of the person's assigned role with the College which would be defended on the basis of the immunity provided in Section 38 of the *Regulated Health Professions Act, 1991*".

The discussion of this matter at the Executive Committee level prompted the consideration of an expanded policy to include the procedures by which such complaints would be handled.

AMENDED POLICY

The attached amended *Policy 1-14: Complaints and Indemnification – College Agents and Staff* maintains the procedures set out in the current *Policy 1-14: Indemnification* while adding information with respect to the handling of complaints process. For greater clarity, *Indemnification* is expanded to note that it applies to complaints against staff members to another regulatory body, with which the staff member may be registered, concerning allegations that arise solely in respect of the staff member carrying out their employment duties with the College. The policy separately discusses complaints against members of the College be they staff or those acting as agents of the College, e.g., Council members, panel members, reviewers, examiners or interviewers, and non-members.

Summary of Policy Regarding the Complaints Process

1. Complaints against members of the College, be they staff, or agents will be handled as per the Code, specifically sections 25 - 35.
Investigation of these complaints will be conducted to ensure that any perception of bias is minimized. While it may be appropriate for a staff Case Manager to investigate a complaint with respect to a Peer Assisted Reviewer or Oral Examiner, with whom they have no relationship, a complaint against the Registrar, Deputy Registrar or ICRC panel Chair or member for example, would be conducted by an outside investigator or other third party.
2. Complaints against non-members of the College will be handled by the appropriate Director or the Registrar in the case of a staff member, and by the Council President, in conjunction with the Registrar, if the individual is a non-member, such as a Public Member of Council. In all cases, investigations of these matters will be conducted to ensure that any perception of bias is minimized.

BUDGETARY IMPLICATIONS

Indemnifying those working on behalf of the College has budgetary implication as this can result in legal expenses being incurred. Similarly, contracting with an outside investigator to gather information about a complaint against a member of the College, be they staff or an individual working as an agent of the College would impact the budget. It is difficult to quantify either of these potential situations as they would depend on the occurrence of a complaint; something which to date has been minimal. Neither indemnification nor the process for handling such complaints is new, so it is not anticipated this policy will result in additional expenses over and above type of cost which were incurred over the past number of years.

NEXT STEPS

Upon approval, the amended *Policy 1-14: Complaints and Indemnification – College Agents and Staff* will be updated in the College's *Policy and Procedure Manual*.

ATTACHMENT

- *Policy 1-14: Complaints and Indemnification – College Agents and Staff*.

CONTACT FOR QUESTIONS

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

POLICY AND PROCEDURE MANUAL

POLICY	Complaints and Indemnification – College Agents and Staff		
SECTION	Framework and Governance	POLICY #	I – 14
DATE CREATED	September 2021	DATE LAST REVISED	
NEXT REVIEW DATE	2024/2025	PAGE #	1 of 2

POLICY STATEMENT

The College shall review a complaint received against an individual, whether a member of the College or a non-member, acting in the capacity as staff or agent of the College, be they members of Council, College Committees, Interviewers, Reviewers, or Examiners, etc. established pursuant to the *Regulated Health Professions Act, 1991 (RHPA)* or the Health Professions Procedural Code (Code) being schedule 2 of the *RHPA*. In addition, these individuals shall be indemnified for reasonable legal fees incurred in the defence of any action, professional complaint or proceeding that may be commenced against such person(s) in respect of work undertaken for or on behalf of the College in good faith in the performance or intended performance of the person's assigned role with the College which would be defended based on the immunity provided in Section 38 of the *RHPA*.

PROCEDURE

Complaints About Staff or Agents who are Members of the College

1. Complaints filed with the Registrar regarding the conduct or actions of a member and otherwise complying with the provisions of the Code shall be addressed in accordance with the provisions of the Code, and particularly sections 25-35.
2. Investigation of these complaints will be conducted to ensure that any appearance or perception of bias is minimized. The Director, Investigations and Hearings and the Registrar will decide if it is appropriate for a staff Case Manager to investigate a complaint with respect to a Peer Assisted Reviewer or Oral Examiner or other with whom they have no relationship. A complaint against the Registrar, Deputy Registrar or ICRC panel Chair or member, for example, would be contracted to an outside investigator or other third party.
3. Following the disposition of a complaint about staff or agents who are members of the College by the ICRC in accordance with the Code and any appeals related to it:
 - (a) where the complaint is regarding the conduct or actions of a member, who is not a member of staff employed by the College, acting in the capacity of a member of any statutory committee or of Council, or otherwise on behalf of the College, the President will be informed of any disposition that is the result of an investigation.
 - (b) where the complaint is regarding the conduct or actions of a member of College staff, the Registrar will be advised of the complaint and its disposition. If the Registrar is a member of the College and the complaint concerns the Registrar, notification of the complaint and its disposition shall be forwarded to the President.
4. The relevant provisions of College *By-law 19: Disqualification of Non-Council Members of Statutory Committees* and *By-law 20: Disqualification of Elected or Appointed Members of Council* shall apply if a member of the College is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee.

Complaints About Staff or Agents Who Are Not Members of the College

5. Complaints about the conduct of non-member College staff acting in their capacity as such are matters of employment relations and are to be considered as such. Accordingly, any such complaints received by the College should be forwarded for appropriate action to the direct supervisor of the individual against whom the complaint has been made or concerns expressed. If the Registrar is not a member of the College and the complaint concerns the Registrar, it should be forwarded to the President.
6. Complaints about the conduct of non-member Council members; Council members appointed by the Lieutenant Governor in Council who are therefore not members of the College, acting in their capacity as Council members should be forwarded to the President, for appropriate action.
7. Investigations of these matters will be conducted to ensure that any appearance or perception of bias is minimized.
8. Complaints about the conduct of non-member College agents acting in their capacity as such who are not staff employed by the College, e.g., external investigators, may be matters of contractual relations and are to be considered as such. Accordingly, any such complaints received by the College should be forwarded to the Registrar for appropriate action.

INDEMNIFICATION

1. Indemnification means the defraying of any reasonable legal and other reasonably necessary expenses incurred in defending against any action, complaint or proceeding.
2. Indemnification applies when a person is acting in good faith and within scope of the person's assigned role with the College.
3. Indemnification includes the defence of complaints made against a staff member to another regulatory body of which they are registered members, should the complaint be wholly related to the staff member carrying out their duties as a College employee.
4. When a person, either staff member or agent of the College, becomes aware of an action, complaint or proceeding, or a threatened action, complaint or proceeding, against the person regarding work undertaken on behalf of the College, they shall immediately notify their direct supervisor, if applicable, and the Registrar.
5. Any legal advice to be sought under this policy must be pre-authorized by the Registrar.
6. Indemnification does not apply to non-member College agents acting in their capacity as such who are not staff employed by the College, e.g., external investigators as they will be expected to have independent coverage for such matters.

REPORT TO COUNCIL

2021.04.04A

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

PRESIDENT'S REPORT

Time has passed quickly as I have embraced my first quarter term as President. I want to highlight a few opportunities I've had to participate in the work of regulatory oversight since our last Council meeting.

Association for State and Provincial Psychology Boards (ASPPB): I participated in a Board Chairs meeting that took place on July 15, 2021. In my first meeting with this group, I was the sole Canadian representative to attend. The meeting provided an opportunity to learn about regulatory issues faced by various State Boards. In particular, conversations focused on progress being made to facilitate reciprocity goals when regulating psychologists who are providing telepsychology services across State borders during the pandemic; an issue we have also addressed here in Ontario. Final survey data was collected this summer from each State and Provincial regulatory body regarding the use of the EPPP2 as a competency-based examination within the registration process. I anticipate that the results of this survey will be disseminated later this year.

Equity, Diversity, and Inclusion (EDI) Working Group: I began attending this working group's meetings along with Dr. Rick Morris, Registrar & Executive Director. A decision has now been made to include the President of Council or their designate as a permanent member of the working group in future. This decision is reflected in the new Terms of Reference/Role for the working group.

Executive Committee: The Executive Committee met on three occasions. I appreciate the contributions of each member of the Committee as they commit their time to attend meetings and demonstrate their willingness to discuss and thoughtfully consider issues presented. Please see the Executive Committee report for a summary of these meetings.

Orientation: I attended the orientation of our new Public Member of Council, Mr. Ilia Maor that was provided by Dr. Rick Morris, Registrar & Executive Director. On behalf of the whole Council, I would like to extend a warm welcome to Mr. Maor. We look forward to working with Mr. Maor as a member of Council and Committees.

Thank you:

Ms. Nancy Tkachuk's (Public Member of Council) resignation: It has been a pleasure to have Ms. Tkachuk working alongside of us as a public member of Council since March 12, 2020. Ms. Tkachuk has been a hard-working member of multiple committees, participating on the ICRC, Quality Assurance, and Discipline committees while appointed to Council. Ms. Tkachuk attended two discipline hearings while a member of the Discipline committee. We have appreciated her presence at Council meetings and wish her all the best that retirement can bring in the days ahead.

Dr. Rick Morris, Registrar & Executive Director's years of service with the College of Psychologists of Ontario: Today, we have the privilege of recognizing our Registrar, Dr. Rick Morris' many contributions to the College of Psychologists. He has now been employed by the College for a record 25 years. On behalf

of the members of Council, I want to thank him for his wise advice and excellent oversight at the College over the past 25 years. The College will continue to benefit from his presence in the future.

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

REPORT TO COUNCIL

2021.04.04B

SEPTEMBER 2021 COUNCIL MEETING

REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

PUBLIC MEMBER UPDATE

Mr. Ilia Maor

We are pleased to welcome Mr. Ilia Maor as a new public member on the College Council. Mr. Maor was appointed for a three-year term beginning July 8, 2021. While this is Mr. Maor's first Council meeting, he has already contributed to the College through his Committee involvement over the summer.

Ms. Nancy Tkachuk

It is with regret that we have been informed that Ms. Nancy Tkachuk has found it necessary to resign her position as a public member of the College Council. In her letter of resignation dated July 23, 2021, Ms. Tkachuk stated that:

After much consideration, it is with regret and sadness that I submit my resignation as a Public Member to the College of Psychologists of Ontario, effective September 22, 2021. This decision was not made lightly, but due to changing life circumstances and the uncertainty of where I'll be at any given time, I feel it necessary.

The Council meeting of September 10, 2021 will be Ms. Tkachuk's final meeting. We will certainly miss her thoughtful contributions to Council as well as the various Committees and panels on which she served.

The College has been in touch with the public appointments' office to notify them of Ms. Tkachuk's decision and to indicate our need for public members given that the Council is now at its minimum of five public members required to remain constituted.

IT UPDATE

After more than 20 years with the College, our Information Systems Administrator, Mr. Gnana Fernando, is retiring. Over these many years, Gnana has been solely responsible for the College technology which has grown and advanced significantly over his two decades of service. Gnana has designed and developed most of the programs used by the College in its work, maintained the College servers and security and generally handled all aspects of College IT. We will certainly miss Gnana's skill, dedication, and conscientiousness but also his friendly, warm personality and the contributions he made to the overall College staff team. Thank you Gnana for all you have done for us.

Moving forward, the College will be outsourcing its IT requirements. This will include contracting with service providers to maintain our web hosting and data security and backups, internet and relationships with the internet provider, application subscriptions and licenses, onboarding new staff and general day to day troubleshooting. As well, the College is pursuing the outsourcing of our programming needs for Registration, Investigations and Hearings, Quality Assurance and other areas which are currently using "in-house" applications and software. The transition to these service providers will occur over the next couple of months.

