



COLLEGE OF  
**PSYCHOLOGISTS**  
OF ONTARIO

# MEETING OF THE COLLEGE COUNCIL

## 2021.05

**DATE: DECEMBER 17, 2021**

**TIME: 9:00AM - 1:00PM**

**LOCATION: TO BE HELD VIRTUALLY**

110 Eglinton Avenue West, Suite 500  
Toronto, Ontario, Canada M4R 1A3  
T: 416.961.8817 1.800.489.8388  
F: 416.961.2635 [www.cpo.on.ca](http://www.cpo.on.ca)



## COUNCIL MEETING AGENDA

2021.05

**DECEMBER 17, 2021**

**9:00 AM to 1:00PM**

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.00	<b>CALL TO ORDER &amp; LAND ACKNOWLEDGEMENT</b>			
.01	<b>APPROVAL OF AGENDA &amp; MINUTES</b>			
.01A	Review & Approval of Agenda	<b>Decision</b>	<b>2</b>	
.01B	Declarations of Conflicts of Interest	<b>Discussion</b>	--	<b>M8</b>
.01C	Review & Approval of Minutes - Council Meeting 2021.04 September 10, 2021	<b>Decision</b>	<b>4</b>	
.01D	Review of Action List	<b>Discussion</b>	<b>9</b>	
.02	<b>CONSENT AGENDA ITEMS</b>	<b>Information</b>		
.02A	Committee/Working Group Reports		--	
	(1) Executive Committee Report		<b>10</b>	<b>M8</b>
	(2) Discipline Committee		<b>12</b>	<b>M8</b>
	(3) Quality Assurance Committee		<b>13</b>	<b>M8</b>
	(4) Client Relations Committee		<b>16</b>	<b>M8</b>
	(5) Fitness to Practice Committee		<b>17</b>	<b>M8</b>
	(6) Finance & Audit Committee Report		<b>18</b>	<b>M8</b>
	(7) Equity, Diversity, and Inclusion Working Group		<b>22</b>	<b>M8</b>
	(8) ABA Working Group		<b>23</b>	<b>M7</b>
	(9) Jurisprudence and Ethics Examination Committee		<b>24</b>	<b>M8</b>
.02B	Staff Presentations		<b>26</b>	<b>M4/M5</b>
.03	<b>POLICY ISSUES</b>			
.03A	Approval Process: Changes to Listing of Member's Highest Academic Degree	<b>Decision</b>	<b>27</b>	<b>M4/M5</b>
.03B	Expansion of Eligibility for Time-Limited Interim Autonomous Practice Certificate	<b>Decision</b>	<b>30</b>	<b>M6</b>
.03C	College Performance Management Framework (CPMF) Update	<b>Information</b>	<b>33</b>	<b>M5/M7/M9</b>
.03D	Council Evaluation of Meeting Effectiveness	<b>Decision</b>	<b>37</b>	<b>M9</b>
.03E	Amendments to By-Law 20 & By-law 5	<b>Decision</b>	<b>41</b>	<b>M9</b>
.03F	<i>Policy II-2(v): Alternative Documentation Guideline</i>	<b>Decision</b>	<b>53</b>	<b>M9</b>
.04	<b>BUSINESS ISSUES</b>			
.04A	President's Report	<b>Information</b>	<b>56</b>	<b>M8/M9</b>
.04B	Registrar & Executive Director's Report	<b>Information</b>	<b>58</b>	<b>M8/M9</b>
.04C	Registration Committee Quarterly Report	<b>Information</b>	<b>59</b>	<b>M8/M9</b>
.04D	Inquiries, Complaints and Reports Committee Quarterly Report	<b>Information</b>	<b>62</b>	<b>M8/M9</b>

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.04E	Integrated Risk Management Report	Information	65	M8/M9
.04F	Directors of Clinical Training Programs Meeting Oral Report	Information	--	M8/M9
.04G	Hiring a Project Researcher to Develop a Report to Further Council's Decision to Close Master's Level Registration	Decision	67	M4/M8
.05	<b>STRATEGIC ISSUES</b>			
.05A	Strategic Direction Implementation: Chart Update	Discussion	69	All
.06	<b>OTHER BUSINESS</b>			
.06A	Election Date for Districts 1 (North), 2 (Southwest), and 3 (Central) <ul style="list-style-type: none"> <li>Proposed Date: March 31, 2021</li> </ul>	Decision	--	--
.06B	Next Council Meeting: <ul style="list-style-type: none"> <li>March 11, 2022</li> </ul>	Information	--	--
.06C	Proposed Council Meeting: <ul style="list-style-type: none"> <li>June 17, 2022</li> </ul>	Decision	--	--
.07	<b>ADJOURNMENT</b>			

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

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

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

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

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

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

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

M7 - *Collaborating in shaping the regulatory environment;*

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

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



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## COUNCIL MEETING

## 2021.04

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

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### SEPTEMBER 10, 2021

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#### PRESENT:

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

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

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**Paula Conforti**, Dip.C.S., C.Psych.Assoc.

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**Graeme Goebelle**, Public Member

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**Joyce Isbitsky**, Ph.D., C.Psych.

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

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**David Kurzman**, Ph.D., C.Psych.

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**Archie Kwan**, Ph.D., C.Psych.

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**Ilia Maor**, Public Member

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**Nadia Mocan**, Public Member

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

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**Adrienne Perry**, Ph.D., C.Psych.

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**Philip Ricciardi**, Ph.D., C.Psych.

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**Paul Stopciati**, Public Member

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**Nancy Tkachuk**, Public Member

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**Scott Warnock**, Public Member

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#### GUESTS:

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**Liana Bell**, Hilborn LLP

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#### STAFF:

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

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

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**Zimra Yetnikoff**, Director, Investigations & Hearings

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**Lesia Mackanyn**, Director, Registration

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**Stephanie Morton**, Director, Corporate Services

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**Caitlin O'Kelly**, Assistant to the Registrar, Recorder

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#### 2021.04.00 CALL TO ORDER

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The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and livestreamed on YouTube.

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**2021.04.01 APPROVAL OF THE AGENDA AND MINUTES****.01A APPROVAL OF AGENDA**

**It was MOVED M. Phillips,  
That the Agenda for the Council Meeting be approved. CARRIED**

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

The President asked members of Council if there were any conflicts of interest regarding the items on the Agenda. The Council recognized that the item .04C Membership Fees/Fee Stabilization Fund could pose an unavoidable conflict for professional members of Council. The President reminded Council members that this should be considered throughout the meeting and declarations made if appropriate.

**.01C MINUTES FROM THE COUNCIL MEETING 2021.03 JUNE 18, 2021**

**It was MOVED S. Warnock,  
That the Minutes from the Council Meeting 2021.03 of June 18, 2021 be approved as presented. CARRIED**

**.01F REVIEW OF ACTION LIST**

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

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**2021.04.02 CONSENT AGENDA**

The Consent Agenda was received.

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**2021.04.03 POLICY ISSUES****.03A POLICY I-14: COMPLAINTS AND INDEMNIFICATION – COLLEGE AGENTS AND STAFF**

The Registrar provided the Council with a Briefing Note and an draft *Policy I-14: Complaints and Indemnification – College Agents and Staff*. 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 current practice of the College and will provide transparency to members and the public with regard the process as to how these matters will be handled.

**It was MOVED M. Keyes,  
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. CARRIED**

**Action Item Staff**

Update *Policy I-14: Complaints and Indemnification – College Agents and Staff* in the College's *Policy and Procedures Manual*.

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**2021.04.04 BUSINESS ISSUES****.04A PRESIDENT'S REPORT**

The President welcomed 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. The President thanked Ms. Nancy Tkacuk for her time and contributions to the College Council and its Committees as this will be her last Council meeting. The President also thanked Dr. Rick Morris, Registrar & Executive Director, for his years of service with the College. He has been with the College for 25 years.

**.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT**

The Council reviewed the Registrar's Report for the first quarter. There were no questions or comments.

**.04C REGISTRATION COMMITTEE QUARTERLY REPORT**

The Council reviewed the first quarter report noting that the:

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

**.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT**

The Council reviewed the first quarter report and there were no questions or comments.

**.04E 2020-2021 ANNUAL REPORTS**

The Council reviewed the Annual Reports for 2020-2021.

**It was MOVED G. Goebelle,**

**That the Annual Reports for 2020-2021 be approved.**

**CARRIED**

**.04F AUDIT 2020-2021**

Presentation of Audited Financial Statements by Ms. Liana Bell from Hilborn LLP.

The President welcomed Ms. Bell, Auditor with Hilborn LLP, to the Council meeting and invited her to present the Audited Financial Statements for the year ending May 31, 2021. The Finance and Audit Committee and the Executive Committee had reviewed the draft Audited Financial Statements with Ms. Liana Bell and Mr. Deric Chan of Hilborn LLP at their meeting on August 27, 2021. Ms. Bell discussed the following documents that had been provided to Council:

- Audit Findings Report
- Draft Audited Financial Statements

Ms. Bell congratulated the College on a clean audit. She noted that the College is in a healthy financial position with several Reserve Funds available for contingencies.

Ms. Bell commented that the College staff and management were well prepared for the audit and cooperated fully. It was noted that the College has appropriate internal controls and that all

134 accounting estimates were appropriate and reasonable. There were no unusual transactions and  
 135 or any disagreements with management.

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137 **It was MOVED P. Stopciati,**

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

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**CARRIED**

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141 **It was MOVED D. Kurzman,**

142 **That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May**  
 143 **31, 2022.**

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**CARRIED**

145 **.04G MEMBERSHIP FEES/FEE STABILIZATION FUND**

146 At recent meetings, the Finance and Audit Committee and the Executive Committee considered  
 147 the matter of College membership fees the need for a fee increase. The financial statements for  
 148 the year ending May 31, 2021 indicate an operating deficit for the 2020-2021 year of \$180,233.  
 149 The College however, maintains a Fee Stabilization Fund which “is designated to minimize or delay  
 150 the impact of year-over-year changes in revenues or expenses on membership renewal fees”.

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152 The Finance and Audit Committee and Executive Committee are recommending that the Fee  
 153 Stabilization Fund be used to cover the operating deficit and membership fees remain at their  
 154 current level for the upcoming 2022-2023 year. It was noted that College membership fees have  
 155 not increased since 2002. Over the past 20 years the College has built up the Fee Stabilization  
 156 Fund to be used for this purpose and this is the first time that funds will be transferred out of this  
 157 Reserve to cover the a previous year’s deficit.

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159 **It was MOVED A. Perry,**

160 **That the membership fees for the 2022-2023 renewal year remain at their current rates.**

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**CARRIED**

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163 **It was MOVED P. Ricciardi,**

164 **That \$180,000 be moved from the Fee Stabilization Fund to cover the 2020-2021 operating**  
 165 **deficit.**

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**CARRIED**

167 **2021.04.05 STRATEGIC ISSUES**

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169 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

170 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*.  
 171 This table is used to chart the work undertaken and accomplished in fulfilling the College’s  
 172 Strategic Direction. Items added since the Council Meeting of June 18, 2021 were shown in **Bold**.

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174 **2021.04.06 OTHER BUSINESS**

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176 **.06A NEXT COUNCIL MEETINGS:**

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- December 17, 2021

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- March 11, 2021

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180 **2021.04.07 ADJOURNMENT**

181 There being no further business,

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183 **It was MOVED G. Goebelle,**

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

**CARRIED**

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186 The Council Meeting was adjourned at 11:00AM.

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

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

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196 **Minutes approved at the Council Meeting on December 17, 2021.**



## ACTION LIST

2021.05.01D

### COUNCIL MEETING 2021.04 SEPTEMBER 10, 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/ On Agenda
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
2021.04.03A	Office of the Registrar	Update <i>Policy I-14: Complaints and Indemnification – College Agents and Staff</i> in the College's <i>Policy and Procedures Manual</i> .	Completed

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## REPORT TO COUNCIL

2021.05.02A(1)

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### EXECUTIVE COMMITTEE

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#### 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

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#### MEETINGS

The Executive Committee met on:

- October 19, 2021
- November 26, 2021

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#### ITEMS TO COUNCIL FOR DECISION

The Executive Committee held two virtual meetings since the last Council meeting. Several items were discussed to be brought forward for Council consideration at the December 2021 meeting. These included:

- Consideration of the allocation of funds to hire a policy analyst to further the work on the Council’s decision to close master’s level registration;
- Amendments to *Standard 6. Representation of Services of the Standards of Professional Conduct, 2017*, specifically 6.1 d and e to permit a member to list their highest academic degree in situations where no other avenue for approval is available; if approved by the Registrar;
- Expansion of the College’s current eligibility for *Time Limited Registration for Practitioners from Other Jurisdictions* to include practitioners who request authorization to provide service, temporarily, to existing or former clients who have moved permanently to Ontario. This would be occasioned when additional time is required to either terminate service or transfer service to an Ontario practitioner or, in the case of former clients, when the nature of the service does not lend itself to establishing a new therapeutic relationship;
- A recommendation for the implementation of a Council meeting evaluation;
- Amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification* to include;
  - a requirement that those considering running for a Council seat or expressing interest in an appointment to a Committee participate in an orientation before submitting their nomination or expression of interest,

- a cooling off period from other psychological association work prior to submitting a nomination to run for Council, in addition to,
    - housekeeping changes;
  - Consideration of a new *Policy II-2(v): Alternative Documentation Guidelines* outlining the College's process when a candidate is unable to provide original documents as would otherwise be required.
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**ACTIONS**

The Executive Committee took the following actions on behalf of Council:

- Authorized the Registrar to hire a project manager to lead the ABA regulation initiative.
  - To start Council meetings with a Land Acknowledgement statement beginning at the December 2021 meeting.
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**FOR INFORMATION**

The Executive Committee undertook its quarterly review of the provisions permitting out-of-province practitioners to continue to provide services virtually 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.

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**SUBMITTED BY**

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

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## REPORT TO COUNCIL

2021.05.02A(2)

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**SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021**

### DISCIPLINE COMMITTEE

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#### 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  
 Iliia 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 (to Sept. 22)  
 Scott Warnock, Public Member

#### STAFF SUPPORT:

Zimra Yetnikoff, Director, Investigations & Hearings  
 H  l  ne Th  berge, Senior Administrative Assistant

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#### GENERAL

A Discipline Committee Plenary meeting was held on November 25, 2021.

