



COLLEGE OF
PSYCHOLOGISTS
OF ONTARIO

MEETING OF THE COLLEGE COUNCIL

2022.02

DATE: JUNE 17, 2022

TIME: 9:00AM - 1:00PM

LOCATION: TO BE HELD VIRTUALLY

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COUNCIL MEETING AGENDA

2022.02

JUNE 17, 2022

9:00AM to 1:00PM

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
.00	CALL TO ORDER & LAND ACKNOWLEDGEMENT			
.00A	Welcome of New and Returning Council Members	--	--	--
.00B	Election of Executive Committee and Officers	Decision	4	M8/M9
.01	APPROVAL OF AGENDA & MINUTES			
.01A	Review & Approval of Agenda	Decision	2	
.01B	Declarations of Conflicts of Interest	Discussion	--	
.01C	Review & Approval of Minutes a) Council Meeting 2022.01 March 11, 2022 b) In Camera Council Meeting 2022.01 March 11, 2022 ¹	Decision	11	
.01D	Review of Action List	Discussion	17	
.01E	Council Meeting Evaluation Review	Discussion	18	
.02	CONSENT AGENDA ITEMS Information			
.02A	Committee/Working Group Reports		--	--
	(1) Executive Committee Report		20	M8
	(2) Discipline Committee Report		22	M8
	(3) Quality Assurance Committee Report		23	M8
	(4) Client Relations Committee Report		26	M8
	(5) Fitness to Practice Committee Report		27	M8
	(6) Finance & Audit Committee Report		28	M8
	(7) Equity, Diversity, and Inclusion Working Group Report		32	M8
	(8) ABA Working Group Report		33	M7
	(9) Jurisprudence and Ethics Examination Committee Report		35	M8
.02B	Staff Presentations		37	M4/M5
.03	POLICY ISSUES			
.03A	<i>Policy II-4(ii) Support to Witnesses at Hearings</i>	Decision	38	M9
.03B	<i>New Policy III-F7: Rate Schedule for Authorized Professional Services</i>	Decision	42	M9
.03C	Finance and Audit Committee Policies for Review: (a) <i>Policy III F – 1: Budget Development</i> (b) <i>Policy III F – 3: Financial Reporting</i> (c) <i>Policy III F – 4: Per Diems & Council and Committee Compensation</i> (d) <i>Policy III F – 5: Expense Reimbursement</i> (e) <i>Policy III F – 6: Registrars Expense Approval</i>	Decision	44	M9

¹ Materials not included in Public Package – Personnel Matter

AGENDA ITEM	TOPIC	ACTION	PAGE #	STRATEGIC DIRECTION*
	(f) Policy III P – 1: Employee Compensation and Benefits (g) Policy III P – 2: Presentation Honoraria and Expenses			
.03D	Executive Committee Policies for Review (a) Policy I – 2: Council & Committee Orientation and Training (b) Policy I – 2a: Code of Conduct (c) Policy I – 4: Observers and Guests at Council Meetings Procedures and Materials (d) Policy I – 13: Non-voting Psychological Associate Council Member	Decision	66	M9
.03E	NEW Policy 1-14 - Succession Plan for the Position of Registrar & Executive Director	Decision	76	M9
.03F	Submission on Bill 106 – Registration Barriers	Discussion	96	M7
.04	BUSINESS ISSUES			
.04A	President’s Report	Information	103	M8/M9
.04B	Registrar & Executive Director’s Report	Information	105	M8/M9
.04C	Registration Committee Quarterly Report	Information	106	M8/M9
.04D	Inquiries, Complaints and Reports Committee Quarterly Report	Information	109	M8/M9
.04E	Directors of Clinical Training Programs Meeting Report	Oral Report	--	M7
.04F	Appointment of Signing Officers	Information	113	M9
.05	STRATEGIC ISSUES			
.05A	Strategic Direction Implementation: Chart Update	Discussion	114	All
.06	OTHER BUSINESS			
.06A	Next Council Meeting: <ul style="list-style-type: none"> June 17, 2022 September 23, 2022 	Information	--	--
.06B	Proposed Council Meeting: <ul style="list-style-type: none"> December 16, 2022 	Decision	--	--
.07	ADJOURNMENT			

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

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

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

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

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

M5 - Supporting and assisting members to meet high standards;

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

M7 - Collaborating in shaping the regulatory environment;

M8 - Acting in a responsibly transparent manner; and,

M9 - Advancing the Council’s governance practices.