REGULATION OF APPLIED BEHAVIOUR ANALYSIS UPDATE

In response to a request from the Ministry of Health and the Ministry of Children, Community and Social Services, an 'anticipated start-up cost' budget request was prepared. These include:

i. Contract Project Manager and Coordinator/Administration

To permit regulation to proceed with some degree of efficiency it will be important to have the involvement and direction of an individual with significant experience in regulation and the flexibility to make this work a priority. The individual chosen would be expected to lead the project while also providing 'hands on' drafting and document preparation. It will be important that they be assisted by an experienced Coordinator/Administrator who can do research, prepare documents, and provide overall support for the project.

ii. Council/ABA Implementation Working Group

Several months ago, an ABA Implementation Working Group was established which included the College President, a current and a former member of the College Council both with extensive experience in Applied Behaviour Analysis, a public member of the Council and the President of Ontario Association for Behaviour Analysis (ONTABA). Over the past few months this group met several times to begin to consider the process of regulation primarily looking at potential registration criteria, grandparenting and other entry to practice issues. Funding should be provided to continue with this very valuable resource.

iii. IT/Website and Database Modifications; Public Register

Creating a website which includes the necessary information for this second profession within the College will require significant modifications to the College's current website in addition to the creation and posting of documents specific to the practice of behaviour analysis. Modifications will be required for the public facing pages such as materials for applicants and the member's public register search function, as well as the member's portal through which Behaviour Analysts can access renewal and other individual member specific information.

iv. Furniture/Computers

Once regulation is underway, there will be a need for additional Registration staff to administer the application process as well as case managers within Investigations and Hearings and Quality Assurance. These are new positions will be ongoing as the demand on the time of current staff does not leave room for them to take on additional responsibilities or task with respect to Behaviour Analysts. The Registration staff will be needed leading up to proclamation to undertake the reviews and pre-approval of the large number of applications of 'grandparented' Behaviour Analysts anticipated. Anyone working on the project initially or in an ongoing manner will require a workspace within the College office. In addition, College laptop computers and peripherals will be required as the College does not permit individuals to access the secure College network on personal devices.

v. Registration Examination Development

As with psychology candidates, Behaviour Analyst applicants will be required to successfully complete various registration examinations. The development of new examinations or the adapting/modifying of existing measures is anticipated to require significant funding.

vi. Legal Advice/Consultation

Legal advice will be required at all stages of the development of the regulatory process. A Behaviour Analyst Registration Regulation will be required which will necessitate legal input. In addition, we anticipate the need for legal consultation regarding potential registration refusals. Legal consultation will be required as the College reviews the Professional Misconduct Regulation, its By-Laws, and Policies, and develops Standards of Professional Conduct and the required Quality Assurance Program for Behaviour Analysts.

To date, the College has not heard from the Ministries regarding this proposal. We have begun to receive inquiries from Behaviour Analysts regarding registration as many are interested in becoming registered as soon as the opportunity is available.

EQUITY, DIVERSITY, AND INCLUSION TRAINING

The College Equity, Diversity, and Inclusion (EDI) Working Group recommended that, as part of its commitment to EDI, the College provide training to the College Leadership; Council, Committee members and senior staff. This recommendation was approved by the Executive Committee which has responsibility for Council training.

Discussions have been held with Dr. Ada Sinacore to provide this workshop. Dr. Sinacore is on faculty at McGill University, been very involved in the EDI work of the Canadian Psychological Association and other bodies and has worked and taught in the area of diversity, equity, and social justice for many years. At this time a firm date has not been confirmed but it is anticipated it will occur in late October.

ACPRO STATEMENT: AN APOLOGY TO INDIGENOUS PEOPLE AND A PLEDGE TO BE ANTI RACIST

The Association of Canadian Psychology Regulatory Organizations (ACPRO) prepared a statement entitled *An Apology to Indigenous People and a Pledge to Be Anti-Racist*, (attached) to distribute publicly. The College is a member of ACPRO along with the other provincial regulatory Colleges/Boards and that of the Northwest Territories. The Board of Directors is comprised of the Registrars of the Colleges/Boards.

At its recent meeting, the ACPRO Board reviewed a statement published by College of Psychologists of British Columbia after extensive discussion with their Council and consultation with local Indigenous elders. The Board decided that ACPRO, as an organization, should follow the lead of the BC College and make a similar statement. A small working group undertook to revise and adapt the BC statement for ACPRO, and this was distributed to the members of the ACPRO Board for review and discussion.

As part of the College's review process, this statement was considered by the College's Equity, Diversity, and Inclusion Working Group who were supportive of the ACPRO statement recommended it to the Executive Committee.

Following discussion of the Statement, the Executive Committee directed the Registrar, as a member of the Board of Directors of ACPRO, to vote in favour of this public statement. They appreciated that ACPRO, as an association, is strongly encouraging member organizations to undertake actions but that it does not have the authority to make any commitments on behalf of individual regulators. The Executive Committee recognized that each Canadian Psychology regulatory body would need to review the list of suggested actions and individually commit to take whatever steps were seen to be appropriate and possible for their jurisdictions.

On Monday, August 23, 2021, notification was received from the Chair of the ACPRO Board of Directors indicating that the statement, *An Apology to Indigenous People and Pledge to be Anti-Racist* had been approved by the ACPRO Board of Directors, receiving support from more than the two-thirds of voting Directors required to approve an ACPRO statement for public distribution.

The Executive noted that for the College to make commitments regarding the proposed actions requires discussion by the College Council. To this end, the proposed actions, will be taken to the next Council meeting for discussion and decision-making. The Executive plans to review the Actions listed in the statement and provide recommendations to Council regarding possible next steps.

ATTACHMENT

- *An Apology to Indigenous People and Pledge to be Anti-Racist*

CONTACT FOR QUESTIONS

Dr. Rick Morris, Registrar & Executive Director



ACPRO Association of Canadian Psychology
Regulatory Organizations

AOCRP Association des organisations canadiennes
de réglementation en psychologie

An Apology to Indigenous People and a Pledge to Be Anti-Racist

As the Association of Canadian Psychology Regulatory Organizations (ACPRO), an association of organizations that regulate the profession of psychology in Canada, we apologize to the Indigenous people (First Nations, Métis and Inuit) and communities who have experienced racism while engaging with the individual psychology regulatory organizations or with the psychology professionals we regulate.

As regulators, ACPRO's member organizations govern more than 19,000 professionals who provide regulated psychological services in Canada. The mandate of the regulator is to protect the public by ensuring that the delivery of ethical, safe, and quality care.

On October 16, 2020, the Federal Ministers of Health, Indigenous Services, Crown-Indigenous Relations, and Northern Affairs issued a joint statement which declared a commitment to eliminate systemic racism in the healthcare system, saying: "It is unacceptable that First Nations, Inuit and Métis continue to endure systemic racism and discrimination when seeking the care they need. Racism kills and systemic racism kills systematically". They further stated: "We must work together with Indigenous partners and health professionals, governing bodies, and provinces and territories in order to end racism and systemic discrimination and ensure equal and compassionate care of Indigenous Peoples."

ACPRO agrees with this joint statement. Specific actions must be taken to address Indigenous specific racism in the healthcare system and to ensure that the registered psychologists regulated by ACPRO member organizations, do the same. Our pledge now is to promote anti-racism and to support regulated healthcare professionals to do the same.

We will take this journey together, knowing that recognizing racism in ourselves and others will not be comfortable or easy. As a profession, psychology has relied on methods and epistemologies that may have been harmful to the rights and dignities of Indigenous people. As we acknowledge this failure to meet our ethical standards, members of ACPRO commit to moving ahead in a good way.

We will be guided by Indigenous elders and professionals and by the legal and ethical requirements to provide respect, dignity, and equity in providing psychological services for the Indigenous people of our jurisdictions. These actions are key in regaining and sustaining the trust of Indigenous people. It is only through consistent concrete action to uphold Indigenous rights and eliminate racism within the healthcare system that we can begin to slowly earn the trust of Indigenous people.

As an association of provincial and territorial regulatory bodies of psychologists, we strongly encourage our member organizations to take the following steps to demonstrate leadership and dedication:

- Be anti-racist leaders who will foster a speak-up culture, where stereotypes, discrimination and racism are called out and eliminated.
- Establish clear accountabilities for cultural safety and humility within their Colleges/Boards and for their registrants.
- Draw on Indigenous Knowledge Keepers and professionals to guide their work.
- Provide relevant and specific continuing competency training and explicit guidance on standards of practice to ensure Indigenous people receive culturally safe services from their registrants.
- Work to remove barriers and include supports to ensure that Indigenous people do not feel isolated or unsafe when filing a complaint.
- Ensure board, staff, and committee members are trained in cultural safety and humility, anti-racism, unconscious bias, and, as appropriate, trauma-informed care.
- Strive to broaden Indigenous participation on our boards and committees and staff teams.
- Promote anti-racism and Indigenous cultural safety and humility as core competencies for current and future health-care providers.
- Build partnerships with Indigenous-led organizations to promote system change and dismantle racism.
- Work with all other psychology regulators across the country to promote increased awareness and appropriate changes in professional standards related to research and practice.
- Identify and support changes in legislation and bylaws to deconstruct colonialism, value Indigenous ways of knowing, and eliminate harm for Indigenous people.

REPORT TO COUNCIL

2021.04.0C

FIRST QUARTER, JUNE 1, 2021 – August 31, 2021

REGISTRATION COMMITTEE

COMMITTEE MEMBERS:

Marjory Phillips, Co-Chair, Council Member
 Adrienne Perry, Co-Chair, Council Member
 Paula Conforti, Council Member
 Philip Ricciardi, Council Member
 Nadia Mocan, Public Member

Paul Stopciati, Public Member
 Mark Coates, College Member
 Samantha Longman-Mills, College Member
 Paolo Pires, College Member
 Sheila Tervit, College Member

STAFF

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

COMMITTEE ACTIVITIES

Meetings of the Registration Committee

July 15, 2021: Plenary Session

A half-day Plenary Session was held on July 15 which included orientation and training for both new and returning Committee members. Meeting dates for the 2021-22 term were selected. Dr. Marjory Philips reported on the fourth meeting of the Supervision Resource Manual Working Group, which met on June 22nd. The Committee reviewed its Work Plan and discussed on-going projects and planning for the upcoming year. Dr. Philips provided an overview of the Committee's work to date on reviewing the College's Oral Examinations including the development of a rubric for evaluating competency in the Controlled Act of Diagnosis.

July 15, 2021: Panel A

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

These included:

- 5 involving academic credential reviews (1 doctoral, 4 masters);
- 19 involving retraining for supervised practice members or eligible candidates (8 doctoral, 11 masters);
- 1 involving an examination outcome (EPPP);
- 7 involving requests for change of area of practice;
- 1 involving a request to return to a Certificate of Registration Authorizing Autonomous Practice from an Inactive Class of Certificate of Registration.

July 16, 2021: Panel B

The Registrar referred a total of 43 cases to Panel B.

These included:

- 6 involving academic credential reviews (1 doctoral, 5 masters);
- 24 involving retraining for supervised practice members or eligible candidates (8 doctoral, 16 masters);
- 3 involving an examination outcome (2 Oral Examination, 1 EPPP);
- 1 involving a reciprocity application;
- 8 involving requests for change of area of practice;
- 1 involving a request to return to a Certificate of Registration Authorizing Autonomous Practice from an Inactive Class of Certificate of Registration.

SUBMITTED BY

Marjory Phillips, Ph.D., C.Psych., Co-Chair

Adrienne Perry, Ph.D., C.Psych., Co-Chair

TERMS

- **Academic Credential Review:** 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 Outcome:** Individual cases that require a review of the outcome of, or an issue with, the Oral Examination, JEE, or EPPP.
- **Reciprocity Application:** Reviews of cases where an applicant has applied from a jurisdiction in which the College has entered into a written reciprocity agreement.
- **Removal or modification of limitation and/or condition:** Autonomous practice members who wish to have a registration related limitation and/or condition removed (or modified) from their certificate of practice.
- **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 to Autonomous Certificate from Inactive Certificate:** Members who have held an Inactive Certificate of Registration for longer than 2 years and who wish to return to a Certificate of Registration Authorizing Autonomous Practice.