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#### REFERRALS TO DISCIPLINE

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

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#### HEARINGS

One hearing was held in the following matter in the second quarter:

**Dr. Augustine Meier:** [https://members.cpo.on.ca/public\\_register/show/1032](https://members.cpo.on.ca/public_register/show/1032)

A referral was made to the Discipline Committee on November 30, 2020. The Pre-Hearing Conference for this matter took place on November 8, 2021 and the Hearing took place on November 25, 2021.

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#### ONGOING MATTERS

**Dr. Andr   Dessaulles:** [https://members.cpo.on.ca/public\\_register/show/2530](https://members.cpo.on.ca/public_register/show/2530)

A referral was made to the Discipline Committee on January 21, 2021. The Pre-Hearing Conference is scheduled to take place on December 20, 2021.

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#### SUBMITTED BY

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

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## REPORT TO COUNCIL

2021.05.02A(3)

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### QUALITY ASSURANCE COMMITTEE

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#### COMMITTEE MEMBERS

Michael Minden, College Member, Chair  
Joyce Isbitsky, Council Member, Vice-Chair  
Katherine Green, College Member  
Sabrina Hassan, College Member  
David Howard, College Member  
David Kurzman, Council Member  
Ilia Maor, Public Member  
Nadia Mocan, Public Member

#### STAFF

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

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#### COMMITTEE ACTIVITY

A Committee meeting was held on October 1, 2021, during which:

- A Committee orientation was conducted;
- Dr. Isbitsky was elected as Vice-Chair;
- A list of Assessors for the purpose of Peer Assisted Reviews, was approved;

The Committee decided to address a number of Quality Assurance related issues during the current year, including:

- Review of the Self-Care program;
- Equity, Diversity, and Inclusion initiatives; and
- Ways of supporting members in meaningful and simplified engagement in Quality Assurance activities.

In addition to the full meeting of the Committee described above, panels of the Committee met on October 7 and November 15, 2021 at which the Quality Assurance activities of 29 members were discussed. These matters included member requests for extensions to complete requirements or make Quality Assurance Declarations; review of individual member Self-Assessment Guides and/or CPD records of those selected for random audits or those who did not make submissions by the required date; and consideration of referrals to the ICRC of those who have not complied with Quality Assurance requirements.

Training for Peer Assisted Review Assessors was conducted on September 15 and 20, 2021, via Zoom. Thirty individuals participated in this training either during the training session or subsequently by viewing a recording of the training.

**MEMBER MATTERS****SELF ASSESSMENT GUIDE (SAG)****Overview**

SAG Reviews Arising from 2019-2021 Cycle	24
SAG Reviews Carried Over from Previous Cycles	4
<b>Total SAG For Review</b>	<b>28</b>

<b>SAGs Reviews</b>	<b>Q1</b>	<b>Q2</b>	<b>YTD</b>
Reviews Completed by the Committee	4	6	<b>10</b>
Deferrals/Resigned/Extensions Granted Under Exceptional Circumstances	0	4	<b>4</b>
<b>SAG Reviews Outstanding</b>			<b>14</b>

In the six SAG matters completed in the past quarter, the members appeared to have met all requirements. In an additional five matters, the Committee requested further information from members. Issues identified in these cases were related to whether members were practicing within their authorized populations (2), the specificity of CPD goals identified (2), and items missed in the SAG submitted (4).

**PEER ASSISTED REVIEW (PAR)****Overview**

Reviews carried over from previous years/deferrals expired	33
Referred due to failure to comply with 2021 self-assessment requirements	
Selected by random selection 2021	TBD
Selected by stratified random selection 2021	TBD
<b>Total reviews planned for 2021/2022</b>	<b>TBD</b>

	<b>Q1</b>	<b>Q2</b>	<b>YTD</b>
<b>Completed Peer Assisted Reviews</b>	<b>1</b>	<b>1</b>	<b>2</b>

Members who have been selected for a PAR, as well as reviewers, have had the opportunity to participate in the PAR virtually. One virtual PAR was conducted in this quarter in which the member was deemed to be practicing in accordance with the standards of the profession. In addition to the PARs already conducted, four currently are being scheduled. The Committee will be considering the current hold on in-person PARs, and the optional nature of virtual participation, given the need for longer than expected restrictions on non-essential in-person contact.

**CONTINUING PROFESSIONAL DEVELOPMENT AUDITS****Overview**

Non-Compliant Audits	10		
Random Selection	40		
<b>Total Audits Planned for 2020-2021</b>	<b>50</b>		
<b>Audits Completed – Outcome</b>	<b>Q1</b>	<b>Q2</b>	<b>YTD</b>
Met Program Requirements	0	9	9
Remedial Feedback	0	2	2
Referral to Assessor	0	0	0
Undertakings	0	0	0

Referral to ICRC	0	0	0
<b>Total Audits Completed by Committee</b>		<b>11</b>	<b>11</b>
<b>Audits Ongoing/Outstanding for 2020-2021</b>			<b>40</b>

In the audits completed, the nature of remedial feedback provided related to the need for improved documentation of CPD activities. In addition to the matters completed, in two cases the members audited were asked to provide further information to the Committee because of concerns about dates of the CPD activities reported and insufficiency of information to establish whether the CPD requirements had been met.

	<b>Q1</b>	<b>Q2</b>	<b>YTD</b>
Members Referred to ICRC for lack of compliance/cooperation with QA Programs:	0	1	1

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**SUBMITTED BY**

Michael Minden, Ph.D., C.Psych., Chair

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## REPORT TO COUNCIL

2021.05.02A(4)

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### CLIENT RELATIONS COMMITTEE

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#### COMMITTEE MEMBERS

Kofi Belfon, College Member, Chair  
 Archie Kwan, Council Member, Vice-Chair  
 Rosemary Barnes, College Member  
 Graeme Goebelle, Public Member  
 Nadia Mocan, Public Member  
 Melanie Morrow, College Member  
 Adrienne Perry, Council Member  
 Lana Stermac, College Member

#### STAFF

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

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#### COMMITTEE ACTIVITIES

The Committee met on October 13, 2021.

The Committee appointed Dr. Archie Kwan as Vice-Chair of the Committee, by acclamation.

The Committee discussed the work to be done during the current year including:

- Finalization of a guidance document concerning the *Avoidance of Behavior or Remarks of a Sexual Nature Towards Patients/Clients*;
- Further refinement of the *Discussion Guide: Prevention of Boundary Violations and Sexually Inappropriate Behaviors*;
- Working with the Equity, Diversity, and Inclusion Working group to further member awareness of vulnerability of clients who are members of oppressed groups;
- Preparing information for members concerning the informed consent process, including the limits of confidentiality, with members of oppressed groups; and
- Developing a mechanism to survey the experience of individuals who have applied for funding for therapy or counselling related to sexual abuse by a member.

#### Funding for Therapy for Clients Sexually Abused by Members, or Individuals Supervised by Members

There are currently five individuals approved for funded therapy or counselling. One additional application is scheduled for consideration on December 15th, 2021.

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#### SUBMITTED BY

Kofi Belfon, Ph.D., C. Psych., Chair





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## REPORT TO COUNCIL

2021.05.02A(5)

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**SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021**

### **FITNESS TO PRACTICE COMMITTEE**

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**COMMITTEE MEMBERS:**

Philip Ricciardi, Chair, Council Member

Paula Conforti, Council Member

Graeme Goebelle, Public Member

Julie Goldenson, College Member

Mark Watson, College Member

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

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## REPORT TO COUNCIL

2021.05.02A(6)

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### FINANCE AND AUDIT COMMITTEE

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#### 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, Director, Corporate Services  
Caitlin O’Kelly, Assistant to the Registrar

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#### COMMITTEE ACTIVITIES

The Finance and Audit Committee (FAC) met by teleconference on November 15, 2021. The Committee reviewed the *Unaudited Financial Statements to August 31, 2021*; the end of the first 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 budget by \$5,000 or were underspent by \$10,000. The Committee was satisfied with the information presented and voted to receive these reports.

The Committee briefly discussed the financial arrangements and accounting for the costs associated with the implementation of Applied Behaviour Analyst regulation. The Registrar indicated that costs incurred in establishing the new profession within the College would be tracked so as to be readily identifiable. He noted that discussions would be held with the College’s Financial Controller to determine the most appropriate way to organize the bookkeeping. At this time, no decisions have been made with respect to the fee structure for Behaviour Analysts within the new College, but the process will involve the FAC, Executive and Council.

The memorandum confirming the remittances of taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period June 1, 2021 to August 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.

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#### ATTACHMENTS

1. Unaudited Financial Statements Narrative & Balance Sheet to August 31, 2021
2. Variance Report and Statement of Revenue and Expenses to August 31, 2021

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#### SUBMITTED BY

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

**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO**  
**STATEMENT OF REVENUE & EXPENSES**  
 June through August 2021

	Annual Budget	Budget	YTD Actual	YTD \$ Variance	2020-2021 % YTD	Expected % YTD	% Variance YTD	Year End to 31 May-22
<b>REVENUE</b>	3,663,872.50	925,412.00	909,932.35	-15,479.65	25%	25%	0%	3,663,872.50
<b>COST OF SALES</b>	258,490.00	96,008.50	55,314.67	-40,693.83	21%	37%	-16%	258,490.00
<b>GROSS MARGIN</b>	3,405,382.50	829,403.50	854,617.68	25,214.18	25%	24%	1%	3,405,382.50
<b>EXPENDITURES</b>								
<b>Governance</b>	102,200.00	23,500.99	10,834.58	-12,666.41	11%	23%	-12%	102,200.00
<b>Registration</b>	101,000.00	25,248.00	48,800.20	23,552.20	48%	25%	23%	101,000.00
<b>Client Relations, Communications &amp; Education</b>	21,770.00	5,440.50	3,331.25	-2,109.25	15%	25%	-10%	21,770.00
<b>Quality assurance</b>	49,600.00	12,402.00	1,400.00	-11,002.00	3%	25%	-22%	49,600.00
<b>Investigations and resolutions</b>	131,000.00	32,754.00	20,673.54	-12,080.46	16%	25%	-9%	131,000.00
<b>Hearings</b>	332,950.00	83,236.50	81,273.94	-1,962.56	24%	25%	-1%	332,950.00
<b>Liaison (Professional Organizations)</b>	30,950.00	6,150.75	4,358.84	-1,791.91	14%	20%	-6%	30,950.00
<b>Administration</b>	3,052,299.95	763,073.25	745,725.75	-17,347.50	24%	25%	-1%	3,052,299.95
<b>Total Expenditures</b>	3,821,769.95	951,805.99	916,398.10	-35,407.89	24%	25%	-1%	3,821,769.95
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	-416,387.45	-122,402.49	-61,780.42	60,622.07	15%	25%	-10%	-416,387.45

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

	Aug 31, 21	Aug 31, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Chequing/Savings			
10000 - Petty Cash	200.00	200.00	0.00
10100 - Bank	938,533.00	520,309.17	418,223.83
10250 - Cash Equivalents	443,889.97	1,175,124.96	-731,234.99
<b>Total Chequing/Savings</b>	<b>1,382,622.97</b>	<b>1,695,634.13</b>	<b>-313,011.16</b>
Accounts Receivable			
10400 - Accounts Receivable - Control	15,453.51	106,537.89	-91,084.38
<b>Total Accounts Receivable</b>	<b>15,453.51</b>	<b>106,537.89</b>	<b>-91,084.38</b>
Other Current Assets			
10300 - Short Term Investments	5,729,125.38	6,135,976.55	-406,851.17
10550 - Interest Receivable	561.80	560.49	1.31
10600 - Prepaid Expenses	29,463.81	30,197.90	-734.09
<b>Total Other Current Assets</b>	<b>5,759,150.99</b>	<b>6,166,734.94</b>	<b>-407,583.95</b>
<b>Total Current Assets</b>	<b>7,157,227.47</b>	<b>7,968,906.96</b>	<b>-811,679.49</b>
Fixed Assets			
12000 - Furniture & Equipment			
12010 - Furniture & Equipment - Cost	52,815.39	48,363.19	4,452.20
13000 - Accum Amort Furniture & Equip	-48,195.46	-46,205.74	-1,989.72
<b>Total 12000 - Furniture &amp; Equipment</b>	<b>4,619.93</b>	<b>2,157.45</b>	<b>2,462.48</b>
12100 - Computer Equipment			
12110 - Computer Equipment - Cost	140,958.46	133,529.42	7,429.04
13100 - Accum Amort Computer Equipment	-127,910.95	-104,545.64	-23,365.31
<b>Total 12100 - Computer Equipment</b>	<b>13,047.51</b>	<b>28,983.78</b>	<b>-15,936.27</b>
12200 - Leasehold Improvements			
12210 - Leasehold Improvements - Cost	1,046,852.18	292,612.45	754,239.73
13200 - Accum Amort Leaseholds	-257,839.27	-174,660.70	-83,178.57
<b>Total 12200 - Leasehold Improvements</b>	<b>789,012.91</b>	<b>117,951.75</b>	<b>671,061.16</b>
<b>Total Fixed Assets</b>	<b>806,680.35</b>	<b>149,092.98</b>	<b>657,587.37</b>
Other Assets			
10302 - Long Term Investment	40,262.40	42,271.68	-2,009.28
<b>Total Other Assets</b>	<b>40,262.40</b>	<b>42,271.68</b>	<b>-2,009.28</b>
<b>TOTAL ASSETS</b>	<b>8,004,170.22</b>	<b>8,160,271.62</b>	<b>-156,101.40</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
21000 - Accounts Payable - Control	62,035.20	152,178.07	-90,142.87
<b>Total Accounts Payable</b>	<b>62,035.20</b>	<b>152,178.07</b>	<b>-90,142.87</b>

	Aug 31, 21	Aug 31, 20	\$ Change
<b>Other Current Liabilities</b>			
21100 · Accounts Payable - Other	241,805.58	219,966.33	21,839.25
22000 · Employee Tax Deductions Payable	24,313.49	24,716.63	-403.14
23000 · Prepaid Fees	2,366,252.00	2,293,754.10	72,497.90
<b>Total Other Current Liabilities</b>	<b>2,632,371.07</b>	<b>2,538,437.06</b>	<b>93,934.01</b>
<b>Total Current Liabilities</b>	<b>2,694,406.27</b>	<b>2,690,615.13</b>	<b>3,791.14</b>
<b>Total Liabilities</b>	<b>2,694,406.27</b>	<b>2,690,615.13</b>	<b>3,791.14</b>
<b>Equity</b>			
31000 · Retained Earnings	2,023,171.91	1,455,905.49	567,266.42
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 · Website&DatabaseDevtReserveFund	165,872.02	165,872.02	0.00
31500 · Premises Reserve Fund	252,500.00	1,000,000.00	-747,500.00
31600 · FairRegn Practices Reserve Fund	80,000.00	80,000.00	0.00
Net Income	-61,780.42	-82,121.46	20,341.04
<b>Total Equity</b>	<b>5,309,763.95</b>	<b>5,469,656.49</b>	<b>-159,892.54</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,004,170.22</b>	<b>8,160,271.62</b>	<b>-156,101.40</b>

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## REPORT TO COUNCIL

2021.05.02A(7)

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP

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#### 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

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#### MEETINGS

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

- September 13, 2021
- October 4, 2021
- October 18, 2021
- November 15, 2021
- November 29, 2021

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#### FOR INFORMATION

The Working Group discussed the following:

- 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. This workshop was held on Friday December 3, 2021, and attended by the College Council, its Committees and College Staff;
- Scheduling meetings with the Chairs of the College statutory Committees to discuss work to be undertaken within each Committee’s role and mandate;
- Drafting of a member survey to gather information on the diversity of the College membership; and,
- The EDI webpage created to provide updates from the College and EDI resources for members (<https://cpo.on.ca/about-cpo/equity-diversity-and-inclusion/>).