BRIEFING NOTE

2022.02.00B

JUNE 2022 COUNCIL MEETING

EXECUTIVE COMMITTEE ELECTIONS 2022/2023

STRATEGIC DIRECTION REFLECTION

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

PROCEDURE

The first order of business at the Council meeting of June 17, 2022 will be the election of the Executive Committee for 2022/2023. The elections are administered by the Registrar.

As set out in *By-law 21: Committee Composition* [21.1(1)]:

The Executive Committee shall be composed of:

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

Given that the Council meeting is being held by Zoom, the procedure for the Executive Elections necessarily will be conducted virtually.

The College has received nominations for all but one Executive position. In keeping with section 4.7 of *By-law 4: Election of Members of the Executive Committee* further nominations are only accepted if there is no nominee for a position. Therefore, a number of positions will be acclaimed as shown below.

CANDIDATES FOR POSITIONS

President:	Wanda Towers	Acclaimed
Vice-President:	Marjory Philips	Acclaimed
Public Member of Council:	Paul Stopciati	Acclaimed
	Scott Warnock	Acclaimed
Member of the College:	Paula Conforti	Acclaimed
	Nomination from Floor	One to be elected

“MEMBER OF THE COLLEGE” POSITION OPEN FOR ELECTION

An election will be held for the remaining “Member of the College” position. Nominations will be accepted from the floor. If there is only one nomination from the floor, that individual will be acclaimed. If there is more than one nomination, an election will be held.

If there are more than two nominees for the “Member of the College” position, two rounds of voting may be necessary unless one candidate receives a majority of the votes cast on the first ballot. If a second round is necessary, it will be between the two candidates receiving the highest number of votes.

Prior to the balloting, Council members can pose questions to each candidate for a maximum of 10 minutes. There will be an opportunity to ask questions of all members seeking a position on the Executive, including those who are acclaimed.

Voting

Voting will be conducted using SurveyMonkey. At the appropriate time, each Council member will be sent the SurveyMonkey link and asked to indicate their choice.

NOTE: *It is very important that all Council members have access to their email so they can receive the SurveyMonkey ballot and vote promptly.*

On the ballot, Council members will be asked to enter their name and indicate their choice. When the responses are in, Caitlin will review the summary page only. This page provides the number of voters and the number of votes received by each candidate. Should the number of voters be less than the number of eligible voters, Caitlin can access the names of the voters without viewing their choice. This will enable her to know whose vote has not been received and to contact them to vote. Once the voting is complete, Council will be asked for a motion to destroy the ballots which in this case will be to delete the survey and responses.

In order to optimize Council time, once the voting begins, the President will take over as Chair and begin the regular meeting with the voting results or the need for a second vote taking place between agenda items.

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

ATTACHMENTS

Biographical Statement and Candidate Statements (presented alphabetically)

- Paula Conforti
- Marjory Phillips
- Paul Stopciati
- Wanda Towers
- Scott Warnock

CONTACT FOR QUESTIONS

Dr. Rick Morris, Registrar & Executive Director

EXECUTIVE COMMITTEE STATEMENT OF INTEREST

Paula Conforti, D.C.S., C.Psych. Assoc., RP, PhD (c) - Professional Member

I want to put forth my name for consideration to serve as a candidate in a Professional member role on the Executive Committee for 2022-2023. Changes to the regulatory landscape suggest this will be the last year of the exec. I continue to embrace diversity and change, and I too embrace the concept of “pivoting.” The last year of my three-year term on exec in the Psychological Associate voting seat is closing. I emphasize the new requirement of a one-year cooling-off period to be considered for any seat on Council and the various committees.