REPORT TO COUNCIL

2021.04.04D

FIRST QUARTER, JUNE 1, 2021 – AUGUST 31, 2021

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

COMMITTEE MEMBERS:

Melanie Morrow, College Member, Chair
Joyce Isbitsky, Council Member
Marilyn Keyes, Council Member
Archie Kwan, Council Member
Wanda Towers, Council Member
Paul Stopciati, Public Member
Nancy Tkachuk, Public Member
Scott Warnock, Public Member
Jason Brown, College Member
Tanaya Chatterjee, College Member

David Gold, College Member
Allyson Harrison, College Member
Denise Milovan, College Member
Ian Nicholson, College Member
Jasmine Peterson, College Member
Rana Pishva, College Member
Naomi Sankar-DeLeeuw, College Member
Fred Schmidt, College Member
Laura Spiller, College Member

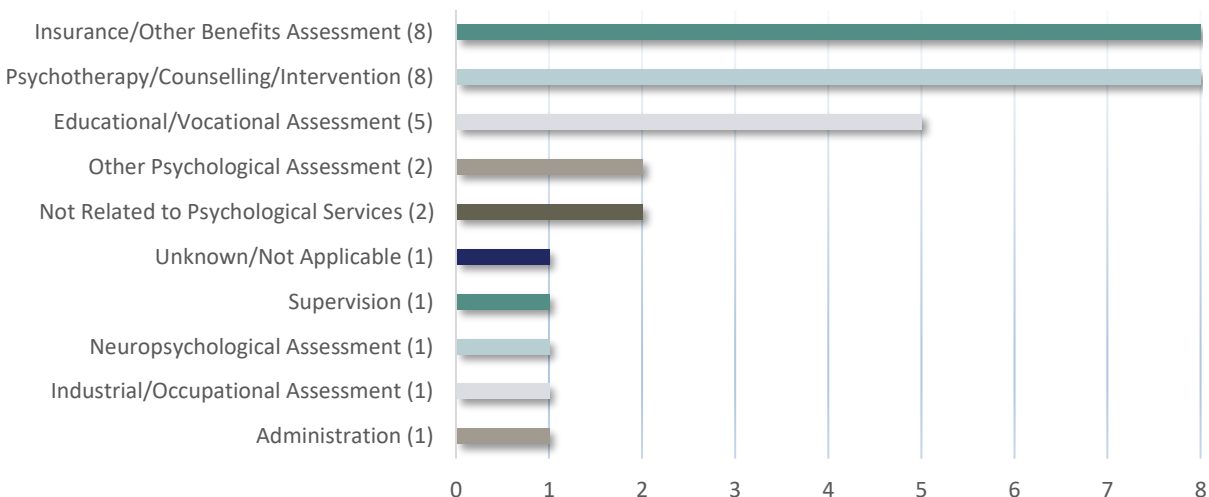
STAFF

Zimra Yetnikoff, Director, Investigations & Hearings
Hélène Theberge, Senior Administrative Assistant
Jennifer Taylor, Administrative Assistant

COMMITTEE ACTIVITIES

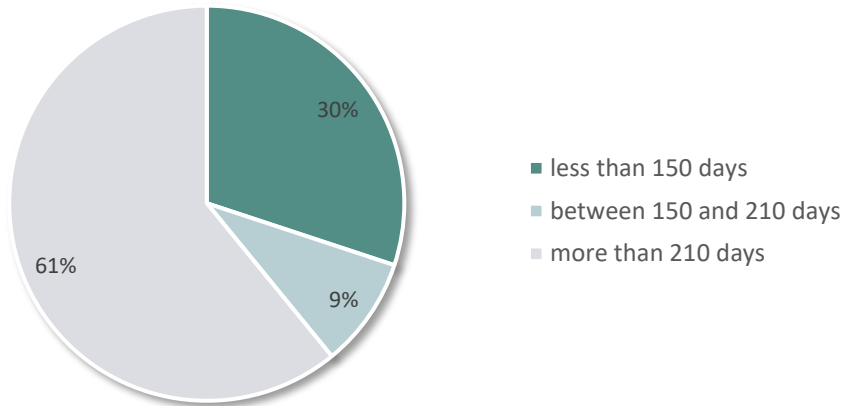
New Complaints and Reports

In the 1st Quarter, the College received 28 new complaints and opened one Registrar's Investigation and one Health Inquiry, for a total of 30 new matters. The nature of service in relation to these matters is as follows:



Timeline Snapshot

There are currently 133 open Complaints and Registrar’s Investigations that are being actively investigated.

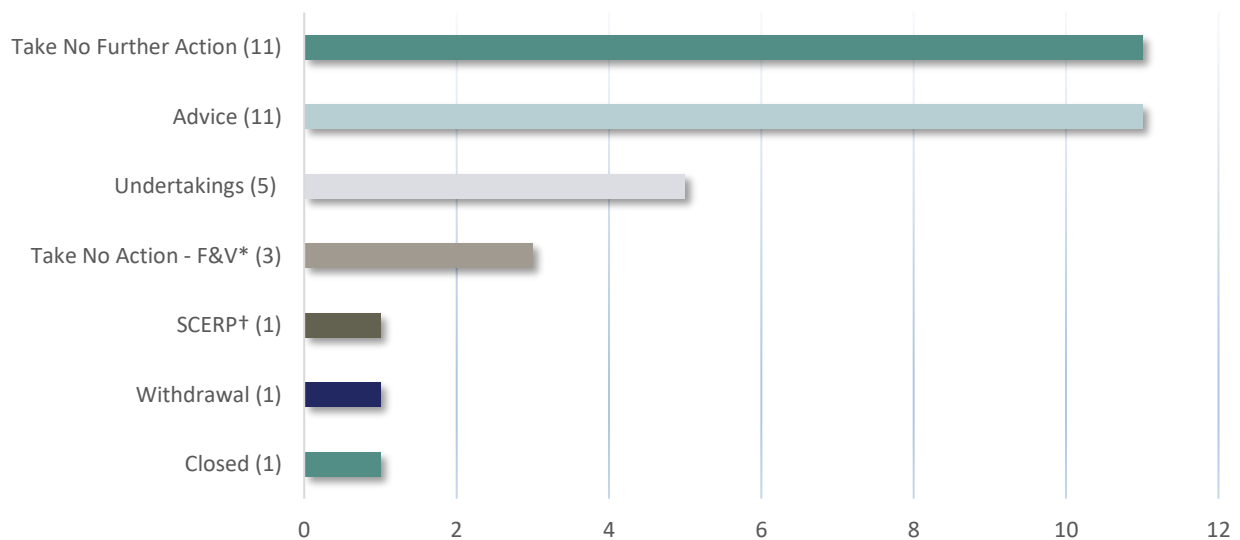


ICRC Meetings

The ICRC met on June 17 and August 6, 2021 to consider a total of 17 cases. The ICRC also held 14 teleconferences to consider 18 cases. The next meeting is scheduled for September 17, 2021, where 11 cases are scheduled to be discussed.

ICRC Dispositions

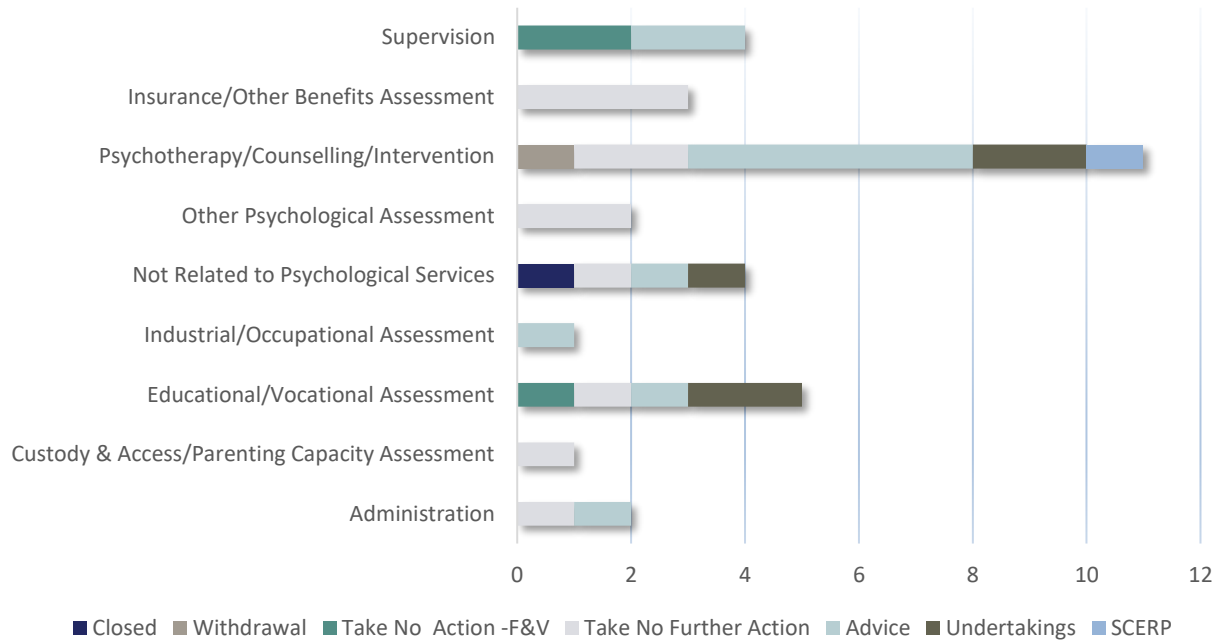
The ICRC disposed of 33 cases during the 1st Quarter, as follows:



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

†SCERP: Specified Continuing Education or Remediation Program.

The dispositions of these 33 cases, as they relate to nature of service, are as follows:



Disposition of Allegations

The 33 cases disposed of included the consideration of 82 allegations. The ICRC took some remedial action with respect to 26, or 32%, of these allegations.



Health Professions Appeal and Review Board (HPARB)

In the 1st Quarter, three HPARB reviews of ICRC decisions were requested. The College received one HPARB decision confirming the ICRC decision. Another request for review was withdrawn by the individual requesting the review.

SUBMITTED BY

Melanie Morrow, M.A., C.Psych.Assoc., Chair

BRIEFING NOTE

2021.04.04E

SEPTEMBER 2021 COUNCIL MEETING

ANNUAL REPORTS 2020-2021

STRATEGIC DIRECTION REFLECTION

Advancing the Council's Governance Practices

MOTION FOR CONSIDERATION

That the Annual Reports for 2020-2021 be approved.

ATTACHMENTS

- Council
- Executive Committee
- Registration Committee
- Inquiries, Complaints and Reports Committee
- Discipline Committee
- Quality Assurance Committee
- Client Relations Committee
- Fitness to Practice Committee

CONTACT FOR QUESTIONS

Rick Morris, Registrar & Executive Director

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

COUNCIL

COUNCIL MEMBERS

Michael Grand, President	Academic
Denise Milovan, Vice-President	Electoral District 6 (GTA West)
Paula Conforti	Electoral District 7 (Psychological Associates)
Janice Currie	Electoral District 5 (GTA East)
Joyce Isbitsky	Electoral District 1 (North)
Marilyn Keyes	Electoral District 4 (East)
Melanie Morrow	Non-Voting Psychological Associate
Adrienne Perry	District 8 (Academic)
Marjory Phillips	District 8 (Academic)
Philip Ricciardi	Electoral District 2 (Southwest)
Wanda Towers	Electoral District 3 (Central)
Graeme Goebelle	Public Member
Emad Hussain	Public Member (to November 29, 2020)
Nadia Mocan	Public Member (from September 24, 2020)
Cory Richman	Public Member (to September 13, 2020)
Paul Stopciati	Public Member
Nancy Tkachuk	Public Member
Scott Warnock	Public Member (from September 24, 2020)
Jessy Zita	Public Member (to May 12, 2021)

COLLEGE STAFF SUPPORT

Rick Morris, Registrar & Executive Director
Caitlin O'Kelly, Assistant to the Registrar

INTRODUCTION

The Council is the Board of Directors of the College of Psychologists of Ontario and, as set out in statute, is responsible for managing and administering the affairs of the College.¹ This report covers the fiscal year June 1, 2020 to May 31, 2021. All meetings of the College Council were held virtually and livestreamed to allow them to be open to public.

ACTIVITIES

Policy Issues

Council approved amendments to the following policies:

- *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials*
- *Policy II-1(i) Executive Committee: Terms Reference/Role*
- *Policy II-4(ii) Discipline Committee Rules of Procedure*

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

- *Policy II-5(i): Quality Assurance Committee Terms of Reference/Role*
- *Policy II-5(ii) Peer Assisted Review: Criteria for Exemption or Deferral*

In addition, Council approved 3 new policies:

- *Policy II-3(vi) – Requests for Removal of Information from the Public Register*
- *Policy II-5(iii): Quality Assurance Requirements for “Visiting” Members with a Limited Certificate of Registration for Interim Autonomous*
- *Policy II-5(iv): Continuing Professional Development Program Audit: Criteria for Exemption or Deferral*

Standards of Professional Conduct, 2017

Council reviewed and approved changes to the College’s *Standards of Professional Conduct, 2017*.

Principle 9 and Principle 11 were amended as follows:

- Principle 9.2 *Individual Client Records* was amended by adding, 6) *A member must explain or interpret a record written in a language other than that in which the service was provided, if requested by a client; and*
- Principle 11.2.2 *Administrative Fees* was amended to specify that a member may charge a fee for the translation of records.

Business

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

A motion was passed by Council to merge the functions of the Nominations and Leadership Development Committee (NLDC) with those of the Executive Committee and dissolve the NLDC. *Policy II-9(i) Nominations and Leadership Development Committee: Terms of Reference/Role* was rescinded.