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#### SUBMITTED BY

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

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## REPORT TO COUNCIL

2021.05.02A(8)

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**DECEMBER 2021**

### ABA WORKING GROUP

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**WORKING GROUP MEMBERS**

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

**Adrienne Perry**, Ph.D., C.Psych., BCBA-D, Registration Committee Co-Chair

**Scott Warnock**, Public Member of Council

**Nancy Marchese**, Ph.D., C.Psych., BCBA-D, President, Ontario Association for Behaviour Analysis (ONTABA)

**Kendra Thomson**, Ph.D., BCBA-D, Brock University ABA Faculty

**STAFF:**

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

**Paula Garshowitz**, OD, ABA Regulation-Project Lead

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**MEETING**

The ABA Working Group met on December 6, 2021. Subsequent to the meeting, a sixth member was added to the Working Group. Jennifer Cunningham, MA, BCBA agreed to participate. The Working Group believed it was important to add a practicing Behaviour Analyst who was not a member of the College. She is also certified at the MA level representing a registration category not otherwise on the Working Group. Jennifer will join the Working Group at its next meeting.

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**FOR INFORMATION**

The Working Group discussed the following:

- Draft Terms of Reference for the Working Group
- Review of the process for regulation-making and government approval
- Initial work to develop necessary Registration Regulation amendments and policies, to include entry level and grandparenting provisions
- Meeting scheduling and plan to meet twice a month

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**SUBMITTED BY**

Paula Garshowitz, OD

ABA Regulation-Project Lead

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## REPORT TO COUNCIL

2021.05.02A(9)

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**SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021**

### JURISPRUDENCE AND ETHICS EXAMINATION COMMITTEE (JEEC)

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**COMMITTEE MEMBERS**

Mary Ann Mountain (Chair), College Member  
 Paula Conforti, Council Member  
 Audrey Cooley, College Member  
 Donna Ferguson, College Member  
 Tae Hart, College Member

Gilles Hébert, College Member  
 Pierre Ritchie, College Member  
 Carole Sinclair, College Member  
 Angela Troyer, College Member  
 Scott Warnock, Public Member

**STAFF SUPPORT:**

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director  
 Lesia Mackanyn, Director, Registration  
 Caitlin O’Kelly, Assistant to the Registrar

The JEEC met on October 18 and 19, 2021 (via Zoom), with all members in attendance for two half day meetings. The meeting on October 18 was primarily focused on business items including a review of the final report for the September 2021 examinations. The Committee meeting on October 19 was to complete the review of examination items.

#### JEEC Examination (JEE) – September 2021

The final report on the September 2021 examination was received and approved.

The September 2021 exam was written by 112 candidates with a 79% pass rate. This was the lowest pass rate, and the lowest cut score, since the change was made to use Ontario-trained first-time test takers as the reference group to determine the cut score. This change was made beginning with the March 2020 exam where previously all candidates were used as the cut score reference group. The Committee discussed the pass rate and determined to leave the reference group as Ontario-trained first-time test takers and to continue to monitor this.

The candidate comments continue to note technical issues (specifically, delays in accessing the exam) as well as discomfort with Yardstick proctors accessing their computers. The Committee requested that the written information given to candidates acknowledge the discomfort felt by some candidates and explicitly make clear that candidates have two hours of writing time, exclusive of technical delays. Candidate comments also typically included suggestions to increase the number of sample items and to be more specific about suggested resources for preparation; not different from comments received in response to the paper and pencil exam. The Committee will review the list of resources and consider other documents that might be helpful.



### French Translation of the JEEC

The review of the French translation by Dr. Jean Grenier and Dr. Gilles Hebert (JEEC member) is up to date for the current item bank and will be ongoing as new items are added. It was noted that the complexity of the language in some items is difficult to translate accurately and even in English, may be challenging to international students. The Committee will give attention to this issue when reviewing items.

### Sample Items

Drs. Pierre Ritchie and Carole Sinclair have completed their initial work on the sample item bank. There are now 30 items in the sample bank with all items having been updated to ensure that they are consistent with current legislation and standards of practice. Several items were retired. Dr. Nayer has determined that the items in the sample item bank are proportionally close to meeting the blueprint criteria for a full exam. The Committee discussed the advantages of including the full wording of the legislation or standard in the explanation of the correct answer, versus providing the candidates with the link to the information. Given that the wording in the legislation and standards changes over time, it was decided to reference the link only.

### Equity, Diversity, and Inclusion (EDI) Considerations

The Registrar and Chair of the EDI Working Group, Dr. Ferguson, updated the JEEC on the work that Working Group is doing. The JEEC is aware that some items on the exam may reflect actions by members considered to be prejudicial towards disadvantaged groups. The correct answer is always reflective of appropriate actions to be taken to correct/offset the harm. Additionally, the Committee has been working towards removing gender-identifying pronouns and replacing them with words such as “member” and “client”. The Committee agreed that rather than doing a specific review, items under review would be considered with an EDI lens. The JEEC is fortunate to include two members of the EDI Working Group in its membership.

### Item Bank Review

Members of the Committee reviewed a total of 35 items in the October 19, 2021 meeting. Items in the item bank are reviewed on a 3-year cycle. This is an ongoing process to ensure that items reflect current legislation and standards and use currently acceptable language. Items that are new or ones that may have some statistical issues are also reviewed as identified.

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### **SUBMITTED BY**

Mary Ann Mountain, Ph.D., C.Psych., Chair

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## REPORT TO COUNCIL

2021.05.02B

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### STAFF PRESENTATIONS

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

- October 1, 2021: GTA/Ontario-wide Tricky Ethical Issues Seminar
- October 16, 2021: Practice Advice to Head Off Trouble, ASPPB 61<sup>st</sup> Annual Meeting
- October 29, 2021: College Update to Association of Psychology Leaders in Ontario Schools
- November 9, 2021: Bioethics Rounds, Hospital for Sick Children
- November 10, 2021: Ethical Issues in Professional Practice, Ethics Class, Western University

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

- October 12, 2021: OSIE, Registration Process

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

- September 27, 2021: OAMHP Annual Conference, Adapting, Building, Changing: Rethinking Normal in a Post-Pandemic World; Public Protection & Regulatory Support to Members
- November 9, 2021: Osgoode Hall Law School, Virtual Care Medicine; Risk Management and Best Practices (Panel Participant)

**Ms. Zimra Yetnikoff, Director, Investigations & Hearings**

- November 10, 2021: Expert Opinions Webinar, College of Psychologists

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## BRIEFING NOTE

2021.05.03A

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### DECEMBER 2021 COUNCIL MEETING

### APPROVAL PROCESS: CHANGES TO LISTING OF MEMBER'S HIGHEST ACADEMIC DEGREE

#### STRATEGIC DIRECTION REFLECTION

*Supporting and assisting members to meet high standards; Responding to changing needs in new and emerging practice areas*

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#### MOTION FOR CONSIDERATION

That *Standard 6. Representation of Services of the Standards of Professional Conduct, 2017*, specifically 6.1 d and e, be amended to indicate that the Registrar, on behalf of the College, is authorized to approve changes to a member's listing of their highest academic degree in situations where no other avenue for approval is available.

**Moved By** TBD

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#### PUBLIC INTEREST RATIONALE

It is important that the College provide the public with up-to-date, accurate information regarding a member's training and qualifications. The College's public register and the member's representation of their qualifications should accurately reflect the member's highest academic degree which the College has approved as acceptable.

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#### BACKGROUND

Situations have arisen in which master's level trained members who hold a *Certificate of Registration as a Psychologist* undertake further education and are awarded a doctoral degree. These members have requested that the College note this new degree in the public register and authorize their use of the doctoral degree as well as the title "Doctor" in representing their qualifications. The current wording of *Standard 6. Representation of Services* does not permit this as it requires that a member must use their highest degree upon which registration is based (6.1d. - emphasis added) and that they may only use the title "Doctor" when they have been registered as a Psychologist on the basis of a doctoral degree (6.1e. - emphasis added).

Recently, one such request was referred to the Registration Committee for consideration as it appeared to be a Registration matter. The Committee reviewed the individual's doctoral degree and refused the request as the degree did not meet the College's requirements as acceptable for registration as a Psychologist. That is, if the individual was applying for registration as a Psychologist based on this doctoral degree, the application would have been refused. The College has had similar requests from members, but in those cases, their doctoral degrees would be acceptable for registration as a Psychologist.

The member whose request was refused, appealed the Registration Committee's decision to the Health Professions Appeal and Review Board (HPARB). In considering the matter, HPARB indicated a review of this request by the Registration Committee was improper as it was outside of the authority of the Committee as prescribed in the Health Professions Procedural Code being schedule 2 of the *Regulated*

*Health Professions Act, 1991*. HPARB noted that the authority of the Registration Committee was limited to reviews of applications for registration referred to it by the Registrar. As this matter was outside of the purview of the Registration Committee, it was then outside of HPARB's jurisdiction to make a finding.

Considering HPARB's comments and a review of the legislation, it appears that currently there is no specific mechanism by which a member may have their academic degree 'upgraded' even when the request is reasonable and appropriate when there is no change in Certificate requested. Note, the College has a longstanding procedure ([Autonomous Practice Psychological Associates Applying for Registration as Psychologists](#)) through which, a Psychological Associate, who subsequently acquires an acceptable doctoral degree in psychology, may apply for a new *Certificate of Registration as a Psychologist*.

To establish a process by which a member, who is not requesting a change in certificates, may have their academic degree 'upgraded', when the request is reasonable and appropriate, it is suggested that *Standard 6. Representation of Services of the Standards of Professional Conduct, 2017* be amended.

Through these amendments, the College, as represented by the Registrar, will review applications by master's level Psychologist members and determine if they are authorized to use their new doctoral degree as well as the title "Doctor" in representing their qualifications. In doing so, the Registrar will consider the nature of the doctoral degree, specifically if it would be acceptable to the College if it accompanied a 'first time' application for a *Certificate of Registration as a Psychologist*. In making this determination, the Registrar may consult with the Director, Registration and/or a Chair of the Registration Committee to ensure fair decision-making consistent with the College's current registration requirements.

If the Registrar determines that the degree may be used, he will have the appropriate changes made to the public register.

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#### **AMENDMENT TO STANDARD 6. REPRESENTATION OF SERVICES**

Sections 6.1 d. and e. would be amended as follows:

##### **6.1 Presentation of Qualifications**

In presenting their qualifications, members must conform to the following practices:

- a. members must show their registration certificate to a client upon request;
  - b. members must represent themselves to the public as a member of the College by using the title Psychologist or Psychological Associate. This may be abbreviated to C.Psych. or C.Psych.Assoc., or they may indicate that they are a "Member of the College of Psychologists of Ontario";
  - c. any of the following applicable limitations must immediately follow a member's title: "Supervised Practice", "Retired" or "Inactive";
  - d. the highest academic degree upon which registration is based, [or the highest degree otherwise recognized by the College](#), must immediately precede the professional title;
  - e. only use the title "Doctor" or a variation, abbreviation or equivalent in another language in the course of providing or offering to provide, psychological services if the member:
    1. has been registered as a Psychologist on the basis of a doctoral degree; or
    2. was registered as a Psychologist on the basis of a master's degree but subsequently was awarded a doctoral degree which they had approved as acceptable to the College.
- ~~e. only where a member has been registered as a Psychologist on the basis of a doctoral degree, may the member use the title "Doctor" or a variation, abbreviation or equivalent in another language in the course of providing or offering to provide, psychological services;~~

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**NEXT STEPS**

1. Upon approval by Council, prepare an application form for members to submit to the Registrar
2. Provide information regarding the application process available on the College website

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**CONTACT FOR QUESTIONS**

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

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## BRIEFING NOTE

2021.05.03B

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### DECEMBER 2021 COUNCIL MEETING

## TIME LIMITED REGISTRATION FOR PRACTITIONERS FROM OTHER JURISDICTIONS

### STRATEGIC DIRECTION REFLECTION

*Responding to changing needs in new and emerging practice areas*

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### MOTION FOR CONSIDERATION

That the College's current eligibility for *Time Limited Registration for Practitioners from Other Jurisdictions* be expanded to include practitioners who request authorization to provide service to:

- existing and former clients who have moved **permanently** to Ontario; and
- individuals live in Ontario but are part of a family which is receiving service in another jurisdiction.