I have been a member of the College of Psychologists since 2002, after five years of practicing the profession and being under supervision. Nowhere but in the province of Ontario does this higher standard exist for Master’s degree members of the profession. I know what outstanding supervision looks like and have had the privilege of being supervised by dedicated and knowledgeable members of this College for registration purposes and on an ongoing collegial basis by members throughout my career for queries and consultation, a supportive united standard for our profession. Most recently, I have also had the privilege of engaging with and being supervised by the medical profession to augment my clinical bend within the scope of practice of school psychology in research-related activities. I am defending my Ph.D., obtained after my registration period, in the latter part of June at the Institute of Medical Science in the Faculty of Medicine. Through a lens of diverse recognition and advancement, it augments my discussion in the various roles that I have held with the College before and throughout my appointments on the Executive, Council, registration, quality assurance, fitness to practice, and inquiry, complaints, and review committee levels. I believe I bring valuable and unique qualifications and diverse experience to this position. Please refer to my previous candidate statements for my detailed training and career roles to reduce repetition. I believe in the College's mission to protect the public. In doing so, I also think that one of the best ways to protect the public is to recognize, mirror and respect diversity of knowledge and "pivot" in ways that enhance our profession and, therefore, set the foundation for the strength required for embracing much-needed change. Typically, a pre-requisite to vision requires diverse experience as the breakthroughs in science are usually stumbled upon outside of the discipline-specific team.

I have thoroughly appreciated and continue to experience the great responsibility of the College and Council and the challenges. Working together on a team that shows mutual respect, has transparent dialogues, and fully engages with the work has been an incredible opportunity. I strongly encourage all members to experience College/Council work firsthand, as it is only through this experience that one can fully realize and appreciate the complexities involved. We have collectively adapted and reviewed our diagnostic competencies. Thus, our oral exams and supervision manual will be updated. We continue to consider all candidates within the current rubrics for registration carefully. We have noted the benefits of having data to support the advancement of our strategic directions and decisions and to maintain a pulse on the mental health landscape. We have moved ahead with the directive of registering behaviour analysts and welcoming them to our Council. If elected or acclaimed, I will continue to advocate for a profession that does not remain static, advances EDI goals into actionable, concrete plans and embraces unity through decisive decisions.

EXECUTIVE COMMITTEE STATEMENT OF INTEREST

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

Trained in the clinical doctoral program at the University of Waterloo, I have implemented a scientist-practitioner model throughout my professional career and have actively pursued excellence in clinical practice, supervision, teaching, research, and program evaluation. I have worked as a clinical psychologist across several settings, including hospital, children's rehabilitation, community mental health, and academia. These experiences have provided opportunities to understand the role of Psychology in relationship to other professions and to the public, across sectors. Currently, I am the director of the psychology training clinic (Centre for Mental Health Research and Treatment) in the clinical psychology doctoral program at the University of Waterloo. I am engaged in graduate teaching and clinical supervision, fostering the professional development of students as they enter our profession.

I value the role of the College in considering public interest and public protection for the profession of psychology. I have been an Academic Member on Council since 2019 and served as Vice-President for the 2021/22 year. I have been actively involved in many College committees, including ICRC (2009-2012), Registration (2016-2018; co-chair 2019-present), and Discipline (2019 – present). I have been an oral examiner since 2009 and have also had the privilege of serving on College subcommittees pertaining to recommendations for supervision guidelines (2014/15) and updating the Registration Supervision Resource Manual (committee chair, 2020 to present).

Candidate Statement

I would like to put forth my candidacy for the position of Vice-President, Council with the College of Psychologists of Ontario.

I believe that I bring valuable qualifications, competencies, and experiences to this leadership position. I have held positions of senior management and leadership throughout my career, beginning with leading a psychology hospital department, then advancing to multi-disciplinary programs and then progressing to leading organizations in roles as Clinical Director, Director of Research and Program Development, and Executive Director. I have learned that leadership requires the articulation of a clear vision and purpose that is developed in collaboration with key stakeholders, and the organization and planning are essential skills to implement vision directives.

Through my work at the College, I have learned that we work best together to uphold high professional standards, in the service of public interest. Over the past year, I have witnessed the importance of collaboration, active listening, and openness to change. Council and Executive, along with the various College committees, have challenging tasks to implement and move ahead on directives such as incorporating an EDI lens in all aspects of College work, preparing to welcome the new class of applied behavior analysts to the College, assessing competencies in the controlled act of diagnosis, and working towards legislative changes with respect to title issues. I value the hard working and knowledgeable College staff who support the work, and along with professional and public members, I pledge to contribute thoughts, ideas, and action as we advance change and improvement.