Council approved the creation of a support service for individuals who have alleged sexual abuse or sexual misconduct by a member of the College. This service, to be provided by an ‘arms-length’ contractor, is to assist individuals in their involvement in the College’s complaints and discipline processes.

Council approved the formation of a Supervision Resource Manual Working Group to draft revisions to the current College Manual (2009) to ensure it aligns with the *Standards of Professional Conduct, 2017* and best practices in Supervision.

The Council was informed that the Executive Committee, on behalf of Council, approved moving the Jurisprudence and Ethics Examination online from its traditional in-person administration. This was done to ensure candidates could continue with this non-exemptible registration requirement through the pandemic. To date, online administration has been successful, and it is anticipated this will continue post-pandemic.

The Council directed the Registration Committee to establish a process to assess all *Canada Free Trade Agreement (CFTA)* candidates on their competence to perform the controlled act of communication of a diagnosis. In doing so, the Committee’s process will be substantially similar to the process in use for new Ontario registrants.

A motion was passed by Council to permit members holding *Retired Certificates of Registration* to teach psychology classes so long as there was no clinical supervisory component.

Council approved the *College Performance Management Framework Report* for submission to the Ministry of Health and posting on the College website.

In considering the potential impact of the future governance of Behaviour Analysts, Council recommended to the Ministry of Health that the College Council composition be set out as follows to ensure appropriate representation for the professions of Psychology and Applied Behaviour Analysis:

- Psychology Professional Members – at least 5 and no more than 7
- Behaviour Analysts – at least 3 and no more than 5
- Public Members – at least 7 and no more than 10
- Academic Members – at least 2 and no more than 4

Financial

Council appointed signing officers for the year, received quarterly financial statements, approved the audited financial statements for the fiscal year ending May 31, 2020, and appointed the auditors for the upcoming year. In addition, Council approved the annual budget for 2021-2022.

Council reviewed and approved the movement of funds from the Premises Reserve Fund to account for expenditures related to the office leasehold improvements.

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

EXECUTIVE COMMITTEE

COMMITTEE MEMBERS

Michael Grand, President	Professional Member of Council
Denise Milovan, Vice-President	Professional Member of Council
Paula Conforti	Professional Member of Council
Wanda Towers	Professional Member of Council
Graeme Goebelle	Public Member of Council
Paul Stopciati	Public Member of Council

COLLEGE STAFF SUPPORT

Rick Morris, Registrar & Executive Director
Caitlin O’Kelly, Assistant to the Registrar

INTRODUCTION

The Executive Committee of the College of Psychologists of Ontario is elected from, and by, the members of the College Council. Its role is to monitor and coordinate the work of the College Committees and ensure that Council has all the pertinent information it requires for effective decision-making. The Executive Committee held eight regular meetings during 2020-2021.

ACTIVITIES

Following their election at the Council meeting of June 12, 2020, the Executive Committee met to appoint members of Council and professional members of the College to the six statutory Committees and the two non-statutory Committees; Jurisprudence and Ethics Examination, and Finance and Audit.

The Executive Committee reviewed implementation of the Strategic Direction 2017-2022, monitored the progress of various College initiatives, and brought policy issues to the attention of Council for consideration. The Executive, in conjunction with the Finance and Audit Committee, met with the College Auditors to review the draft *Audited Financial Statements for 2019-2020* in preparation for presentation to Council. As well, following a review by the Finance and Audit Committee, the Executive considered the draft 2021-2022 budget recommending its approval to Council.

A variety of issues or topics were discussed by the Executive Committee including:

- Quarterly review of the telepsychology provisions put in place by the College for out-of-province practitioners during COVID-19;
- Moving the Jurisprudence and Ethics Examination to online administration;
- Sunsetting of the Nominations and Leadership Development Committee;
- Criteria for requests to remove information from the Public Register;
- Creation of a support program for individuals alleging sexual abuse by a member of the College;
- Formation of the Supervision Resource Manual Working Group;

- Canadian Free Trade Agreement (CFTA) and its impacts on the registration process with regards to evaluating for the controlled act of communicating a diagnosis;
- Recommending to Council changes to the *Standards of Professional Conduct, 2017* in regard to the language of clinical records;
- Expansion of the funding for therapy and counselling program eligibility;
- Quality Assurance requirements for visiting Interim Autonomous Practice (IAP) Practitioners;
- Permitted activities for members holding Retired Certificate of Registration;
- Consideration and approval of the College Performance Management Framework (CPMF)
- ABA regulation and its impacts on governance and Council Composition; and,
- Discussion of the performance review process for the Registrar & Executive Director.

The President and Registrar & Executive Director represented the College at meetings of the Association of Canadian Psychology Regulatory Organization and the President, Registrar & Executive Director and Deputy Registrar attended the annual and mid-year meetings of the Association of State and Provincial Psychology Boards.

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

REGISTRATION COMMITTEE

COMMITTEE MEMBERS

Marjory Phillips, Co-Chair	Council Member
Wanda Towers, Co-Chair	Council Member
Paula Conforti	Council Member
Adrienne Perry	Council Member
Philip Ricciardi	Council Member
Nadia Mocan	Public Member
Jessy Zita	Public Member
Mark Coates	College Member
Jane Ledingham	College Member
Sheila Tervit	College Member

COLLEGE STAFF SUPPORT

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

INTRODUCTION

The primary role of the Registration Committee is to:

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

ACTIVITIES

Meetings

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

Panel Deliberations

All cases referred by the Registrar & Executive Director to the Committee receive a thorough preliminary staff review with multiple interactions between the applicants and staff. Many cases require multiple reviews by a panel of the Committee during the period of supervised practice and for approval to participate in the oral examination. In some instances, where the decision is not favorable to the applicant, appeals are made to the Health Professions Appeal and Review Board (HPARB).

Results of Plenary Deliberations

The Committee reviewed decisions and recommendations of the Health Professions Appeal and Review Board (HPARB). A sub-committee began work to revise the College's *Supervision Resource Manual* to ensure it aligns with the College's *Standards of Professional Conduct, 2017* and reflects best practices in supervision. The Committee continued its review of the College's Oral Examination process including discussions the development of a rubric for evaluating competency in the Controlled Act of Diagnosis. Through its *Work Plan* the Committee noted future projects and tasks looking ahead to its 2021-22 term.

Summary of Registration Activities For 2020-2021

Applications Received by the College: June 1, 2020 to May 31, 2021

Applications for a certificate authorizing Supervised Practice:

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	48	4	19	20	91
Psychologist	81	16	28	22	147
Total	129	20	47	42	238

Supervised Practice Applications: Comparisons by Year

Title	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Psychological Associate	72	60	67	65	53	77	66	98	75	91
Psychologist	125	101	143	131	120	122	131	120	118	147
Total	197	161	210	196	173	199	197	218	193	238

Interim Autonomous/Autonomous Practice Applications

Temporary Interim Autonomous Practice Applications

The College received 7 applications for certificates authorizing interim autonomous practice (temporary) from out of province psychologists wishing to provide services to an existing client located in Ontario for a period of up to 12 months.

From Other Canadian Jurisdictions

The College received 86 applications for certificates authorizing autonomous practice/interim autonomous practice from Canadian Labor Mobility applicants already registered to practice psychology in another Canadian jurisdiction.

From USA

The College received 22 applications for certificates authorizing interim autonomous practice from psychologists already licensed to practice in the USA.

From Ontario

The College received 34 applications from Psychological Associates currently registered with the College of Psychologists of Ontario to be registered for the title Psychologist based upon their registration as a psychologist (master's level) in another Canadian jurisdiction.

Certificates of Registration Issued by the College: June 1, 2020 to May 31, 2021**Certificates Authorizing Supervised Practice Issued: June 1, 2020 to May 31, 2021**

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	14	7	2	11	34
Psychologist	78	15	24	11	128
Total	92	22	26	22	162

Certificates Authorizing Interim Autonomous Practice Issued: June 1, 2020 to May 31, 2021

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	0	0	0	0	0
Psychologist	21	67	17	8	113
Total	21	67	17	8	113

Certificates Authorizing Autonomous Practice Issued: June 1, 2020 to May 31, 2021

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	9	7	3	2	21
Psychologist	120	64	39	15	238
Total	129	71	42	17	259

College Examinations: Comparisons by Year**Examination for Professional Practice in Psychology (EPPP)**

	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Applications approved by the College and submitted to ASPPB	132	203	176	180	184	194	164	187	160	189
Scores received from ASPPB	126	179	143	190	175	187	155	191	147	190

Jurisprudence & Ethics Examination

Exam Session	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Fall	66	79	81	75	96	92	90	108	104	93
Spring	113	90	103	96	93	113	114	129	152	119
Total for year	179	169	184	171	189	205	204	237	256	212

Oral Examinations June 2020 and December 2020

Exam Session	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
June	39	47	77	59	53	66	62	62	44	49*
December	55	85	69	97	89	67	67	89	85	96
Total for year	94	132	146	156	142	133	129	151	129	145

* 8 exams were completed in October 2020

Registration Interviews: June 1, 2020 to May 31, 2021
(these include mobility, term/condition/limitation, or change of area)

Title	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Psychological Associate	0	4	4	4	1	0	1	2	0	1
Psychologist	2	11	7	13	12	13	11	13	9	15
Total for the year	2	15	11	17	13	13	12	15	9	16

Supervised Practice Applicants Referred to Registration Committee for Retraining
June 1, 2020 to May 31, 2021

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	18	3	2	6	29
Psychologist	15	6	6	5	32
Total for the year	33	9	8	11	61

Supervised Practice Applications Refused
June 1, 2020 o May 31, 2021

Title	Academic Credentials from Ontario Universities	Academic Credentials from Universities elsewhere in Canada	Academic Credentials from Universities in the U.S.	International Academic Credentials other than the U.S.	Total
Psychological Associate	4	3	5	8	20
Psychologist	4	0	0	2	6
Total for the year	8	3	5	10	26



REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

COMMITTEE MEMBERS:

Denise Milovan, Chair	Council
Gilles Boulais, Vice-Chair	College
Michael Grand	Council
Joyce Isbitsky	Council
Emad Hussain	Public Member (to November 29, 2020)
Cory Richman	Public Member (to September 13, 2020)
Paul Stopciati	Public Member
Nancy Tkachuk	Public Member
Scott Warnock	Public Member
Diane Addie	College
Jason Brown	College
David Gold	College
Allyson Harrison	College
Melanie Morrow	College
Rana Pishva	College
Naomi Sankar-DeLeeuw	College
Fred Schmidt	College
Laura Spiller	College
Natasha Whitfield	College

COLLEGE STAFF SUPPORT

Zimra Yetnikoff, Director, Investigations and Hearings
 Amy Gates, Case Manager, Investigations and Resolutions
 Mona McTague, Case Manager, Investigations and Resolutions
 Nina Modi, Case Manager, Investigations and Resolutions
 Graedon Pfeiffer, Case Manager, Investigations and Resolutions
 Lee-Ann Siu, Case Manager, Investigations and Resolutions
 Annie Song, Case Manager, Investigations and Resolutions
 H  l  ne Th  berge, Senior Administrative Assistant, Investigations and Hearings
 Jennifer Taylor, Administrative Assistant, Investigations and Hearings