**Moved By** TBD

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### PUBLIC INTEREST RATIONALE

The purpose of the *Time Limited Registration for Practitioners from Other Jurisdictions* was to establish a process by which an out of province practitioner could provide services into Ontario, temporarily, when this is deemed to be in the client's best interest. The process recognizes the statutory requirement for the practitioner to be a member of the College to provide services in Ontario but establishes an expedited registration process to facilitate continuity of client care and service in the client's best interest.

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### BACKGROUND

The College has a process in place to permit temporary, time limited membership to individuals registered to provide psychological services in other specified jurisdictions. This registration allows them to offer services, for a period of up to 12 months, to an existing client now located in Ontario. This policy is currently restricted to apply to clients **residing in Ontario temporarily** for a reason such as attending school or a short-term employment situation. As well, it must be judged that it would be clinically ill advised or impractical to transfer psychological services to a practitioner already registered with the College. This is described on the [College website](#).

The College frequently receives inquiries from clients or practitioners requesting authorization to provide continued, but short term, telepsychology service to clients who have moved to Ontario **permanently**. These requests are usually occasioned by one of the following circumstances:

1. The practitioner believes a limited number of sessions are necessary to assist the client with the transition as they relocated to Ontario and as they move toward termination; or
2. The client and the practitioner have sought alternate services with an Ontario practitioner/service but are currently on a waiting list and require service during the wait; or
3. A former client requires a follow-up assessment, or a brief crisis management service and it is not in their best interest to establish a relationship with a new practitioner.

Requests for time-limited authorization are also received from practitioners who are working with a family in their home jurisdiction, but one family member is in Ontario. For example, a request came from a

practitioner whose clients were a mother and her children and it was in the family's best interest to include the Ontario-based father as a client in the therapy. This is typical of this nature of request.

The *Psychology Act, 1991* requires that one be registered with the College to provide service in Ontario, whether in-person or through telepsychology. This requirement restricts an out-of-province practitioner from providing service to a client once they move to Ontario or include an Ontario client in family therapy, unless the practitioner becomes registered with the College.

The College addressed this issue by developing a 'streamlined' registration process for out of province practitioners, for a limited period of time, to permit them to continue with clients who are **temporarily** in Ontario for school or work. This process does not however, address the situations noted above in which the client is **permanently** in Ontario but where it is in the client's interest to receive service from their out-of-province practitioner.

The criteria to be eligible for this 'streamlined' registration are similar to those already established for those wishing to be registered to work with a client who is **temporarily** in Ontario. This time-limited registration is available through an expedited process at a reduced membership fee of \$240.00 plus the standard \$100 registration application fee. In addition to submitting the completed application and paying the appropriate fees, the practitioner must meet the following established criteria.

*Those who wish to be registered in Ontario for this purpose must be registered/licensed with a psychology regulatory body which:*

- *Is located in one of the Canadian provinces or territories; or*
- *Has registration requirements substantially equivalent to those of the College for a certificate of registration for a psychologist or psychological associate authorizing autonomous practice; or*
- *Holds a current certificate of Professional Qualification (CPQ) awarded by the Association of State and Provincial Psychology Boards (ASPPB).*

*It is also a requirement that one must be eligible to work in Canada which means one is:*

- *A Canadian citizen; or*
- *A permanent resident of Canada; or*
- *Authorized under the Canadian Immigration and Refugee Protection Act, 2001 to engage in the practice of the profession or a holder of a valid Canadian work permit.*

As part of the application process, applicants must indicate why it would be clinically ill advised or impractical for their client to terminate service immediately or receive the crisis management or follow-up service from an Ontario practitioner. They must also indicate the nature of the service to be provided and the expected length of time the client will require this temporary psychological service.

Applicants must also sign an *Undertaking and Agreement* with the following attestations:

- *I confirm that the purpose of my application for Interim Autonomous Practice is solely to provide direct psychological service temporarily in Ontario to an existing client who has relocated in Ontario and for whom it would be clinically ill advised or impractical to immediately terminate service; or*
- *I am working with a family, and it is in their best interest to include an individual living in Ontario as part of the client group;*
- *I agree to remain in good standing and retain full, active, registration in my home jurisdiction free from any terms, conditions, and/or limitations for the duration of my Certificate Authorizing Interim Autonomous Practice with the College of Psychologists of Ontario;*

- *I confirm that I am not currently involved in any disciplinary investigation in my home jurisdiction;*
- *I agree to notify the College of Psychologists of Ontario immediately of any changes to my registration status in my home jurisdiction and of any referral of disciplinary action initiated against me in my home jurisdiction;*
- *I agree to review, and comply with, the College's Standards of Professional Conduct (2017) and the Professional Misconduct Regulation made under the Psychology Act, 1991 and all other jurisprudence applicable to members of the College of Psychologists of Ontario;*
- *I agree to remain in compliance with the Quality Assurance requirements of my home jurisdiction. If my home jurisdiction does not have a self-assessment requirement, I will satisfy the self-assessment requirements at the time of my registration with the College of Psychologists of Ontario. If my home jurisdiction does not have mandatory continuing professional development requirements, I will comply with the requirements of those of the College of Psychologists of Ontario;*
- *I understand that I will be subject to the complaints and discipline authority of the College of Psychologists of Ontario;*
- *I understand that the Interim Autonomous Practice Certificate is temporary and time limited, and that it will expire 12 months after the date of issuance;*
- *I understand that should my application be approved, I will be required to provide the College of Psychologists of Ontario with proof of professional liability insurance, valid in Ontario, of not less than \$2,000,000 with no deductible. This requirement is in accordance with College By-law 22: Professional Liability Insurance made under the authority of the Health Professions Procedural Code being schedule 2 of the Regulated Health Professions Act, 1991;*
- *I understand that should my application be approved, the College of Psychologists of Ontario will charge me a membership fee of \$240.00;*
- *I understand that should my application be approved, a Certificate Authorizing Interim Autonomous Practice will be issued to me for a maximum of 12 months.*

The information on the website suggests that prior to completing the online application, applicants should email Ms. Lesia Mackanyn, Director, Registration to enquire about their eligibility for registration through this policy.

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**CONTACT FOR QUESTIONS**

Barry Gang, Deputy Registrar and Director, Professional Affairs or  
Rick Morris, Registrar & Executive Director



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## BRIEFING NOTE

2021.05.03C

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### DECEMBER 2021 COUNCIL MEETING

## COLLEGE PERFORMANCE MANAGEMENT FRAMEWORK

### STRATEGIC DIRECTION REFLECTION

*Collaborating in shaping the regulatory environment; Acting in a responsibly transparent manner; Advancing the Council's governance practices*

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### FOR DISCUSSION ONLY - Introduction

The second cycle of the College Performance Management Framework (CPMF) is beginning. The Ministry of Health (MOH) requires every Health Regulatory College to complete the CPMF and publicly report on its compliance with the prescribed standardized performance measures. This Briefing Note provides an update on the results of the first CPMF, completed and posted in March 2021, and the work being undertaken in completing the second cycle.

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### PUBLIC INTEREST RATIONALE

The Ministry identified the public interest in saying, *The College Performance Measurement Framework (CPMF)... is intended to strengthen the accountability and oversight of Ontario's health regulatory Colleges by providing publicly reported information that is transparent, consistent and aligned across all 26 regulators. Reporting performance on a standardized set of measures also enables Ontario's health regulatory colleges to continuously improve performance by identifying and reporting on commendable practices among peers.*

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### BACKGROUND

The CPMF was introduced in late 2020 and Colleges were required to report on their activities, as they related to the CPMF standards and measures, for the period January 1, 2020 to December 31, 2020. This was submitted to the Ministry and publicly posted on March 31, 2021. The [College's 2020 CPMF Report](#), presented to Council at the March 2021 meeting, is available on the College website.

The Ministry of Health indicated that a Summary Report of the key findings, would be available in June 2021 to provide Colleges with an overview of the combined information gathered from the submissions. The [MOH Summary Report](#) of the submissions by the Colleges took longer than anticipated to produce and was release in early October 2021. The Report contains summary information including key observations from the Colleges' reports and highlighting commendable practices of some Colleges. The Ministry has noted that there were many more commendable practices than could be included in this summary and indicated a more fulsome report may follow reflecting the practices by more Colleges.

In mid-October 2021, the College received a draft of the revised CPMF Reporting Tool to be used to report on activities for the period January 1, 2021, to December 31, 2021. Comments on the revised tool were requested by the end of October. The College provided feedback and participated in the formulation of a joint response by the Health Profession Regulators of Ontario (HPRO).

At the invitation of the Ministry, College staff met with Ministry representatives on November 1, 2021. This type of meeting was scheduled with all Colleges in order to share information about:

- Successes and challenges in completing the 2020 CPMF reporting tool
- Plans for responding to the proposed 2021 reporting requirements
- Discussion of the College's activities with respect to System Partners (engagement with other health regulatory Colleges and system partners to align oversight of the profession and support execution of its mandate)
- Diversity, Equity, and Inclusion initiatives being undertaken; and
- Status of the implementation of improvement commitments made in 2020 Reporting Tool

On November 23, 2021, the College received the final version of the [CPMF Reporting Tool for 2021](#) accompanied by a Memorandum from Mr. Sean Court, Assistant Deputy Minister (see attachments). College staff are preparing to collect the required data for the period ending December 31, 2021 and will begin the work of completing the 2021 CPMF early in the new year.

The Deputy Registrar will be taking the lead on this year's CPMF project and, as part of this responsibilities, attends weekly HPRO meetings at which the attending Colleges discuss their understandings of the proposed requirements and share strategies for planning their reports.

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**ATTACHMENT**

1. Memorandum from ADM Mr. Sean Court - *Formal launch of the 2nd iteration of the College Performance Measurement Framework – November 2021*

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**CONTACT FOR QUESTIONS**

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

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

Ministry of Health  
Ministry of Long-Term Care

Assistant Deputy Minister  
Strategic Policy, Planning & French Language  
Services Division

438 University Avenue, 10<sup>th</sup> floor  
Toronto ON M7A 2A5

Ministère de la Santé  
Ministère des Soins de longue durée

Sous-ministre adjoint  
Division des politiques et de la planification  
stratégiques, et des services en français

438 avenue University, 10e étage  
Toronto ON M7A 2A5



**MEMORANDUM TO:** Registrars and CEOs of Ontario's Health Regulatory Colleges

**FROM:** Sean Court  
Assistant Deputy Minister

**DATE:** November 22, 2021

**RE:** **Formal launch of the 2<sup>nd</sup> iteration of the College Performance Measurement Framework**

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I am pleased to inform you that today the Ministry of Health (ministry) is formally launching the 2021 CPMF reporting cycle.

As you know, the CPMF has been designed to further strengthen the accountability and oversight of Ontario's health regulatory Colleges by providing information that is transparent, consistent and aligned across all Colleges on their performance in serving the public's interest.

By focusing on areas of improvement (e.g., better support for changing public expectations, patient needs, and delivery of care models), the CPMF makes it easier for patients, their families and employers to navigate the regulatory system. Similarly, highlighting commendable practices improves consistency across colleges.

The second iteration of the CPMF was refined based on feedback from Colleges, the public and experts resulting in the addition of three new focus areas: Diversity, Equity and Inclusion, Risk Management, and Use of Technology. Colleges are being asked to report on the new Measures and Evidence, as well as report back on improvement plans identified in 2020 and report on any changes in comparison to 2021.

The ministry is also aware that College processes and procedures were likely impacted by COVID-19 resulting in responses which may be inconsistent with the last reporting cycle. Ministry staff will work with you to ensure that this context is clearly communicated in the Colleges' Reporting Tools which are posted on the respective college websites to help the public better understand the information provided.

I would like to acknowledge that your comments and feedback helped to inform the final drafts of the Reporting Tool and the Technical Specifications Document. Your feedback was used to provide further clarification to some Measures and informed additional questions in the FAQs.

Similar to last year, this year Colleges will not be assessed or ranked against each other on the degree to which they have implemented the CPMF Standards and/or how well they are performing in adhering to their mandate. During the 2021 reporting cycle, the ministry will:

- Provide each College with performance feedback and potentially identify opportunities for improvement, upon request,
- Seek opportunities to foster collaboration among Colleges based on Commendable Practices identified in the 2020 reporting cycle and,
- Draft and post a Summary Report on the ministry website that will capture the Colleges' CPMF results at a system level (as opposed to the performance of each individual College) for the 2021 reporting cycle in comparison with changes or improvements with 2020.

The ministry asks Colleges to post their 2021 Reporting Tools on their websites by March 31, 2022 and to notify the ministry once this is done.

I would like to thank all of you again for your advice and support to date. The ministry looks forward to continuing this very important work with you over the coming year.

Sincerely,



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Sean Court  
Assistant Deputy Minister

- c. Allison Henry, Director, Health Workforce Regulatory Oversight Branch, MOH  
Jason Maurier, Manager, Regulatory Oversight and Performance Unit, MOH

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## BRIEFING NOTE

2021.05.03D

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### DECEMBER 2021 COUNCIL MEETING

### COUNCIL MEETING EVALUATIONS

#### STRATEGIC DIRECTION REFLECTION

*Advancing the Council's governance practices.*

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#### MOTION FOR CONSIDERATION

That the Council approve the use of a Council meeting evaluation.

**Moved By** TBD

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#### PUBLIC INTEREST RATIONALE

In December 2020, the Ministry of Health released the College Performance Measurement Framework (CPMF). This document sets out expectations and reporting requirements for all health regulatory colleges in Ontario. Within the CPMF, governance is identified as one of the main domains that is a critical attribute contributing to a College effectively serving and protecting the public interest.

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#### BACKGROUND

The Standards in the CPMF are suggested as “best practices” of regulatory excellence toward which Colleges are to strive and against which Colleges will be evaluated. The CPMF has several measures under each Standard to guide the College in demonstrating its achievement of each Standard. Colleges are asked to provide evidence of decisions, activities, processes, and verifiable results that demonstrate the achievement of relevant Standards. One of the CPMF Standards relates to evaluation of Council effectiveness.

***Standard 1: Council and statutory committee members have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College.***

***Measure:***

*1.2 Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education.*

***Required Evidence:***

- a. *Council has developed and implemented a Framework to regularly evaluate the effectiveness of:
 
  - i. *Council meetings;*
  - ii. *Council**
- b. *The framework includes a third-party assessment of Council effectiveness at a minimum every three years.*
- c. *Ongoing training provided to Council has been informed by:
 
  - i. *the outcome of relevant evaluation(s), and/or*
  - ii. *the needs identified by Council members.**

The Council evaluation discussed in this Briefing Note is suggested as a measure to address the requirement for an evaluation Framework (Required Evidence a.) above. A review of the CPMF reports from other Colleges indicates that many have introduced an evaluation to consider the effectiveness of Council meetings. Those that currently do not have an evaluation note in their reports that they are in the process of creating one as required by the Standard. The purpose of the evaluation is to measure one aspect of Council effectiveness, with an ongoing focus on continuous improvement. It reflects the Council's commitment to an accountable, transparent, and an open process of engagement, evaluation and constructive dialogue.

The attached draft Council Meeting Survey is recommended as a process for evaluating Council meeting functioning and effectiveness. This will be done through this anonymous survey sent to members of Council in attendance following the meeting. This was developed through a review of samples of meeting evaluations and/or survey reports from other Colleges. The proposed draft evaluation has been kept brief to encourage full participation and can be adjusted over time. The results of the survey would be tabulated and presented to the next meeting of Executive and Council.

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**BUDGETARY IMPLICATIONS**

None

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**NEXT STEPS**

Upon approval, Council will be sent a link to complete the evaluation following the December meeting. Results will be provided to the Executive Committee at their quarterly meetings and shared, for discussion, at the next meeting of Council.

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**ATTACHMENTS**

1. Draft Council meeting evaluation survey for the College of Psychologists of Ontario

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**CONTACT FOR QUESTIONS**

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

**Council Meeting Evaluation Survey**

1. The Council meeting materials were received in a timely manner.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
2. The materials were sufficient to assist me in forming an opinion on decisions to be made by Council. Briefing Notes and Reports were clear and contained needed information.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
3. Agenda items were appropriate for Council discussions. Topics were relevant to the mandate and strategic direction of the College.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
4. The public interest was described in Briefing Notes and considered in all discussions.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
5. Time was used effectively. Questions and discussions remained on topic.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
6. Council avoided getting into operational, administrative and/or management areas of responsibility.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
7. There was opportunity for me to be actively engaged in all discussions and I felt comfortable participating in the Council discussions.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:

8. I was satisfied with the way in which other members of Council contributed to discussions and debate. There was a positive climate of trust and respect. Disagreements were handled openly, honestly, and directly.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
9. Where appropriate, *Next Steps* and *Action Items* were clearly identified.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
10. In general, Council Members appeared prepared for the meeting.
  - a. Very Good
  - b. Good/OK
  - c. Needs Improvement
  - d. Additional Comments:
  
11. The President chaired the meeting in a manner that enhanced Council's performance and decision-making.
  - a. Yes
  - b. No
  - c. Needs Improvement
  - d. Additional Comments:
  
12. Addition Comments:



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## BRIEFING NOTE

2021.05.03E

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### DECEMBER 2021 COUNCIL MEETING

#### AMENDMENTS TO:

**BY-LAW 5: SELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS**  
**BY-LAW 20: ELECTION TO COUNCIL, QUALIFICATIONS, TERMS OF OFFICE AND CONDITIONS FOR DISQUALIFICATION**

#### STRATEGIC DIRECTION REFLECTION

*Advancing the Council's governance practices.*

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#### MOTION FOR CONSIDERATION

That the following By-law amendments be approved for circulation to the membership:

- *By-law 5: Selection of Committee Chairs and Committee Members*
- *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification*

**Moved By TBD**

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#### PUBLIC INTEREST RATIONALE

In December 2020, the Ministry of Health released the College Performance Measurement Framework (CPMF). This document sets out expectations and reporting requirements for all health regulatory colleges in Ontario. Within the CPMF, governance is identified as one of the main domains that is a critical attribute contributing to a College effectively serving and protecting the public interest.

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#### BACKGROUND

The Ministry outlined Standards within the CPMF considered to be “best practices” of regulatory excellence toward which Colleges are to strive and against which Colleges will be evaluated. The CPMF has several measures under each Standard to guide the College in demonstrating its achievement of each Standard. Colleges are asked to provide evidence of decisions, activities, processes, and verifiable results that demonstrate the achievement of relevant Standards.

This Briefing Note and the amendments to the By-laws indicated are in service of working toward achieving Standard 1 and Standard 2. Note that this Briefing Note is intended to only address the highlighted measures.

#### **Standard 1**

To achieve Standard 1, shown below with **highlighting added**, the College is expected to demonstrate that members running for a seat on the Council or wishing to participate as a member of a College Committee, have received an orientation to the role and mandate of the College and its Committees **prior** to seeking the position. Changes to By-laws 5 and 20 are needed to permit the College to require a member to attend an orientation as part of the nomination process for a Council seat or as a requirement to serve on a College Committee. These amendments are shown in the attached By-laws with a brief description of the reason for the change.

**Standard 1: Council and statutory committee members have the knowledge, skills, and commitment needed to effectively execute their fiduciary role and responsibilities pertaining to the mandate of the College.**

**Measure:**

1.1 Where possible, Council and Statutory Committee members demonstrate that they have the knowledge, skills, and commitment **prior to becoming a member of Council or a Statutory Committee.**

**Required Evidence:**

- a. Professional members are eligible to stand for election to Council only after:
  - i. meeting pre-defined competency/suitability criteria, and
  - ii. **attending an orientation training about the College's mandate and expectations pertaining to the member's role and responsibilities.**
- b. Statutory Committee candidates have:
  - i. met pre-defined competency/suitability criteria, and
  - ii. **attended an orientation training about the mandate of the Committee and expectations pertaining to a member's role and responsibilities.**
- c. Prior to attending their first meeting, public appointments to Council undertake an orientation training course about the College's mandate and expectations pertaining to the appointee's role and responsibilities.

**Standard 2**

To achieve Standard 2, shown below with **highlighting added**, the College must have a Council Code of Conduct and Conflict of Interest policy and a *cooling off period* related to eligibility to run for Council. Currently, the College does not have a cooling off period, but rather only requires that a member resign from any associations that could potentially pose a conflict **before taking their seat**. As such a person could, for example, be President of a psychology advocacy association up to one day before taking a seat on Council. A review of the policies of other Colleges, found that a one-year period is quite common and therefore is suggested in the draft changes to the *By-law 20: Elections*.

**Standard 2: Council decisions are made in the public interest.**

**Measure**

2.1 All decisions related to a Council's strategic objectives, regulatory processes, and activities are impartial, evidence-informed, and advance the public interest.

**Required Evidence**

- a. The College Council has a Code of Conduct and 'Conflict of Interest' policy that is accessible to the public.
- b. **The College enforces cooling off periods<sup>1</sup>.**
- c. The College has a conflict of interest questionnaire that all Council members must complete annually.

**Additionally:**

- i. the completed questionnaires are included as an appendix to each Council meeting package;
- ii. questionnaires include definitions of conflict of interest;

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<sup>1</sup> Cooling off period refers to the time required before an individual can be elected to Council where an individual holds a position that could create an actual or perceived conflict of interest with respect to his or her role and responsibility at the college.

- iii. questionnaires include questions based on areas of risk for conflict of interest identified by Council that are specific to the profession and/or College; and
- iv. at the beginning of each Council meeting, members must declare any updates to their responses and any conflict of interest specific to the meeting agenda.
- d. Meeting materials for Council enable the public to clearly identify the public interest rationale (See Appendix A) and the evidence supporting a decision related to the College's strategic direction or regulatory processes and actions (e.g. the minutes include a link to a publicly available briefing note).

In addition to the amendments noted above some minor housekeeping changes are recommended.

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#### **NEXT STEPS**

If approved by Council, the draft By-law amendments will be circulated to the membership for at least 60 days before final approval by the Council as required by section 94.(2) of the Health Professions Procedural Code being schedule 2 of the *Regulated Health Professions Act, 1991*.

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#### **ATTACHMENTS**

- *By-law 5: Selection of Committee Chairs and Committee Members* with tracked changes
- *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification* with tracked changes

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#### **CONTACT FOR QUESTIONS**

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

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

By-law with Tracked Changes	Explanation
<p>5.1 The Council may by resolution establish Committees additional to those established through Section 10 of the Health Professions Procedural Code being Schedule 2 under the <i>Regulated Health Professions Act, 1991</i> (Code).</p>	
<p><a href="#">Notification of Committee Positions Available</a></p> <p>5.2 At least two months prior to first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a Committee of the College. In addition to other information, College members, interested in appointment to a Committee are required to submit a statement of qualifications pertaining to the mandate of the Committees in which they wish to participate. <a href="#">Prior to the member submitting a Committee interest form, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.</a></p>	<p>Heading added for clarity and readability.</p> <p>As per the Briefing Note, this amendment requires a member to attend an orientation, as specified by the College, <u>before</u> submitting an expression of interest to serve on a College Committee.</p>
<p>5.3 At the meeting of Council preceding the annual election prescribed in the Bylaws, the President will advise the Council of the process for Committee appointments and for indicating their Committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to Committees of the College.</p>	
<p><a href="#">Nominations Working Group</a></p> <p>5.4 A Committee Appointments Working Group will prepare a list of suggested appointees from the College membership to the Committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.</p>	<p>Heading added for clarity and readability.</p>
<p><a href="#">Appointment Process</a></p> <p>5.5 Immediately after the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the Committees identified in subsection 5.1 as well as those designated in section 10 of the Code.</p>	<p>Heading added for clarity and readability.</p>
<p>5.6 Committee Chairs:</p> <ol style="list-style-type: none"> <li>a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; except for the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.</li> <li>b. The Committee Chair reports to Council on behalf of the Committee. <ol style="list-style-type: none"> <li>i. The Vice-Chair will be elected or appointed by the Committee at the earliest opportunity.</li> <li>ii. If the Chair of a Committee is not a Council member, the Vice-Chair will report to Council.</li> </ol> </li> </ol>	

- c. The duties of the Committee Chair, or of the Vice-Chair in the Chair's absence, include;
  - i. Chairing Committee meetings;
  - ii. Approving meeting agendas prepared by College staff;
  - iii. Determining whether Committee members have the resources and training to effectively perform the Committee's work;
  - iv. Working with the Committee and College staff to establish, monitor and execute Committee goals;
  - v. Providing effective leadership for the Committee and facilitating Committee Meetings;
  - vi. Liaising with Council and the Executive Committee on the affairs of the Committee; and,
  - vii. Any other duties determined or assigned by Council.

5.7 Committee appointments will be announced within five business days of the first meeting of Council following the annual election.

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

5.9 Where one or more vacancies occur in the membership of a Committee during the year, so long as the number is not fewer than the prescribed quorum, the Committee may continue to conduct its business.

5.10 The Executive Committee may and, if necessary for a Committee to achieve its quorum, shall appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a Committee to take effect immediately and to be reported to Council at its next meeting.

5.11 Every appointment to a Committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: *Committee Composition*; or any provision to the contrary in the Code, the By-laws, or the policies of the College.

5.12 Both registration titles will be represented on all Statutory Committees.

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

By-law with Tracked Changes	Explanation
<p><b>Electoral Districts</b></p> <p>20.1 The following electoral districts are established for the purpose of the election of members to the Council.</p> <ol style="list-style-type: none"> <li>1. Electoral District 1 (North) to be composed of the districts of Kenora, Rainy River, Thunder Bay, Cochrane, Algoma, Timiskaming, Manitoulin, Nipissing, and Parry Sound, and the City of Greater Sudbury.</li> <li>2. Electoral District 2 (Southwest) to be composed of the counties of Bruce, Grey, Huron, Perth, Wellington, Dufferin, Lambton, Middlesex, Oxford, Brant, Essex, Kent, Elgin, Norfolk and Haldimand and the Regional Municipality of Waterloo.</li> <li>3. Electoral District 3 (Central) to be composed of the District Municipality of Muskoka, and the counties of Haliburton, Hastings, Lennox and Addington, Frontenac, Simcoe, Northumberland, and Prince Edward, City of Peterborough, City of Kawartha Lakes and the Regional Municipalities of Halton, Hamilton-Wentworth, and Niagara, and the Regional Municipality of Durham (less the Towns of Whitby and Ajax and the Cities of Pickering and Oshawa), the Regional Municipality of York (less the City of Vaughan, and Towns of Richmond Hill and Markham), and the Regional Municipality of Peel (less the Cities of Mississauga and Brampton).</li> <li>4. Electoral District 4 (East) to be composed of the counties of Lanark, Renfrew, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry, and the City of Ottawa.</li> <li>5. Electoral District 5 (GTA East) to be composed of the addresses within the City of Toronto which have postal codes beginning with M1, M2, M3, and M4, and the City of Vaughan, Town of Richmond Hill, Town of Markham, City of Pickering, City of Ajax, Town of Whitby, and City of Oshawa.</li> <li>6. Electoral District 6 (GTA West) to be composed of the addresses within the City of Toronto which have postal codes beginning with M5, M6, M7, M8, and M9 and the City of Mississauga and the City of Brampton.</li> <li>7. Electoral District 7 (Psychological Associates) to be composed of the constituency of Psychological Associates.</li> <li>8. District 8 (Academic) to be composed of professional training programs in psychology at Post-Secondary educational Institutions in Ontario granting graduate level degrees in psychology.</li> </ol>	

**Eligibility to Vote**

- 20.2.(1) A member who, on the date of the election, holds a certificate authorizing autonomous, interim autonomous or supervised practice, or an academic, inactive, or retired certificate of registration is eligible to vote.
- (2) The electoral district in which a member is eligible to vote is the district in which, on January 1 of the year in which an election is held, the member's [primary place of work as provided to the College](#) ~~principally practises~~, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- (3) A member holding a certificate of registration as a Psychological Associate is eligible to vote in Electoral District 7 or in the electoral district [of the member's primary place of work as provided to the College](#) ~~in which the member principally practises~~ or, if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides.
- a. A member holding a certificate of registration as a Psychological Associate may submit a declaration to choose to vote in Electoral District 7 or in the [electoral](#) district [of the member's primary place of work as provided to the College](#) ~~in which he or she principally practises~~, or if the member is not engaged in the practice of psychology in Ontario, the district in which the member principally resides. If no choice is made, the member shall be eligible to vote in Electoral District 7 (Psychological Associate). A member may not change their declaration for three years.
- (4) A member shall vote in only one electoral district.