INTRODUCTION

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

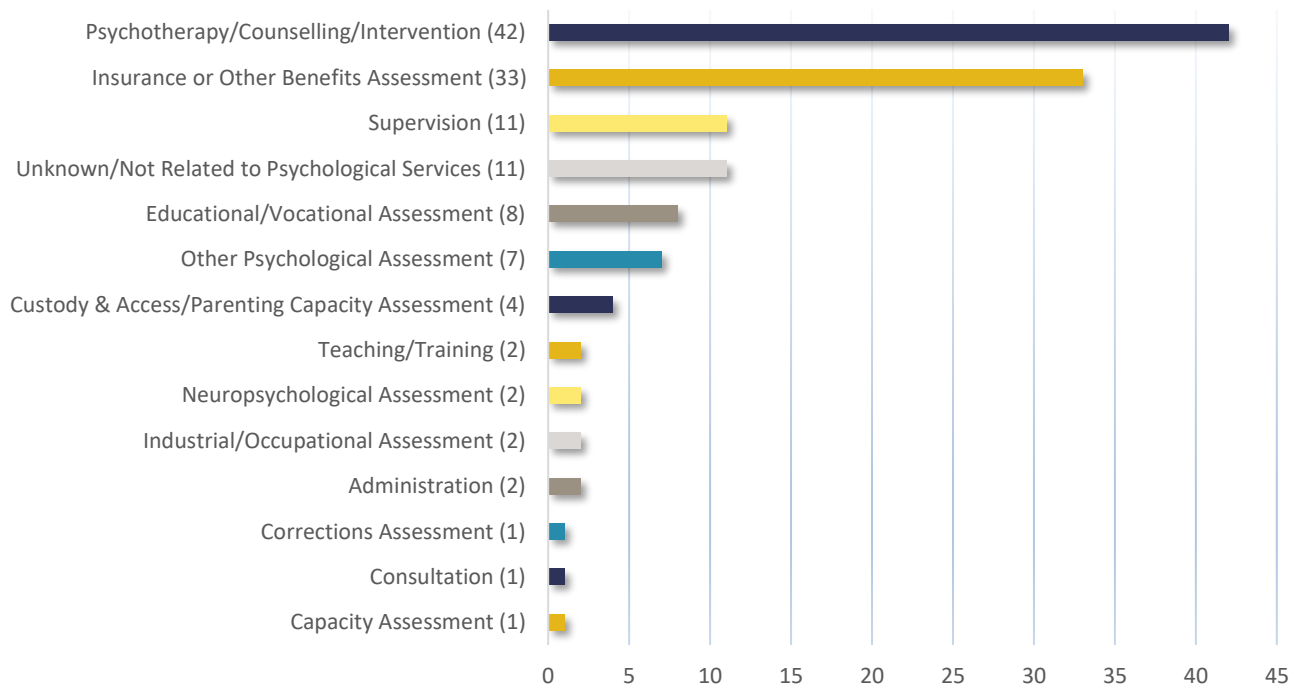
After a panel considers all the relevant information in a matter, it decides how to proceed. This can range from taking no further action to referring the matter to the Discipline Committee. In some cases, the panel may decide that remediation is appropriate which can include advice or a program of continuing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

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

Investigation's staff also engage with matters that do not become formal complaints or reports. For example, the College investigates non-members who may be holding themselves out as Psychologists or Psychological Associates, misusing the titles "Psychologist" or "Doctor."

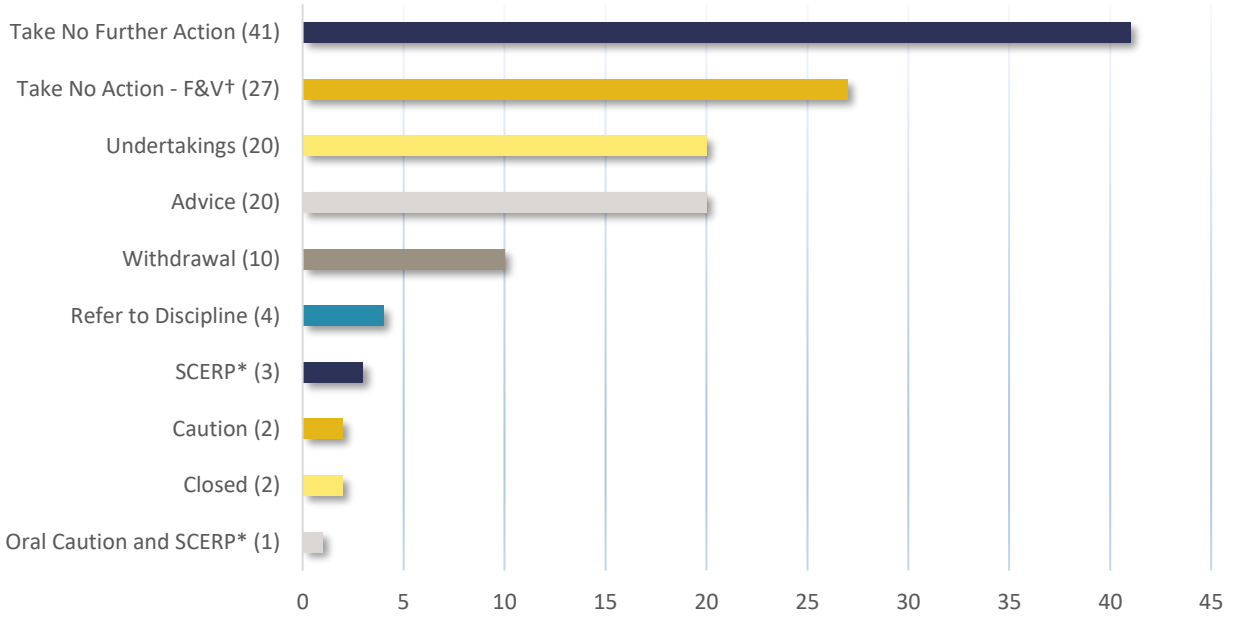
NEW MATTERS

During the 2020-2021 fiscal year the College initiated the investigation of 121 complaints and six Registrar's Investigations, for a total of 127 new matters. These matters related to various areas of practice.



DISPOSITIONS

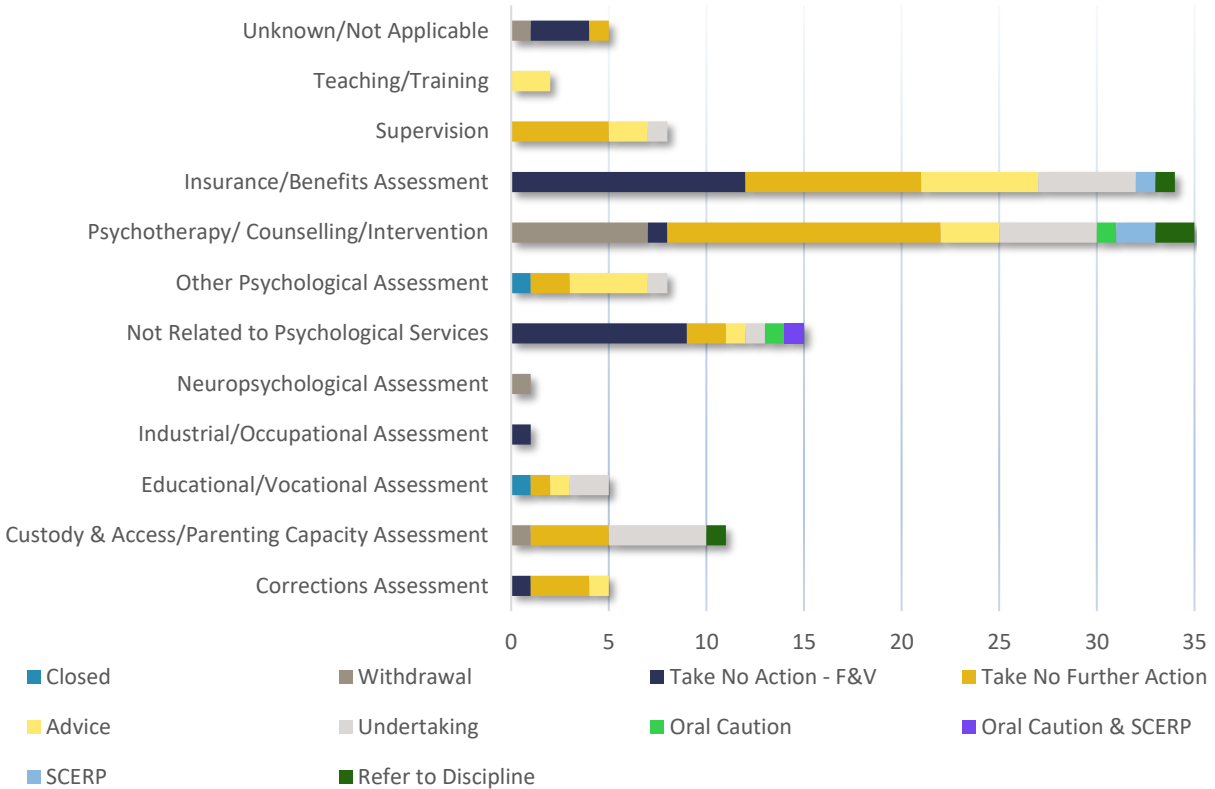
The ICRC disposed of 130 cases in the 2020-2021 fiscal year. The ICRC took some action in 50 of these cases, ranging from providing Advice to referring matters to the Discipline Committee. While multiple dispositions may be reached in any given case, the most serious disposition for each case represented.



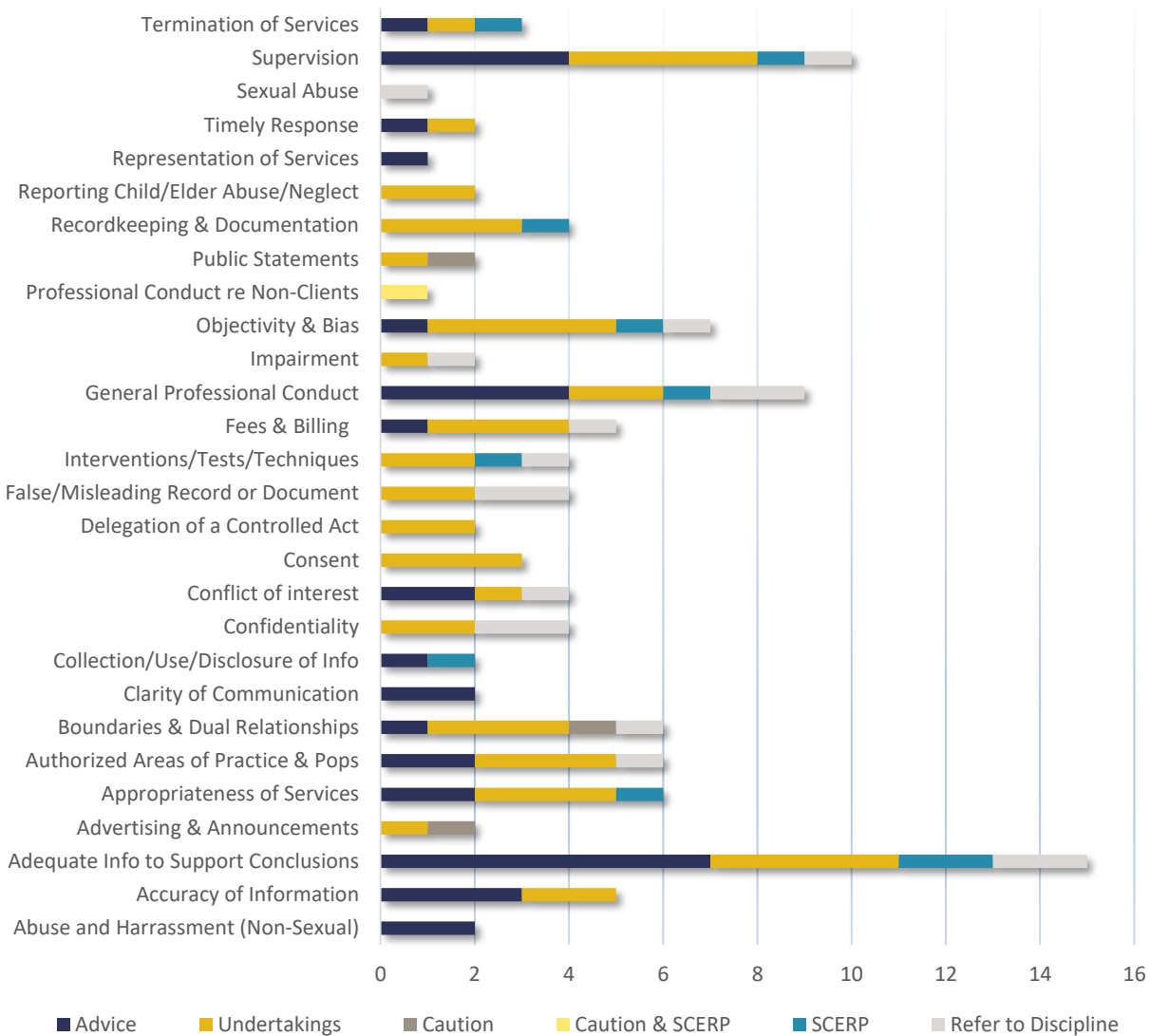
†F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code

*SCERP: Specified Continuing Education or Remediation Program

The dispositions of these 130 cases related to the following nature of services:



The disposition of these 130 cases involved the consideration of 373 allegations. The ICRC took action with respect to 116 or 31% of these allegations.