**District 8 (Academic) Representation**

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

**Number of Members Elected/Appointed**

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

**Terms of Office**

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

Housekeeping: Many members have multiple practice locations. This provides clarity regarding the location of a member's Electoral District.

**Election/Appointment Date**

- 20.6. (1) In March 2019 and every third year after that, an election of members to the Council shall be held for Electoral Districts 1, 2 and 3.
- (2) In March 2020 and every third year after that, an election of members to the Council shall be held for Electoral Districts 4 and 7.
- (3) In March 2018 and every third year after that, an election of members to the Council shall be held for Electoral Districts 5 and 6.
- (4) The Council shall set the date in March for each election of members to the Council.
- (5) A member elected or appointed to Council shall take office at the first Council meeting following the election or appointment.

**Eligibility for Election**

- 20.7. (1) A member is eligible for election to the Council in Electoral Districts 1, 2, 3, 4, 5, and 6 if, on the date of the election,
- (a) the member holds a certificate of registration authorizing autonomous practice, or an inactive certificate of registration.
  - (b) the member is engaged in the practice of psychology in the electoral district for which they are eligible to vote ~~he or she is nominated~~, or, if the member is not engaged in the practice of psychology in Ontario, is resident in the electoral district for which ~~he or she is~~ they are nominated;
  - (c) the member is not in default of payment of any fees prescribed in the fees by-law;
  - (d) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of election; ~~and~~
  - (e) the member's certificate of registration has not been subject to a term, condition or limitation as a result of a disciplinary action within the last two years.
  - (f) the member is not in default of any obligation to the College under a regulation, including the Quality Assurance Regulation, by-law, SCERP or Undertaking;
  - (g) the member is not and has not been within one year before the date of the election, a director, officer, board, committee, or staff of any professional psychological association involved in the advocacy for the profession;
  - (h) the member does not hold, and has not held within one year before the date of the election, a position which would cause the member, if elected as a member of Council, to have a conflict of interest by virtue of having competing fiduciary obligations to both the college and another organization;
  - (i) the member has not been an employee of the College (whether on contract or permanent, on a full-time or part-time basis) for at least one year preceding the election;

Housekeeping: Clarity to note that the Electoral District in which one may be nominated is based on the District in which they are eligible to vote.

Elaboration on the requirement that the member be in 'good standing'.

(g), (h) and (i) prescribe the "cooling off" period.



(j) the member is not a member of the Council or of a Committee of any other College regulated under the RHPA;

(k) prior to the member submitting a nomination form and nomination statement for the election, the member has completed any orientation program specified by the College relating to the business and governance of the College and the duties, obligations and expectations of Council and Committee members.

- (2) A member is eligible for election to the Council in Electoral District 7 if, on the date of the elections, the member holds a Certificate of Registration Authorizing Autonomous Practice as a Psychological Associate; and
- (a) the member meets the criteria set out in section 20.7.1 excluding (b) (a), (c), (d) and (e) of this By-law.

~~(3) A member nominated for election to Council, who holds any position on the Board, Committee or staff of any professional psychological association involved in the advocacy for the profession, must undertake to resign that position before taking office.~~

~~(4) A member of the College who is also an employee of the College may be nominated for election to the Council so long as he or she first provides an irrevocable, written resignation of employment to the Registrar/Executive Director on or before the deadline for receipt of nominations.~~

**Eligibility for Appointment to District 8 (Academic)**

- 20.8. (1) A member is eligible for appointment to the Council in District 8 if on the day of appointment,
- (a) the member holds a full-time appointment as a faculty member in a CPA accredited or equivalent program in a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology; and
- (b) the member meets the criteria set out in section 20.7.1 excluding (b) of this By-law.
- (c) Despite paragraph (a), at any given time, members appointed to the Council may:
- i. Have retired within the previous two year and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program; or
- ii. Hold an adjunct appointment in a faculty of a department of psychology of a degree granting institution in Ontario which grants graduate level degrees in psychology and has maintained contact with the training program through clinical or research supervision or participation in other ongoing activities of the training program.
- (2) Academic appointees will be considered for up to three terms so long as the member of Council continues active involvement with the training program.

(j) enhances conflict of interest requirements.

Requires member to complete an orientation program, specified by the College, as part of nomination process.

Captured in 20.7(1)(g)

Captured in 20.7(1)(j)

- (3) ~~A member to be appointed to Council must undertake to resign, before taking office, from any position on the Board, Committee or staff of any professional psychological association involved in advocacy for the profession.~~

Captured in 20.7(1)(g)

**Registrar to Supervise Nominations**

20.9. The Registrar shall supervise the nomination of candidates.

**Notice of Election and Nominations**

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

**Nomination Procedure**

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

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

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

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

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

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

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

**Acclamation**

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

**Registrar's Electoral Duties**

- 20.13. (1) The Registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty the Registrar may, subject to the by-laws,
- a. appoint returning officers and scrutineers;
  - b. establish a deadline for the receiving of ballots;
  - c. establish procedures for the opening and counting of ballots;
  - d. provide for the notification of all candidates and members of the results of the election; and,
  - e. provide for the destruction of ballots following an election.
- (2) No later than 15 days before the date of an election, the Registrar shall make available to every member eligible to vote in an electoral district in which an election is to take place
- i. a list of the candidates in the electoral district;
  - ii. each candidate's biographical note and statement;
  - iii. a ballot; and,
  - iv. an explanation of the voting procedure as set out in the by-laws.

**Tie Votes**

- 20.14 If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.

**Recounts**

- 20.15. (1) A candidate may require a recount by giving a written request to the Registrar no more than 10 business days after the date of an election.
- (2) The Registrar shall hold the recount no more than five business days after receiving the request.

**Disqualification of Elected or Appointed Members**

- 20.16. (1) The Council shall disqualify an elected or appointed member from sitting on the Council if the elected or appointed member,
- a. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
  - b. is found to be an incapacitated member by a panel of the Fitness to Practise Committee;
  - c. fails, without cause, to attend two consecutive regular meetings of the Council;
  - d. fails, without cause, to attend two consecutive meetings of a committee of which he or she is a member;
  - e. ceases to be eligible to vote ~~either to practise or reside~~ in the electoral district for which the member was elected;
  - f. ~~continues to be or~~ becomes a member, director, officer, board, committee, or staff of the ~~Board, Committee or a staff~~ member of any professional psychological association involved in advocacy for the profession ~~other than the College~~;
  - g. ceases to hold a certificate of registration for a Psychological Associate if the member was elected to Electoral District 7;

Housekeeping: Edited for clarity.

To align with 20.7(1)(g)

- h. ceases to meet the requirements of section 20.8 (1) if the member was appointed to District 8; or,
- i. has been convicted of contravening a federal, provincial, or territorial law, and after consideration of all of the circumstances, two-thirds of the eligible voting members of Council vote to disqualify the member.

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

(3) An elected or appointed member who is disqualified from sitting on the Council ceases to be a member of the Council.

**Filling of Vacancies**

20.17. (1) If the seat of an elected Council member becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,

- a. leave the seat vacant;
- b. appoint as an elected member, the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council members for that electoral district; or
- c. direct the Registrar to hold an election in accordance with this by-law for that electoral district.

(2) If the seat of a Council member appointed to represent District 8 (Academic) becomes vacant in an electoral district not more than twelve months before the expiry of the member's term of office, the Council may,

- a. leave the seat vacant; or
- b. direct the Executive to appoint a member to represent District 8 (Academic), upon joint the recommendation of the training programs.

(3) If the seat of an elected Council member becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Council shall direct the Registrar to hold an election in accordance with this by-law for that electoral district.

(4) If the seat of a member appointed to represent District 8 (Academic) becomes vacant in an electoral district more than twelve months before the expiry of the member's term of office, the Executive shall appoint a member to represent District 8 (Academic) upon the joint recommendation of the training programs.

(5) The term of a member elected or appointed under clauses (1), (2), (3) or (4) shall continue until the time the former Council member's term would have expired.

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## BRIEFING NOTE

2021.05.03F

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### DECEMBER 2021 COUNCIL MEETING

### POLICY ON ACCEPTING ALTERNATIVE REGISTRATION DOCUMENTATION

#### STRATEGIC DIRECTION REFLECTION

*Advancing the Council's governance practices.*

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#### MOTION FOR CONSIDERATION

That *Policy II -2(v): Alternative Documentation* be approved.

**Moved By** TBD

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#### PUBLIC INTEREST RATIONALE

In exceptional circumstances, applicants are unable to obtain required *original* documents due to crises, political situations, or other circumstances beyond the applicant's control. This policy describes the process for candidates in such circumstances to meet the documentation requirements of the College.

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#### BACKGROUND

The College's Registration Guidelines refer to the situation in which a candidate may be unable to obtain original documents for submission to the College. The Guidelines states, *If a university outside Canada or the U.S. is unable to send a transcript directly to the College, the College may accept a certified copy of the transcript the university issued to the applicant. Applicants should contact the College in advance if they find that their university will not issue an original transcript. If the transcript and official university documents are in a language other than English or French, the applicant must arrange to have these documents translated by an official translator. Applicants are responsible for any fees associated with the translation of these documents.*

At the recommendation of the Office of the Fairness Commissioner, the Registration Committee reviewed the current language and prepared a draft Policy which more fully describes the College's position on "Alternative Documentation" (attached). An environmental scan of other Colleges found a variety of approaches to this; some having policies, some having FAQ's and others having nothing on the topic. Many of those who currently have nothing written on the topic expressed the belief that this was something to be developed.

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#### NEXT STEPS

Upon approval by Council, update *Policy and Procedures Manual* with this addition and revise Registration Guidelines to reference this Policy.

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#### ATTACHMENTS

1. *Policy II -2(v): Alternative Documentation Guidelines*

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#### CONTACT FOR QUESTIONS

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

## POLICY AND PROCEDURE MANUAL

<b>POLICY</b>	Alternative Documentation Guidelines		
<b>SECTION</b>	Council & Committees	<b>POLICY #</b>	II – 2(v)
<b>DATE CREATED</b>	December 2021	<b>DATE LAST REVISED</b>	N/A
<b>NEXT REVIEW DATE</b>	2024/2025	<b>PAGE #</b>	1 of 2

### POLICY STATEMENT

The College's Registration Guidelines specify the documents which candidates are required to submit in support of their application for registration. The Guidelines further specify those for which original documentation is required. In exceptional circumstances, an applicant may be unable to obtain original documents due to circumstances beyond their control. In such circumstances, the College will consider accepting alternative documentation.

### PROCEDURE

#### Applicable to applicants for the following classes of certificates of registration:

1. Certificate of registration for a psychologist authorizing supervised practice
2. Certificate of registration for a psychologist authorizing interim autonomous practice
3. Certificate of registration for a psychological associate authorizing supervised practice
4. Certificate of registration for a psychological associate authorizing interim autonomous practice

**Type of Requirement:** Exemptible

**Applicable Regulation:** O.Reg.74/15, Registration

#### Process:

1. An applicant who is unable to obtain required original documents must advise the College in writing, identifying which documents they are unable to obtain, and detailing the reason for this. The reasons why original documentation may not be obtainable include, but are not limited to:
  - a. The closure of the issuing educational institution or government authority;
  - b. The loss or destruction of the documents by the issuing educational institution or government authority;
  - c. The institution or government authority is unable to provide documentation because of war, natural disaster, or other crises.
  - d. There is a risk of harm to the applicant and/or their family if the applicant attempts to obtain the original documents.
2. The applicant's information will be considered by the College Registrar, who will determine if alternative documentation will be accepted.
3. The Registrar may request that the applicant provide additional information or evidence to support their request to provide alternative documentation.

4. The Registrar will request alternative evidence to demonstrate that the applicant has met the registration requirements. Considering each application on a case-by-case basis, this evidence might include one or more of the following:
  - a. Certified/notarized copy of documentation from the applicant; or
  - b. Documentation received by the College directly from another source (university, licencing authority, testing authority, credential evaluation service).
5. If the documents provided are in a language other than English or French, the applicant must arrange for their translation by an official translator. Applicants are responsible for any fees associated with the translation of these documents.
6. In all cases, alternative documentation must allow for a meaningful assessment of the applicant's information.

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## REPORT TO COUNCIL

2021.05.04A

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SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### PRESIDENT'S REPORT

Since September, I've had a growing appreciation for both the uniqueness of our regulatory role in Ontario and our embeddedness in the Canadian and North American regulatory landscape. I've had the opportunity to participate in collaborative and educational meetings with members of the Association of Canadian Psychology Regulators (ACPRO), the Association of State and Provincial Psychology Boards (ASPPB), Ontario Graduate Psychology Directors of Clinical Training, EDI and ABA Working Groups, and the Finance and Audit, Discipline, ICRC and Executive Committees. Most of the work of these Committees and Working Group is summarized in reports prepared separately for Council. So, I thought I would take a moment to outline some my "take aways" from participating in ACPRO and ASPPB meetings. I'm left looking for ways to integrate this information into our regulatory work at the College.

**Association of Canadian Psychology Regulatory Organizations (ACPRO):** I attended ACPRO's two-day semi-annual meeting in November. Provincial psychology regulators met to discuss a variety of topics, most of which are also on our minds and agendas in Ontario. Discussion focused on provincial EDI initiatives, interjurisdictional practice and regulating telepsychology, residency requirements in graduate training, and continuing the pursuit of a national doctoral standard for registration as a psychologist.

Provincial regulators expressed a desire to develop and implement ways to survey the membership in each province to answer the question of "Who are we now as a profession?" Our own EDI working group has already initiated the work of developing a membership survey, with more information regarding this to follow in 2022. A few provinces have also developed a requirement for a portion of Continuing Professional Development to be focused on EDI.

The question of how each province approaches interprovincial requests to work with clients on a temporary or permanent basis arose? Presently, each province has a special mechanism developed for use during the pandemic to permit psychologists and psychological associates to provide temporary services to clients residing in one province when they are registered in another. In this regard, a decision regarding issuing *Time Limited Interim Autonomous Practice Certificates* is before Council today. The issue of regulation of interjurisdictional practice occurring on a permanent basis is in very early stages of study by ACPRO, with the necessity of ensuring public protection and review of legislation with legal consultation apparent.

Provincial regulators discussed their shared goal to develop a common understanding of residency requirements for accredited clinical psychology graduate programs, including clearly identifying why they conclude that residency is necessary for developing professional competencies. It was noted that CPA's revised accreditation standards may provide some assistance with this issue.

Doctoral level registration as a psychologist remains the national standard that ACPRO supports and encourages each province to achieve. Several provinces are working toward changes in their regulations to move toward this standard, (for example., ON, NS and NL), while others have already achieved some form of this doctoral standard (for example, QC and BC).



**Association for State and Provincial Psychology Boards (ASPPB):** I participated in a Board Chairs (Council Presidents) meeting that took place on October 14, 2021 followed by a two-day conference for a broad audience of State and Provincial psychology regulators and ASPPB members.

At the Board Chairs meeting, it was informative to learn about the successes and challenges faced by other State and Provincial Boards. One presentation focused on the EPPP2, which has a goal of assessing skills while EPPP assesses knowledge. To date, only seven States have adopted the EPPP2 and many attendees expressed their intention to continue to wait to consider its adoption. Conference participants learned about the outcomes of ASPPB's "diagnostic assessment" to identify major and minor recommendations for the future of the organization. Various speakers, including Dr. Rick Morris, spoke about issues in regulation related to prevention.

Guest speaker, Dr. Zubin Austin, addressed the question of "What is competency?". He reported on characteristics of professionals most at risk for competence drift in their professional practice, with the common variable within these characteristics being professional isolation or loneliness. He added that the opposite of competence is boredom and disengagement. He argued that regulators may be in a unique position to look at engagement, effectively assess competency and prevent competency drift. His preferred competency assessment tool based on effectiveness data was a 360-degree review, while he conceded that this was also the most expensive of options to implement.

Continued education/continuing professional development (CE/CPD) was identified as another prevention tool. Some State presenters described the implementation of CE/CPD requirements focused on EDI mandates and suicide. Guest speaker, Dr. Greg Neimeyer began his talk by identifying the diminishing durability of knowledge in professional psychology given the increasing rapidity of knowledge generation. Although CE/CPD goals are to facilitate continued competence, enhance clinical outcomes and protect the public as a result, his summary of research suggested that the study of CE/CPD effectiveness in achieving the goals is still in its infancy. There is research that reveals how the introduction of mandatory CE leads to increased engagement in CE for psychologists in the group reporting the lowest levels of CE completion pre-mandate (lowest 20%). He identified multiple levels of measurement of CPD ranging from simple proof of participation or course satisfaction through to stronger forms of assessment that are more complex to measure (e.g., showing you learned via performance changes and patient outcomes). Neimeyer indicated that a commitment to change exercise that is completed by participants at the end of any CE/CPD is most predictive of performance changes.

Dr. Samuel Knapp focused on research and regulatory experiences regarding prevention of burnout. He considered a summary of studies pointing to ways that the wellness of psychologists impacts their ability to fully engage with the public they serve, show empathy, or even identify their own emotions. He noted that greater professional self-care is associated with greater efficacy in therapeutic relationships. Ironically, he stated that some qualities that are cultivated in students and trainees such as perfectionism and overworking also predispose to burnout. He challenged the audience to aim for wellness and flourishing instead.

Of note, a Canadian, Alan Slusky, Ph.D., C.Psych., former Registrar of the Psychological Association of Manitoba, is the ASPPB incoming President. Also, it may be useful to know that the ASPPB provides resources for its members in areas such as guidelines for social media use and supervision guidelines.

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

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## REPORT TO COUNCIL

2021.05.04A

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### DECEMBER 2021 COUNCIL MEETING

#### REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

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##### REGULATION OF APPLIED BEHAVIOUR ANALYSIS UPDATE

Dr. Paula Garshowitz has been hired as *Project Lead – ABA Implementation*. Dr. Garshowitz's background is in health College regulation having worked for many years for the College of Optometrists of Ontario including eight years as Registrar. She brings a strong understanding of regulation to this role and will be working with the ABA Working Group who can provide subject matter expertise. Dr. Garshowitz has provided a Report on the recent activities of the ABA Working Group [2021.05.02A(8)].

The College is in discussions with Ministry of Health and the Ministry of Children, Community and Social Services with regard to providing some financial assistance with some of the 'start-up' costs associated with establishing the regulation of Behaviour Analysts.

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##### EQUITY, DIVERSITY, AND INCLUSION (EDI) WORKING GROUP

The College EDI Working Group is continuing its work to assist the College in striving for equity, diversity, and inclusion in all areas of College responsibility. Under the leadership of the Working Group, the College offered an EDI workshop led by Dr. Ada Sinacore on Friday, December 3, 2021. The workshop was attended by over 65 individuals representing the College leadership; Council, Committee members and College staff.

The Working Group is developing a member survey in an effort to better understand the diversity of the membership. The survey will ask about members' ethnic and cultural background, gender identity, being Indigenous, etc. Completion of the survey will be strictly voluntary and may be completed anonymously.

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##### ORAL EXAMINATIONS

The College Oral Examinations are underway with 51 members acting as examiners for 87 candidates along with two public members of Council as observers. Once again, the exams are being conducted virtually. I want to extend my thanks to the many members who are giving of their time to participate in this very important step in the registration process, and to Ms. Lesia Mackanyn, Director, Registration and her staff for their work in organizing the exams and facilitating the logistics to ensure they run smoothly.

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##### CONTACT FOR QUESTIONS

Dr. Rick Morris, Registrar & Executive Director

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## REPORT TO COUNCIL

2021.05.04C

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**SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021**

### REGISTRATION COMMITTEE

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#### 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  
 Amineh Sherazee, Administrative Assistant: Registration

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#### COMMITTEE ACTIVITIES

##### Meetings of the Registration Committee

##### September 16, 2021: Plenary Session

A Plenary Session was held on September 16th. The Committee reviewed its Work Plan and discussed its on-going projects. Dr. Marjory Phillips provided a brief oral report on the fifth meeting of the Supervision Resource Manual Working Group, which met on August 31<sup>st</sup>. Continuing the review of the College's Oral Examinations, this session included a brainstorm of methods of evaluating the new draft rubric for formulating and communicating a diagnosis. The Committee reviewed a decision from the Health Professions Appeal and Review Board (HPARB) in which the Committee's decision to refuse registration to an applicant whose academic credentials did not meet the College's requirements was upheld. The Committee was advised of the memo from the College's Deputy Registrar regarding Sexual Abuse Training for Council, Committees and Staff.

##### September 17, 2021: Panel A

The Registrar referred a total of 28 cases to Panel A which included:

- 6 involving academic credential reviews (1 doctoral, 5 masters);
- 12 involving retraining for supervised practice members or eligible candidates (5 doctoral, 7 masters);
- 1 involving an examination outcome (EPPP); and
- 9 involving requests for change of area of practice.

##### September 16, 2021: Panel B

The Registrar referred a total of 32 cases to Panel B which included:

- 7 involving academic credential reviews (1 doctoral, 6 masters);
- 14 involving retraining for supervised practice members or eligible candidates (3 doctoral, 11 masters);
- 1 involving an application for removal or modification of limitation and/or condition; and
- 10 involving requests for change of area of practice.

**November 10, 2021: Plenary Session**

A Plenary Session was held on November 10<sup>th</sup> at which the Committee reviewed its Work Plan and discussed on-going projects. Dr. Philips provided an oral report of the meetings of the Supervision Resource Manual Working Group, which met on October 12<sup>th</sup> and November 4<sup>th</sup>. Drs. Philips and Perry provided the Committee with an report of the meeting of the Directors of Clinical Training and Internship Directors which took place on October 28<sup>th</sup>; their report noted that Directors of Clinical Training and Internship Directors continued to express their support of the College's *Guidelines for Completing the Declaration of Competence*. The Committee continued its work on reviewing the College's Oral Examination process including development of a second rubric for evaluating competency in the remaining areas included within the Controlled Act of Communication of a Diagnosis. The Committee also discussed the importance of applying an Equity, Diversity, and Inclusion (EDI) lens to the examination process. Finally, the Committee considered a draft of a policy for accepting alternative documentation in the application process which will be forwarded to the Executive Committee and Council for approval.

**November 12, 2021: Panel A**

The Registrar referred a total of 34 cases to Panel A which included:

- 8 involving academic credential reviews (2 doctoral, 6 masters);
- 16 involving retraining for supervised practice members or eligible candidates (7 doctoral, 9 masters);
- 1 involving oral examination eligibility;
- 9 involving requests for change of area of practice.

**November 10, 2021: Panel B**

The Registrar referred a total of 28 cases to Panel B which included:

- 7 involving academic credential reviews (3 doctoral, 4 masters);
- 14 involving retraining for supervised practice members or eligible candidates (7 doctoral, 7 masters);
- 7 involving requests for change of area of practice.

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**SUBMITTED BY**

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

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

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**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

2021.05.04D

SECOND QUARTER, SEPTEMBER 1, 2021 – NOVEMBER 30, 2021

### INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

#### COMMITTEE MEMBERS:

Melanie Morrow, College Member, Chair  
 Scott Warnock, Public Member, Vice-Chair  
 Jason Brown, College Member  
 Tanaya Chatterjee, College Member  
 David Gold, College Member  
 Allyson Harrison, College Member  
 Joyce Isbitsky, Council Member  
 Marilyn Keyes, Council Member  
 Archie Kwan, Council 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  
 Paul Stopciati, Public Member  
 Nancy Tkachuk, Public Member (to Sept. 22)  
 Wanda Towers, Council Member

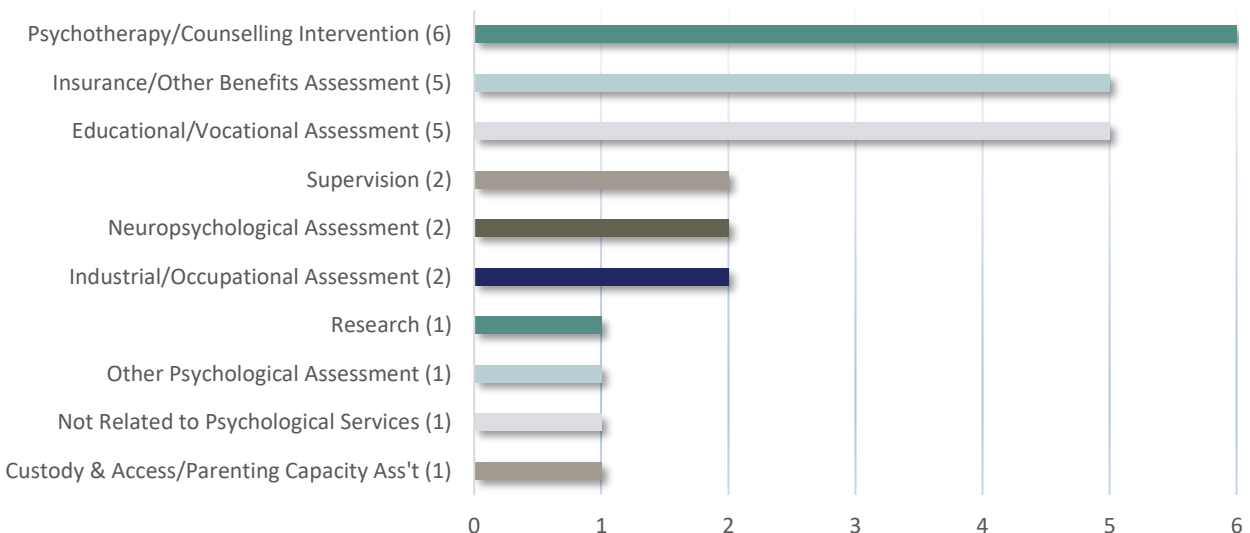
#### STAFF

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

#### COMMITTEE ACTIVITIES

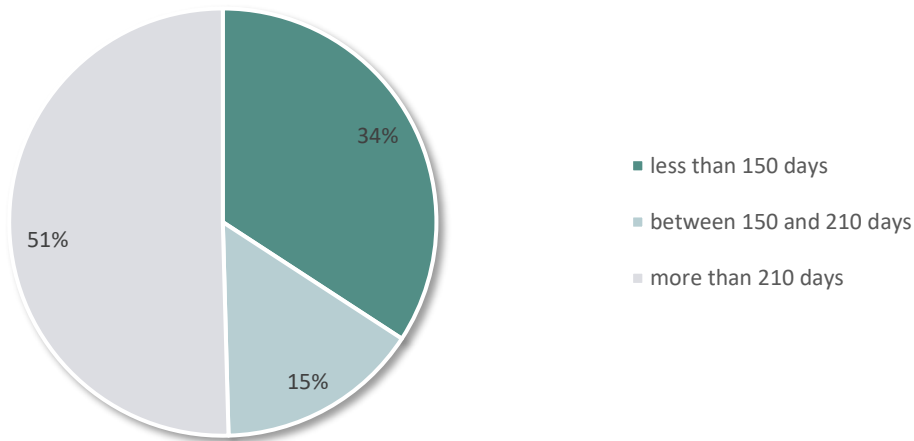
##### New Complaints and Reports

In the 2<sup>nd</sup> Quarter, the College received 26 new complaints. The nature of service in relation to these matters is as follows:



**Timeline Snapshot**

There are currently 117 open Complaints and Registrar’s Investigations under active investigation.