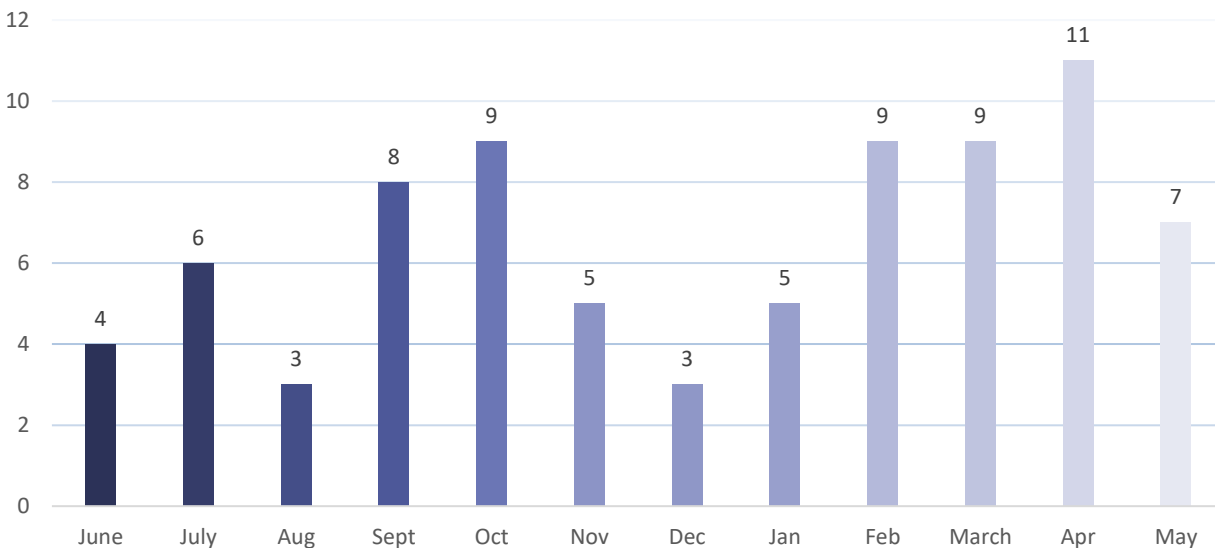
HEALTH PROFESSIONS APPEAL AND REVIEW BOARD (HPARB)

There were 15 requests by complainants and/or members to HPARB to review ICRC decisions in the 2020-2021 fiscal year. HPARB considers whether the ICRC’s investigations were adequate and if the ICRC’s decisions were reasonable. HPARB issued 11 Decisions, including those for reviews requested in previous years. Seven of these decisions were confirmed, and one request for review was withdrawn. Three other requests for review were dismissed by HPARB as being frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process.

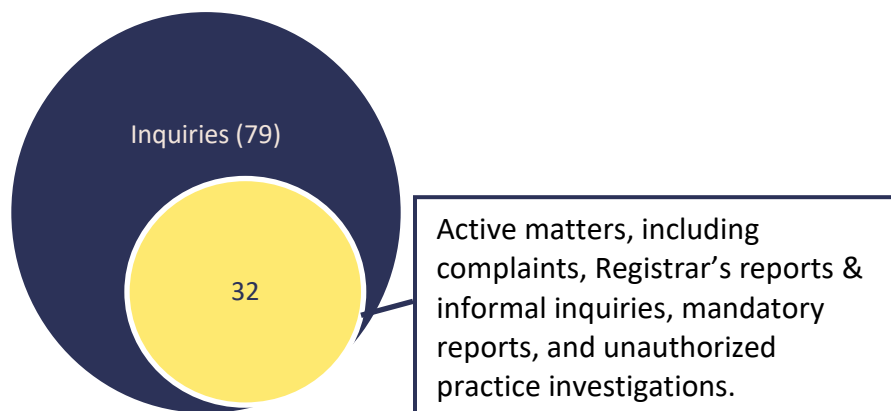
INQUIRIES

Investigations and resolutions staff fielded 79 general inquiries by telephone and email in the 2020-2021 fiscal year. These inquiries included questions about professional conduct and how to submit a complaint or report, issues regarding access to information, and information regarding people who may be inappropriately holding themselves out as authorized to practice psychology in Ontario.

The inquiries were distributed throughout the year as follows:



Of the 79 inquiries received, 32, or 40.5%, became some kind of investigation in the same fiscal year. An additional 20 current matters are related to inquiries made in previous fiscal years.



During the 2020-2021 fiscal year the Registrar initiated inquiries into 61 new matters. These include matters referred to the Registrar for further inquiry by the ICRC, as well as mandatory reports to the College.

In making inquiries, the Registrar can consider whether there are reasonable and probable grounds to believe that a member has committed an act of professional misconduct or is incompetent. If so, the

Registrar may appoint an Investigator to investigate the matter on a formal basis. Six of these inquiries became a formal Registrar's Investigation in the 2020-2021 fiscal year.

The Registrar also closed 67 inquiries in the 2020-2021 fiscal year without appointing an Investigator. The Registrar may close an inquiry if further investigation is unnecessary. For example, the College may receive a mandatory report about a matter that is under investigation through the complaints process. In such a case, the mandatory report matter may be closed.

UNAUTHORIZED PRACTICE INVESTIGATIONS

In the 2020-2021 fiscal year, the College opened 33 and closed 25 Unauthorized Practice cases. These cases relate to unregistered individuals who may be holding themselves out as authorized to practice psychology in Ontario. This includes inappropriate use of the titles "Doctor" and "Psychologist." The College also investigates unauthorized performance of controlled acts, including the communication of a diagnosis.

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

DISCIPLINE COMMITTEE

COMMITTEE MEMBERS

Janice Currie, Chair	Council
Marilyn Keyes, Vice-Chair	Council
Paula Conforti	Council
Michael Grand	Council
Joyce Isbitsky	Council
Denise Milovan	Council
Adrienne Perry	Council
Marjory Phillips	Council
Wanda Towers	Council
Graeme Goebelle	Public Member
Emad Hussain	Public Member (to November 29, 2020)
Nadia Mocan	Public Member (from September 24, 2020)
Cory Richman	Public Member (to September 13, 2020)
Paul Stopciati	Public Member
Nancy Tkachuk	Public Member
Scott Warnock	Public Member (from September 24, 2020)
Lynette Eulette	College
Robert Gauthier	College
Jan Heney	College
Anthony Hopley	College
Sandra Jackson	College
Nina Josefowitz	College
Maggie Mamen	College
Melanie Morrow	College
Mary Ann Mountain	College
Donna Reist	College

COLLEGE STAFF SUPPORT

Zimra Yetnikoff, Director, Investigations and Hearings

Hélène Théberge, Senior Administrative Assistant, Investigations and Hearings

INTRODUCTION

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

HEARINGS

Three Hearings took place during the 2020-2021 fiscal year:

1. **Dr. Oren Amitay:** A Hearing was held in this matter on August 24, 2020.
https://members.cpo.on.ca/public_register/show/20987
2. **Dr. Peggi Liswood:** A Hearing was held in this matter on August 24, 2020.
https://members.cpo.on.ca/public_register/show/2661
3. **Dr. Erick Root:** A Hearing was held on November 25, 2020.
https://members.cpo.on.ca/public_register/show/21355

REFERRALS

Four matters were referred to the Discipline Committee in the 2020-2021 fiscal year:

1. **Dr. Martin Rovers:** https://members.cpo.on.ca/public_register/show/3067
A referral was made to the Discipline Committee on June 29, 2020. A Hearing in this matter was held on June 29, 2021.
2. **Dr. Darren Schmidt:** https://members.cpo.on.ca/public_register/show/21702
A referral was made to the Discipline Committee on July 14, 2020. A Hearing in the matter was held on August 25, 2021.
3. **Dr. Augustine Meier:** https://members.cpo.on.ca/public_register/show/1032
A referral was made to the Discipline Committee on November 30, 2020. This matter is currently at the Pre-Hearing Conference stage.
4. **Dr. André Dessaulles:** https://members.cpo.on.ca/public_register/show/2530
A referral was made to the Discipline Committee on January 21, 2021. This matter is currently at the Pre-Hearing Conference stage.

ONGOING MATTERS

1. **Dr. Augustine Meier** (see above for referral information)
2. **Dr. André Dessaulles** (see above for referral information)

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

QUALITY ASSURANCE COMMITTEE

COMMITTEE MEMBERS

Michael Minden, Chair	College
Joyce Isbitsky	Council
Marilyn Keyes	Council
Nancy Tkachuk	Public Member
Jessy Zita	Public Member
David Howard	College
Lynn Laverdiere-Ranger	College

COLLEGE STAFF SUPPORT

Barry Gang, Deputy Registrar and Director, Professional Affairs
 Madeleine Lee, Quality Assurance Coordinator

INTRODUCTION

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

SELF-ASSESSMENT GUIDE AND CONTINUING PROFESSIONAL DEVELOPMENT PLAN

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

Summary of Self-Assessment Information

SAG Declarations of Completion due in 2020	2152
Members who did not make a Declaration of Completion when due and required to submit a completed SAG to Quality Assurance Committee for review	35
SAG reviews completed	30

• SAG's deemed to have been completed appropriately	22
• Members provided with remedial feedback	8
SAG reviews carried over to 2021-2022	5

PEER ASSISTED REVIEWS

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

COVID-19 restrictions prevented the occurrence of most of the PAR's planned for this year. The voluntary option of remote participation was offered to those who had begun to make arrangements for a PAR at the beginning of the pandemic. A few members decided to participate in the PAR remotely.

Summary of Peer Assisted Review Information

PARs already scheduled to begin in 2020-2021	34
PARs conducted via technology	6
• Members seen to have met all expectations	4
• Members provided with remedial feedback	2
PARs to be undertaken at a later date	28

The PAR program is expected to resume at full capacity as soon as safe, in-person contact can be established.

MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

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

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

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

Members are required to satisfy the minimum requirements of the program at the end of every two-year CPD cycle.

Summary of Continuing Professional Development Information

Declarations of Completion for CPD due in 2020	2053
Members subject to CPD audit for failing to make Declaration when it was due	24

Continuing Professional Development Program Audits

Members selected for auditing either because they failed to declare completion of all CPD requirements by the due date or through a process of random selection, including those carried over from previous years	51
Audits completed	51
<ul style="list-style-type: none"> • Members found to have met requirements 	38
<ul style="list-style-type: none"> • Members receiving remedial feedback 	11
<ul style="list-style-type: none"> • Members who made an undertaking to take specified action in next CPD cycle 	1
<ul style="list-style-type: none"> • Members referred to Assessor, under s. 81 of Code, to obtain information about apparent difficulties in participating adequately in program 	1

The Quality Assurance Committee conducts ongoing reviews the various components of the College's Quality Assurance Program in an effort continuously to look for ways to enhance its value to the membership.

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

CLIENT RELATIONS COMMITTEE

COMMITTEE MEMBERS:

Kofi Belfon, Chair	College
Janice Currie, Vice-Chair	Council
Adrienne Perry	Council
Nadia Mocan	Public Member
Jessy Zita	Public Member
Rosemary Barnes	College
Melanie Morrow	College

COLLEGE STAFF SUPPORT

Barry Gang, Deputy Registrar and Director, Professional Affairs
 Julie Hahn, Practice Advisor/QA Coordinator
 Madeleine Lee, Administrative Assistant, Quality Assurance & Client Relations

INTRODUCTION

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

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

ACTIVITIES

Funding for Therapy and Counselling

The Client Relations Committee administers the Funding for Therapy and Counselling program under the Code. During 2020-2021, the College continued to provide funding for therapy and counselling to two individuals who had been approved in previous years, and granted funding to two additional individuals.

The Committee determined that one applicant for funding did not meet the statutory eligibility criteria and did not approve the application. Specifically, the applicant had not alleged abuse by a member as required by the Code, but rather by a non-member who is alleged to have perpetrated the abuse while providing services that were supervised by a member. The Committee subsequently proposed to Council that eligibility for funding for therapy or counselling be extending to those alleging sexual abuse in these supervisory situations. This would be a College specific policy as this is not a statutory obligation.

The policy for Funding for Therapy and Counselling for Clients of Members Alleging Sexual Abuse while Receiving Supervised Psychological Services was approved by Council on June 18, 2021.

Other Activities

The Committee discussed several important issues such as addressing the Calls to Action of the Truth and Reconciliation Commission of Canada and addressing Equity, Diversity, and Inclusion within the profession. This important work is ongoing. The Committee also proposed amendments to the Standards of Professional Conduct, 2017 with regard to ensuring that clients can access their personal health information records in a language they understand. Council amended Principles 9 and 11 of the Standards of Professional Conduct, 2017 on March 19, 2021 to require a member to explain or interpret a record written in a language other than that in which the service was provided, if requested by a client and to clarify that a member may charge a fee for the translation of records.