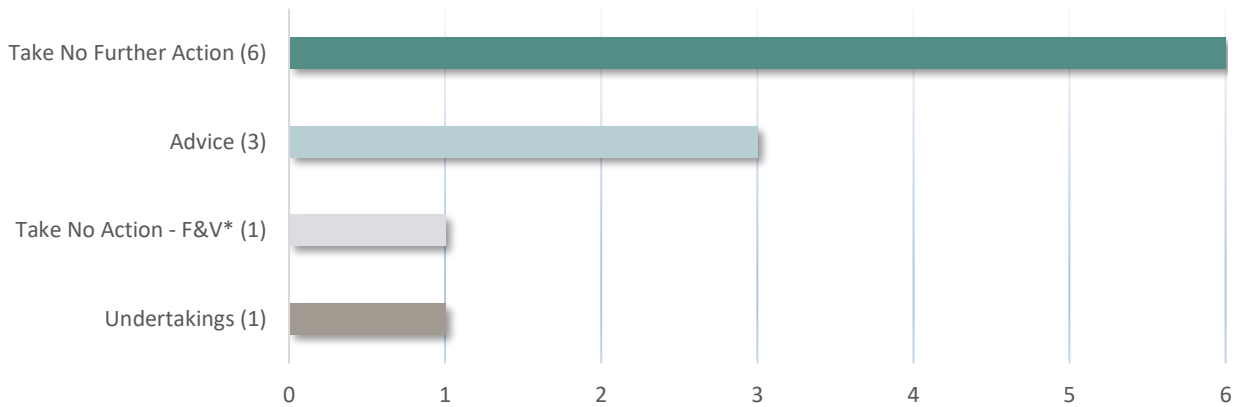
**ICRC Meetings**

The ICRC met on September 17, October 22, November 15, and November 18, 2021 to consider a total of 38 cases. The ICRC also held 18 teleconferences to consider 24 cases. The next meeting is scheduled for December 16, 2021, when 7 cases are scheduled to be discussed.

An ICRC plenary session was held on October 29, 2021.

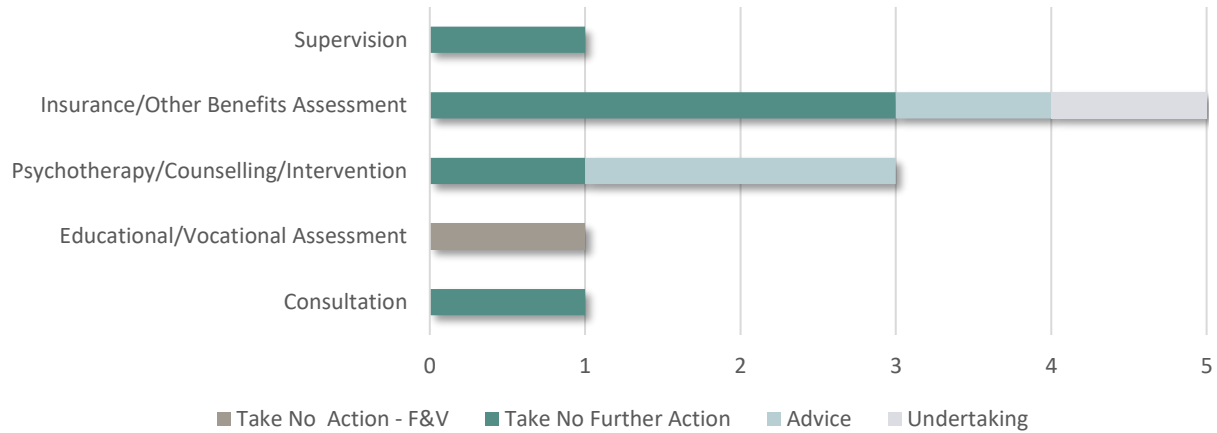
**ICRC Dispositions**

The ICRC disposed of 11 cases during the 2<sup>nd</sup> Quarter, as follows:



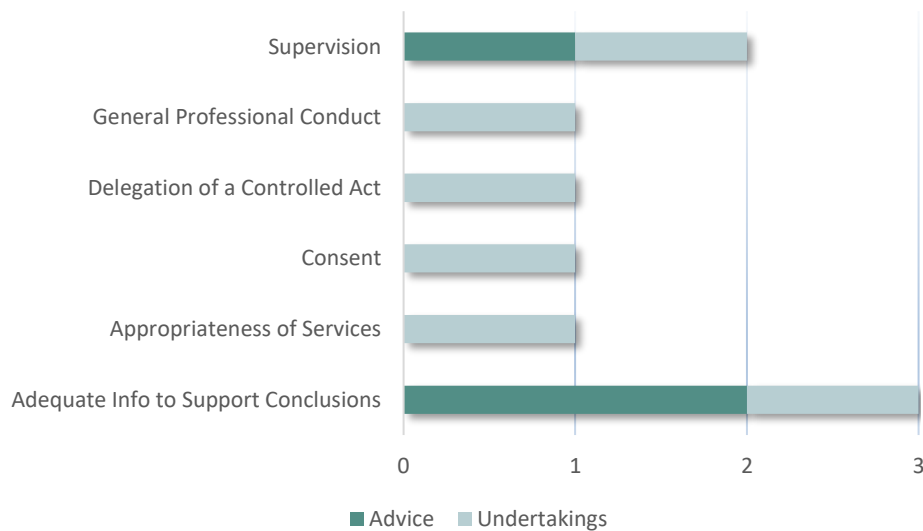
\*F&V: Frivolous, vexatious, made in bad faith, moot or otherwise an abuse of process, pursuant to s.26(4) of the Health Professions Procedural Code.

The dispositions of these 11 cases, as they relate to nature of service, are as follows:



**Disposition of Allegations**

The 11 cases disposed of included the consideration of 35 allegations. The ICRC took some remedial action with respect to 9, or 26%, of these allegations.



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

In the 2<sup>nd</sup> Quarter, four HPARB reviews of ICRC decisions were requested. The College received HPARB decisions in four reviews previously requested all confirming ICRC decisions.

**SUBMITTED BY**

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



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## BRIEFING NOTE

2021.05.04E

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### DECEMBER 2021 COUNCIL MEETING

## INTEGRATED RISK MANAGEMENT REPORT TO COUNCIL - For Information

### STRATEGIC DIRECTION REFLECTION

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

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### PUBLIC INTEREST RATIONALE

To identify and work to mitigate risks in order for the College to ensure it can continue to address its public interest mandate. These include Risks to Office/Staff, Risks to the College (reputation/self-regulation), and Risks to the Public (from members).

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### BACKGROUND

In December 2017, Council approved the introduction of an Integrated Risk Management Plan using the Risk Management Register through the Healthcare Insurance Reciprocal of Canada (HIROC). The risk assessment included a review of three categories of risk: Risks to Office/Staff, Risks to the College (reputation/self-regulation), and Risks to the Public (from members). The initial review identified 18 risks. Of those, six have had controls and mitigation strategies implemented and have been closed. An example is *Termination of an employee resulting in legal action against the College*. The College has an annual performance review process in place to identify any potential issues and obtains legal advice as necessary.

Each year the risk register is reviewed to assess the effectiveness of the strategies applied and to identify any new risks that should be included. The risk register review undertaken in 2021 resulted in a new risk being identified regarding access and security of legacy paper files. With staff working remotely, paper files are not readily accessible. This results in delays as staff must wait for the designated individuals to go to the office and scan and send the needed file. There is an ongoing risk of potential damage to original information stored as paper files. To mitigate both risks, paper files are being digitized and stored on the College file servers. In this way, the information is available to staff working remotely and is also secure from physical damage.

Currently there are 18 risks open, which include risks carried over from the previous year. For the most part, these are considered "residual" risks and will remain open to ensure continuous monitoring and mitigation. An example would be "sexual abuse of a client by a member". While the College, through the Client Relations Committee, provides educational materials regarding this, the College cannot guarantee that even with such mitigation, the risk will be eliminated. Therefore, this remains an ongoing, "residual" risk. Overall, to date, five risks have been closed.

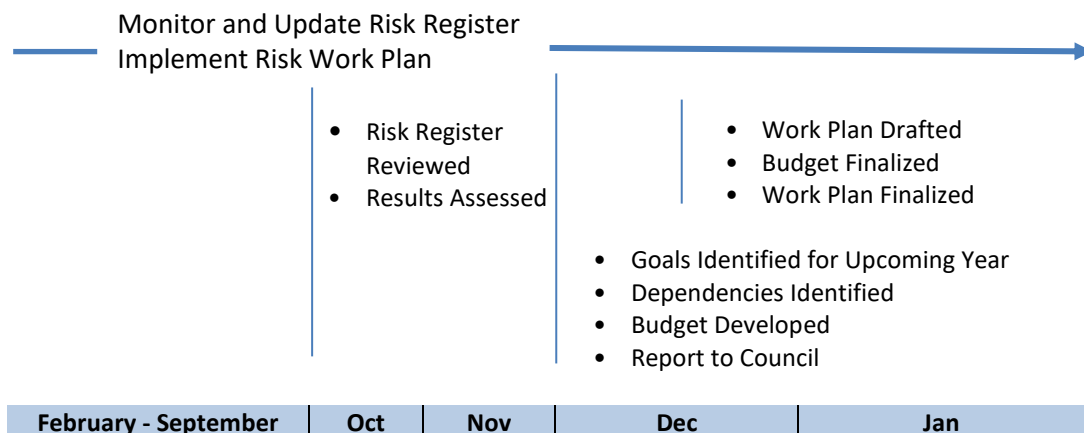
In October and November 2021, an assessment was undertaken to review current active risks and to identify any other risks to be added to the Risk Register. This identification includes budgetary implications.

### Risks by Category and Risk Level 2021

	Current Open Identified Risks			
	Low	Medium	High	Total
Human Resources	0	0	0	0
Financial	0	0	0	0
Leadership	0	1	1	2
External Relations	0	1	0	1
Information Management/Technology	1	1	1	3
Facilities	0	1	0	1
Regulatory	0	9	2	11
<b>Total</b>	<b>1</b>	<b>13</b>	<b>4</b>	<b>18</b>

### Risk Register Timeline

The following *Risk Register Timeline* illustrates the annual cycle undertaken to monitor and maintain the Risk Register:



#### CONTACT FOR QUESTIONS

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

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## BRIEFING NOTE

2021.05.04G

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### DECEMBER 2021 COUNCIL MEETING

## HIRING A PROJECT RESEARCHER TO DEVELOP A REPORT TO FURTHER THE COUNCIL'S DECISION TO CLOSE MASTER'S LEVEL REGISTRATION

### STRATEGIC DIRECTION REFLECTION

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

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### MOTION FOR CONSIDERATION

That a Project Researcher be hired to focus on furthering the decision of Council to close Master's level registration and that the Executive Committee be authorized to approve the salary/contract range to be commensurate with the individual's experience and training.

**Moved By** TBD

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### PUBLIC INTEREST RATIONALE

After considering the feedback from many stakeholders, the College Council believed it was in the public interest to discontinue Master's level registration and voted to pursue this change in September 2019. Yet, there has been no progress made toward the development of a comprehensive, well researched summary of the rationale and action plan for this goal. Such a summary research paper would assist government ministries with reviewing Council's proposal and its perceived impacts in the province. The development of a researched rationale and action plan would therefore educate government ministries and the public at large about this decision and its' possible impacts.

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### BACKGROUND

In September 2019, the College Council passed a motion, *That the College pursue amendments to O.Reg. 74/15 - Registration under the Psychology Act, 1991 to discontinue Master's level registration*. The Ministry of Health staff were informed of this decision, and they indicated they would speak with their colleagues from other Ministries, e.g., corrections, long term care, education, to ascertain any issues or concerns they may have for Council to address. They suggested this information would be helpful before the College began the process to amend the Registration Regulation.

Unfortunately, the Ministry has had to focus on other priorities, including but not limited to, the many challenges that have arisen due to the pandemic. With the Ministry staff engaged in these other priorities, they have been unable to turn their attention to providing feedback to the College regarding the Council motion.

At the recent meeting of the College Executive Committee, it was suggested that rather than continuing to wait for the Ministry feedback, the College take a more proactive approach to this issue. The suggestion was to hire a researcher to write a report explaining the reasons for the decision, the movement in this direction by other Canadian regulators, and the current trends in training of psychological practitioners. In addition, the report would consider potential consequences of closing Master's level registration, for example, supply of practitioners and access to services, and provide information to address such concerns.

It was recognized that research and information of this type would be necessary in preparing Council's formal request for amendments to the Registration Regulation. The Executive recommends that such a paper be prepared now, rather than waiting for further information or direction from the Ministry.

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**BUDGET IMPLICATIONS**

The funds required will depend on the education, skill and experience level of the individual approached to undertake this project. It is suggested the Council delegate approval of the salary/contract range to the Executive Committee.

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**NEXT STEPS**

Upon approval by Council, begin the process to recruit a Project Researcher.

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**CONTACT FOR QUESTIONS**

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

## STRATEGIC DIRECTION 2017-2022

2021.05.05A

### **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 NOVEMBER 16, 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"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing, and maintaining standards of qualifications for individuals seeking registration,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Revised the manner for recording Oral Exam results when not all areas of practice/client groups are authorized (September 2016)</li> <li>• Issuance of IAP Certificate for temporary and limited practice by practitioners registered in other jurisdictions (June 2019)</li> <li>• Setting the JEE pass point to Ontario first time test takers. (December 2019)</li> <li>• Amendments to the <i>Guidelines for Completing the Declaration of Competence</i> (December 2019)</li> <li>• Amendments to the Guidelines for Retraining for Supervised Practice (March 2020)</li> <li>• Transitioning to Online Administration of the JEE (November 2020)</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Supervision Resource Manual Working Group formed (September 2020)</li> <li>• Establish a process to assess all CFTA candidates on their competence to perform the controlled act of communication of a diagnosis. (December 2020)</li> </ul>
M2	<ul style="list-style-type: none"> <li>• Enforcing standards fairly and effectively through:               <ul style="list-style-type: none"> <li>– Developing, establishing, and maintaining standards of practice and professional ethics for all members,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Review of Standards of Professional Conduct (Fall 2016)</li> <li>• Adoption of new <i>Standards of Professional Conduct</i>, to go into effect September 1, 2017 (March 2017)</li> <li>• Implementation of the ICRC Risk Rubric (August 2017)</li> <li>• Update to the <i>Standards of Professional Conduct, 2017</i> with regards to the language of clinical records (March 2021)</li> <li>• <i>Standards of Professional Conduct, 2017</i> updated with gender neutral language (March 2021)</li> </ul>	

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

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

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

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

**[The items shown in BLUE have been added by the Registrar since September 2021 as activities undertaken in service of the College's Strategic Directions 2017 - 2022](#)**