REPORT TO COUNCIL

2021.04.04E

ANNUAL REPORT 2020-2021

FITNESS TO PRACTICE COMMITTEE

COMMITTEE MEMBERS

Philip Ricciardi, Chair	Council
Paula Conforti	Council
Graeme Goebelle	Public Member
Duncan Day	College
Julie Goldenson	College

COLLEGE STAFF SUPPORT

Zimra Yetnikoff, Director, Investigations and Hearings
Jennifer Taylor, Administrative Assistant: Investigations and Hearings

INTRODUCTION

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

ACTIONS

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

BRIEFING NOTE

2021.04.04F

SEPTEMBER 2021 COUNCIL MEETING

AUDITED FINANCIAL STATEMENTS 2020-2021

STRATEGIC DIRECTION REFLECTION

Enforcing standards fairly and effectively through: Developing, establishing and maintaining standards of qualifications for individuals seeking registration

TWO MOTIONS FOR CONSIDERATION

First Motion:

That the Audited Financial Statements for the fiscal year ending May 31, 2021 be accepted.

Second Motion:

That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May 31, 2022.

ATTACHMENTS

1. Audited Financial Statements Year Ending May 31, 2021

CONTACT FOR QUESTIONS

Rick Morris, Registrar & Executive Director

COLLEGE OF PSYCHOLOGISTS OF ONTARIO
FINANCIAL STATEMENTS
YEAR ENDED MAY 31, 2021

Independent Auditor's Report	Page 1 to 2
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 to 14



Independent Auditor's Report

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

Opinion

We have audited the financial statements of the College of Psychologists of Ontario (the "College"), which comprise the statement of financial position as at May 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at May 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

Other Information

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

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

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

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

**Independent Auditor's Report (continued)****Auditor's Responsibilities for the Audit of the Financial Statements (continued)**

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

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

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

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

Toronto, Ontario
Date to be determined

Chartered Professional Accountants
Licensed Public Accountants

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

STATEMENT OF FINANCIAL POSITION

AS AT MAY 31, 2021

	2021	2020
ASSETS		
Current assets		
Cash and cash equivalents	\$ 4,856,274	\$ 1,423,773
Prepaid expenses and sundry receivables	44,518	40,838
Investments - short term (note 3)	2,961,735	6,333,184
	7,862,527	7,797,795
Investments - long term (note 3)	40,262	42,272
Property and equipment (note 4)	1,106,229	146,586
	9,009,018	7,986,653
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (note 5)	438,353	400,684
Registration fees received in advance	2,929,644	2,034,185
Current portion of lease inducements (note 6)	25,462	-
	3,393,459	2,434,869
Lease inducements (note 6)	244,008	-
	3,637,467	2,434,869
NET ASSETS		
Internally restricted (note 7)		
Investigations and hearings reserve fund	850,000	850,000
Contingency reserve fund	1,000,000	1,000,000
Fee stabilization fund	1,000,000	1,000,000
Web site and database development reserve fund	165,872	165,872
Premises reserve fund	227,742	1,000,000
Fair registration practices reserve fund	80,000	80,000
	3,323,614	4,095,872
Invested in property and equipment	836,759	146,586
Unrestricted	1,211,178	1,309,326
	5,371,551	5,551,784
	\$ 9,009,018	\$ 7,986,653

The accompanying notes are an integral part of these financial statements

Approved on behalf of the Council:

_____, President _____, Member

COLLEGE OF PSYCHOLOGISTS OF ONTARIO**STATEMENT OF OPERATIONS****YEAR ENDED MAY 31, 2021**

	2021	2020
Revenues		
Registration fees	\$ 3,426,161	\$ 3,333,510
Examination fees	129,650	126,146
Investment income (<i>note 8</i>)	32,092	155,818
Miscellaneous income	15,329	29,799
	3,603,232	3,645,273
Expenses		
Administration (<i>note 4 and 6</i>)	2,658,486	2,407,354
Professional services	190,620	180,545
Hearings	340,404	183,971
Examination and seminar costs	231,157	310,628
Governance	46,739	95,463
Investigations and resolutions	94,892	121,747
Registration	82,050	97,098
Professional organizations	17,890	26,082
Communication, education and training	109,902	217,196
Quality assurance	11,325	32,789
	3,783,465	3,672,873
Deficiency of revenues over expenses for the year	\$ (180,233)	\$ (27,600)

The accompanying notes are an integral part of these financial statements

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

STATEMENT OF CHANGES IN NET ASSETS

YEAR ENDED MAY 31, 2021

2021	Internally Restricted	Invested in Property and Equipment	Unrestricted	Total
	<i>(note 7)</i>			
Balance - at beginning of year	\$ 4,095,872	\$ 146,586	\$ 1,309,326	\$ 5,551,784
Deficiency of revenues over expenses for the year	-	-	(180,233)	(180,233)
Inter-fund transfers representing:				
Purchase of property and equipment	-	1,063,261	(1,063,261)	-
Depreciation of property and equipment	-	(103,618)	103,618	-
Lease inducements received during the year	-	(284,323)	284,323	-
Amortization of lease inducements	-	14,853	(14,853)	-
Other transfers <i>(note 7)</i>	(772,258)	-	772,258	-
Balance - at end of year	\$ 3,323,614	\$ 836,759	\$ 1,211,178	\$ 5,371,551

2020	Internally Restricted	Invested in Property and Equipment	Unrestricted	Total
	<i>(note 7)</i>			
Balance - at beginning of year	\$ 4,173,810	\$ 70,237	\$ 1,335,337	\$ 5,579,384
Deficiency of revenues over expenses for the year	-	-	(27,600)	(27,600)
Inter-fund transfers representing:				
Purchase of property and equipment	-	121,253	(121,253)	-
Depreciation of property and equipment	-	(44,904)	44,904	-
Other transfers <i>(note 7)</i>	(77,938)	-	77,938	-
Balance - at end of year	\$ 4,095,872	\$ 146,586	\$ 1,309,326	\$ 5,551,784

The accompanying notes are an integral part of these financial statements

COLLEGE OF PSYCHOLOGISTS OF ONTARIO**STATEMENT OF CASH FLOWS****YEAR ENDED MAY 31, 2021**

	2021	2020
Cash flows from operating activities		
Cash received from registration and examination fees	\$ 4,448,886	\$ 2,658,127
Investment income received	34,101	157,187
Miscellaneous income received	15,329	29,799
Cash paid to employees and suppliers	(3,658,326)	(3,510,678)
	839,990	(665,565)
Cash flows from investing activities		
Purchase of property and equipment	(1,063,261)	(121,253)
Cash received from lease inducements	284,323	-
Purchase of investments	(4,577,045)	(19,296,971)
Proceeds on redemption of investments	7,948,494	19,798,652
	2,592,511	380,428
Change in cash and cash equivalents	3,432,501	(285,137)
Cash and cash equivalents - beginning of year	1,423,773	1,708,910
Cash and cash equivalents - end of year	\$ 4,856,274	\$ 1,423,773

The accompanying notes are an integral part of these financial statements

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2021

NATURE AND DESCRIPTION OF THE ORGANIZATION

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

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

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

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Basis of Presentation

Unrestricted

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

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

Investigations and Hearings Reserve Fund

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

Contingency Reserve Fund

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

COLLEGE OF PSYCHOLOGISTS OF ONTARIO**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MAY 31, 2021**

*1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**Basis of Presentation (continued)**Fee Stabilization Fund*

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

Web Site and Database Development Reserve Fund

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

Premises Reserve Fund

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

Fair Registration Practices Reserve Fund

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

*Revenue Recognition**Registration Fees*

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

Examination Fees

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

Investment Income

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

Miscellaneous Income

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

COLLEGE OF PSYCHOLOGISTS OF ONTARIO**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MAY 31, 2021**

*1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**Financial Instruments**(i) Measurement of financial assets and liabilities*

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

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

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

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

(ii) Impairment

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

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

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

Cash and Cash Equivalents

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

Short and Long Term Investments

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

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

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

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

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

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

Property and equipment is tested for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. If any potential impairment is identified, the amount of the impairment is quantified by comparing the carrying value of the property and equipment to its fair value. Any impairment of property and equipment is recognized in income in the year in which the impairment occurs. An impairment loss is not reversed if the fair value of the property and equipment subsequently increases. There were no impairment indicators in 2021.

Lease Inducements

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

Use of Estimates

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

2. FINANCIAL INSTRUMENT RISK MANAGEMENT

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

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

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

COLLEGE OF PSYCHOLOGISTS OF ONTARIO**NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED MAY 31, 2021**

*2. FINANCIAL INSTRUMENT RISK MANAGEMENT (continued)**Credit Risk*

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

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

Liquidity Risk

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

Market Risk

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

Interest Rate Risk

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

Other Price Risk

Other price risk is the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar financial instruments traded in the market. The College is exposed to other price risk on its investments in Canadian commercial instruments. The College manages this risk by investing in high investment grade instruments.

Changes in Risk

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

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2021

3. INVESTMENTS

Details of investments are as follows:

	2021	2020
Short term		
Redeemable guaranteed investment certificates at varying rates between 0.31% to 0.35% (0.54% to 1.94% in 2020) maturing within one year	\$ 2,961,735	\$ 6,333,184
Long term		
Canadian commercial instrument at 8.90%, maturing June 2025, (8.90% in 2020, maturing June 2025)	\$ 40,262	\$ 42,272

Investment Risk Management

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

4. PROPERTY AND EQUIPMENT

Details of property and equipment are as follows:

2021	Cost	Accumulated Depreciation	Net Book Value
Furniture and equipment	\$ 52,816	\$ 47,754	\$ 5,062
Computer equipment	140,958	122,224	18,734
Leasehold improvements	1,331,177	248,743	1,082,433
	\$ 1,524,951	\$ 418,721	\$ 1,106,229

2020	Cost	Accumulated Depreciation	Net Book Value
Furniture and equipment	\$ 55,769	\$ 53,392	\$ 2,377
Computer equipment	133,528	99,478	34,050
Leasehold improvements	279,798	169,639	110,159
	\$ 469,095	\$ 322,509	\$ 146,586

Administration expenses in the Statement of Operations includes depreciation expense of \$103,618 (\$44,904 - 2020).

During the 2021 fiscal year, the College incurred costs of \$1,051,378 (\$78,351 - 2020) on leasehold improvements. The leasehold improvements were completed in November 2020 and seven months of depreciation were taken in the 2021 fiscal year.

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2021

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Details of accounts payable and accrued liabilities are as follows:

	2021	2020
Trade payables and accruals	\$ 409,259	\$ 378,875
Payroll and withholding taxes	29,094	21,809
	\$ 438,353	\$ 400,684

6. LEASE INDUCEMENTS

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

	2021
Lease inducements received during the year	\$ 284,323
Less: amortization of lease inducements	(14,853)
Balance - at end of year	269,470
Current portion	25,462
Long-term portion	\$ 244,008

Administration expenses in the Statement of Operations includes amortization of deferred lease inducements of \$14,853

7. NET ASSETS - INTERNALLY RESTRICTED

	2021	2020
Investigations and hearings reserve fund	\$ 850,000	\$ 850,000
Contingency reserve fund	1,000,000	1,000,000
Fee stabilization fund	1,000,000	1,000,000
Web site and database development reserve fund	165,872	165,872
Premises reserve fund	227,742	1,000,000
Fair registration practices reserve fund	80,000	80,000
	\$ 3,323,614	\$ 4,095,872

During the 2021 fiscal year, the Council approved the transfer in the amount of \$NIL (\$77,938 - 2020) from the Web Site and Database Development Reserve Fund to the Unrestricted Net Assets to cover for the costs incurred for website development.

During the 2021 fiscal year, the Council approved the transfer in the amount of \$772,258 (\$NIL - 2020) from the Premises Reserve Fund to the Unrestricted Net Assets to cover for the expenditures related to the office leasehold improvements completed in November 2020.

COLLEGE OF PSYCHOLOGISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MAY 31, 2021

8. INVESTMENT INCOME

Investment income consists of

	2021	2020
Interest	\$ 34,101	\$ 157,187
Unrealized (losses) gains on the fair value of investments	(2,009)	(1,369)
	\$ 32,092	\$ 155,818

9. LEASE COMMITMENTS

The College is committed to annual rental payments for office equipment and premises under operating leases. The leases for office equipment expire in July 2021 and December 2022 and the lease for premises expires in December 2031. The minimum annual payments are as follows:

		Premises	Equipment
Fiscal year ending May 31	2022	\$ 183,406	\$ 4,883
	2023	189,548	1,464
	2024	193,936	-
	2025	200,079	-
	2026	204,467	-
	Thereafter	1,239,085	-
		\$ 2,210,521	\$ 6,347

In addition, the College is responsible for its proportionate share of operating costs and realty taxes on its premises which in 2021 amount to \$175,400 (2020 - \$166,700).

10. IMPACT OF GLOBAL PANDEMIC

During March 2020, the global pandemic of the virus known as COVID-19 led the Canadian Federal government, as well as provincial and local governments, to impose measures, such as restricting foreign travel, mandating self-isolations and physical distancing and closing non-essential businesses. These measures have temporarily reduced certain operations of the College. The College is continuing to serve its members remotely and through online formats.

Because of the high level of uncertainty related to the outcome of this pandemic, it is difficult to estimate the financial effect on the College. No adjustments have been made in the financial statements for these events.

11. CONTINGENT LIABILITIES

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

HILBORN

LISTENERS. THINKERS. DOERS.

BRIEFING NOTE

2021.04.04G

SEPTEMBER 2021 COUNCIL MEETING

REVIEW OF MEMBERSHIP FEES AND TRANSFER FROM FEE STABILIZATION FUND

STRATEGIC DIRECTION REFLECTION

Advancing the Council's governance practices

MOTIONS FOR CONSIDERATION

1. That the membership fees for the 2022/2023 renewal year remain at their current rates.
2. That \$180,000 be moved from the Fee Stabilization Fund to cover the 2020/2021 operating deficit.

Moved By TBD

PUBLIC INTEREST RATIONALE

To ensure the College has sufficient funds to fulfill its public protection mandate.

BACKGROUND

At its recent meeting, the Finance and Audit Committee considered the matter of College membership fees and whether an increase would be necessary. The financial statements for the year ending May 31, 2021 indicate an operating deficit for the 2020/2021 year of \$180,233.

The College maintains a Fee Stabilization Fund which "is designated to minimize or delay the impact of year-over-year changes in revenues or expenses on membership renewal fees" (*Policy III F-2 Reserve Funds* attached). This fund currently is maintained at \$1,000,000. The Reserve Funds policy notes that funds necessary to cover the deficit may be transferred from the Fee Stabilization Fund, after funds are transferred from the Investigations & Hearings Fund to cover overspends for legal costs, for the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for Funding for Therapy and Counseling.

In the fiscal year 2020/2021, the total costs for legal services, the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for Funding for Therapy and Counseling was underspent to budget by \$54,419. Therefore, no funds need be transferred from the Investigations and Hearings Fund and as per the policy, the deficit would be transferred from the Fee Stabilization Fund.

The Finance and Audit Committee recommends that the Fee Stabilization Fund be used to cover the operating deficit and membership fees remain at their current level for the upcoming 2022/2023 year.

ATTACHMENTS

1. *Policy III F-2 Reserve Funds*

CONTACT FOR QUESTIONS

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

POLICY AND PROCEDURE MANUAL

POLICY	Reserve Funds		
SECTION	Operational – Financial	POLICY #	III F – 2
DATE CREATED	March 2007	DATE LAST REVISED	September 2017
NEXT REVIEW DATE	2018/2019	PAGE #	1 of 2

POLICY STATEMENT

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

PROCEDURE

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

- ii. In any fiscal year in which there is an operating deficit, even after funds from the Investigations & Hearings Fund are applied to cover any overspends for costs, including legal costs, for the conduct of inquiries, investigations, discipline hearings, fitness to practice hearings, appeals and payments under the program for Funding for Therapy and Counseling, funds may be transferred from the Fee Stabilization Fund to cover such deficit.
 - iii. In any fiscal year in which the fee stabilization fund falls below \$500,000, the Finance and Audit Committee will make recommendations to Council for a strategy for topping up the Fund.
4. Maximum Aggregate Value of Reserve Funds: The aggregate value of these reserve funds shall not exceed \$3 million or such other amount as may be approved by the Council of the College. In the event that there are surpluses in excess of this amount, the Finance and Audit Committee will consider whether to recommend to Council means for reducing revenues or for increased spending in the service of the public, members and other stakeholders, in subsequent years.

STRATEGIC DIRECTION 2017-2022

2021.04.05A

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.

IMPLEMENTATION CHART - UPDATED AUGUST 17, 2021

Agenda Key	MISSION: To regulate the practice of psychology in serving and protecting the public interest by:	Current/Recent Examples	In Development/Proposed Examples
M1	<ul style="list-style-type: none"> • Enforcing standards fairly and effectively through: <ul style="list-style-type: none"> – Developing, establishing, and maintaining standards of qualifications for individuals seeking registration, 	<ul style="list-style-type: none"> • Revised the manner for recording Oral Exam results when not all areas of practice/client groups are authorized (September 2016) • Issuance of IAP Certificate for temporary and limited practice by practitioners registered in other jurisdictions (June 2019) • Setting the JEE pass point to Ontario first time test takers. (December 2019) • Amendments to the <i>Guidelines for Completing the Declaration of Competence</i> (December 2019) • Amendments to the Guidelines for Retraining for Supervised Practice (March 2020) • Transitioning to Online Administration of the JEE (November 2020) 	<ul style="list-style-type: none"> • Pursue amendments to O.Reg. 74/15 under the Psychology Act, 1991 to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates. (September 2019) • Supervision Resource Manual Working Group formed (September 2020) • Establish a process to assess all CFTA candidates on their competence to perform the controlled act of communication of a diagnosis. (December 2020)
M2	<ul style="list-style-type: none"> • Enforcing standards fairly and effectively through: <ul style="list-style-type: none"> – Developing, establishing, and maintaining standards of practice and professional ethics for all members, 	<ul style="list-style-type: none"> • Review of Standards of Professional Conduct (Fall 2016) • Adoption of new <i>Standards of Professional Conduct</i>, to go into effect September 1, 2017 (March 2017) • Implementation of the ICRC Risk Rubric (August 2017) • Update to the <i>Standards of Professional Conduct, 2017</i> with regards to the language of clinical records (March 2021) • <i>Standards of Professional Conduct, 2017</i> updated with gender neutral language (March 2021) 	

M3	<ul style="list-style-type: none"> • Enforcing standards fairly and effectively through: <ul style="list-style-type: none"> – Developing, establishing, and maintaining standards of knowledge and skill and programs to promote continuing evaluation, competence, and improvement among members 	<ul style="list-style-type: none"> • Quality Assurance Committee began auditing CPD forms. (Fall 2019) 	
M4	<ul style="list-style-type: none"> • Communicating clearly and effectively with stakeholders, particularly applicants, members, and the public 	<ul style="list-style-type: none"> • Publication of quarterly <i>e-Bulletin</i> • Staff presentations to students and member groups (ongoing) • Strategic Direction 2017 – 2022 to members • Executive Committee Reception with London members (May 2017) • Executive Committee Reception with Guelph members (November 2017) • Proposed Policy II-3(iii) Appearance before a panel of the ICRC to be Cautioned (December 2017) • College Communications Plan (March 2018) • Executive Committee Reception with Kingston Members (May 2018) • Use of Title Consultation (February 2019) • Executive Committee Reception with Thunder Bay members (May 2019) • Executive Committee Reception with Hamilton members (November 2019) • New College Logo, as part of Communications Plan, Approved (December 2019) • Launch of new quarterly newsletter, <i>HeadLines</i> (July 2020) • Launch of new Website (August 2020) • Launch of Social Media (October 2020) • Approval of support for victims of sexual abuse and misconduct to be implemented January 1, 2021 (September 2020) 	<ul style="list-style-type: none"> • COVID-19 Updates (Spring 2020) and ongoing • Work with Ministry of Health and local Public Health Units in member vaccine notification (Spring 2021 and ongoing)

M5	<ul style="list-style-type: none"> Supporting and assisting members to meet high standards 	<ul style="list-style-type: none"> Practice Advice Service (ongoing) Barbara Wand Symposium (December 2016) Revision of the <i>Self-Assessment Guide and Professional Development Plan</i> (May 2017) Continuing Professional Development (CPD) Program Implemented Examination and Corporation Fee reduced (June 2017) Practical Applications within new <i>Standards</i> to be continuously updated (June 2017) Barbara Wand Symposium in Ottawa (June 2017) Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017) Frequently Ask Questions for the new <i>Standards</i> and CPD Program continuously updated (August 2017) Barbara Wand Seminar (January 2018) Barbara Wand Seminar (June 2018) Peer Assisted Reviewer Training (November 2018) French Language translations of new <i>Standards</i> completed (November 2018) Barbara Wand Seminar (January 2019) Guidelines for CPD published in <i>e-Bulletin</i> (January 2019) Release of new materials for the prevention of boundary violations and sexual abuse, including discussion guide. Barbara Wand Seminar (June 2019) Peer Assisted Reviewer Training (November 2019) Barbara Wand Seminar (December 2019) 	
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M6	<ul style="list-style-type: none"> • Responding to changing needs in new and emerging practice areas 	<ul style="list-style-type: none"> • New technological standard within the revised <i>Standards of Professional Conduct 2017</i> • Equity, Diversity and Inclusion Working Group formed (October 2020) 	
M7	<ul style="list-style-type: none"> • Collaborating in shaping the regulatory environment 	<ul style="list-style-type: none"> • Participation in ASPPB, ACPRO, FHRCO • College participation in inter-College Psychotherapy Working Group • FHRCO Sexual Abuse Prevention Task Force Chaired by Deputy Registrar (2016-2017) • College participation in FHRCO discussions regarding Bill 87 (transparency and other changes to the RHPA) • College Council responded to the Standing Committee on Bill 87 (March 2017) • Submission to HPRAC, re: Psychotherapy (October 2017) • Submission to MOHLTC on regulation amendments in the Health Professions Procedural Code (March 2018) • Submission to Ontario Regulation Registry on Psychotherapy (June 2018) • Confirmation to Pursue Regulation of ABA (September 2019) • Discussions with the MOH and MCCSS regarding regulation of ABA (November 2017) • Applied Behaviour Analysis Working Group Formed (December 2020) • Applied Behaviour Analysis Working Group formed (December 2020) 	

		<ul style="list-style-type: none"> • College Performance Management Framework (March 2021) • Council Composition recommendation provided to the Ministry of Health for the regulation of ABA (March 19, 2021) 	
M8	<ul style="list-style-type: none"> • Acting in a responsibly transparent manner 	<ul style="list-style-type: none"> • Posting of Council materials on website in advance of meetings (June 2016) • Council and Executive to declare Conflicts of Interest at start of each meeting (June 2017) • Amendments to <i>By-law 18: Fees</i> (December 2017) • Amendments to <i>By-law 25: The Register and Related Matters</i> (June 2018) • Amendments to <i>By-law 5: Selection of Committee Chairs and Committee Members</i> and <i>By-law 21: Committee Composition</i> (September 2018) • Consultation on <i>By-Law 18: Fees</i> (June 2019) • Process implemented for temporary practice in Ontario with existing clients by registrants from other jurisdictions • Amendments to <i>By-Law 18: Fees</i> (September 2019) 	
M9	<ul style="list-style-type: none"> • Advancing the Council's governance practices 	<ul style="list-style-type: none"> • New Briefing Note format for Council materials • March 2017 Council Training Day • Revision to Role of the Executive Committee • Agenda to Reflect Strategic Direction of Item • Introduction of Board Self-Assessment process (June 2017) 	<ul style="list-style-type: none"> • Equity, Diversity and Inclusion Training for Council, Committees Members and Staff (Fall 2021)

		<ul style="list-style-type: none"> • Amendments to <i>By-law 20: Elections to Council</i>. . . (December 2017) • Two Committee Audits Planned for 2017-2018 • HIROC Risk Management System implemented (September 2017) • Sunsetting of Nominations and Leadership Development Committee; role incorporated into the Executive Committee (September 2020) • Expansion of Funding for Therapy Eligibility (June 2021) 	
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Notes: Some items could be entered in more than one place. When an item could belong to more than one area, it has been placed in the primary category.

The items shown in BLUE have been added by the Registrar since June 2021 as activities undertaken in service of the College's Strategic Directions 2017 - 2022