EXECUTIVE COMMITTEE STATEMENT OF INTEREST

Paul Stopciati – Public Member

Expression of Interest

I am writing to express my interest in serving another term on the Executive Committee of the Council of the College of Psychologists of Ontario. I recognize that such a position requires strong analysis and decision-making skills, persistent high performance, management, and effective management of direct reports. These are all skills that I have demonstrated throughout my 35-year career. Based on my experience, I know I can contribute my knowledge and work as a team member for the betterment of the Council and the College of Psychologists.

Biography

Paul is an accomplished professional with over 35 years of experience managing and driving high performance across multiple industries, including diverse roles in sales and senior management with Nabob Foods, Richelieu Hardware, and Bristol Myers-Squibb. In 2003 he moved into entrepreneurship and founded PES Commercial Cleaning Ltd. to advance commercial fire safety among a broad client base.

Paul was instrumental in the success of two fundraising events for local causes while serving on the Board of Directors of the Northern Cancer Research Foundation. He was a founder of the Strokes for Hope Golf Classic, a charity tournament that raised over \$300,000 for cancer research over five years under his chairmanship. He also served as chair of the NHL Oldtimers' Hockey Game for four years. He has also served with other community organizations, including the Sudbury-Manitoulin Alzheimer Society and the Sunrisers Rotary Club.

Paul has been heavily involved in public safety work; he was appointed by the provincial government to the Greater Sudbury Police Services Board for a four-year term. He is a former member of the Ontario Provincial Police's Auxiliary Unit (Auxiliary Constable) as well as founding member Rainbow District Crime Stoppers.

In 2011, Paul was appointed to the Greater Sudbury Public Library Board. As a member of the Board, he oversaw the successful construction of the new South End Branch, which opened in July 2012, and the feasibility study of a new main branch downtown.

Most recent, on April 8, 2020 Paul was appointed to The Council of The College of Psychologist and re-appointed on April 9, 2021 for a period of 3 years ending April 9, 2024. Currently serving on the Executive Committee, Finance Committee, Registration, ICRC, and Discipline committee.

On October 1, 2021 Paul was appointed by The Ministry of The Attorney General to (Tribunals Ontario) as an Adjudicator.

Paul is fluent in both English and Italian. He is currently an active member of the Marchigiana Association of Sudbury as well as a 36-year member of the Knights of Columbus.

EXECUTIVE COMMITTEE STATEMENT OF INTEREST

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

Biography

I registered with the College of Psychologists of Ontario (CPO) after obtaining my PhD from the University of Waterloo. My areas of declared competence include a clinical and rehabilitation focus with adults and seniors. I have been pleased to work with individuals seeking psychological services since 1998.

I began work at Baycrest Centre for Geriatric Care during my doctoral training and remained for a decade. I gained experience not only in assessment and intervention, but also in consultation, supervision, speaking, and authoring materials for various program areas. After two years working with adults experiencing serious burns and amputations at St. John's Rehabilitation Hospital, private practice opportunities drew me north. I have now worked on my own and with colleagues in group practices for close to 16 years. I value the opportunities to consult and connect with colleagues that group practice offers, while my focus on rehabilitation services has allowed me to work on community based, multidisciplinary, health care teams with the goal of collaboratively meeting the needs of the injured client.

I enjoy teaching, supervision, and board/committee work as an extension to my clinical practice. I am an Adjunct Faculty Supervisor at University of Waterloo, providing supervision for clinical psychology graduate students. In the past, I've taught undergraduate psychology courses at Tyndale University; participated as a public member on the Placement Coordination Services of York Region Board; and represented my profession on the Senior Support Program Advisory Board and the Planning Committee for the Apotex Centre, Baycrest.

I am now beginning my second term as a professional member of Council. I was privileged to serve as President of Council in the past year which also provided the opportunity to participate as Chair of the Executive as well as Finance and Audit Committees. I have been a member and Co-Chair of the Registration Committee, a member of the ICRC, and of the Discipline Committee. Additionally, my involvement with the College has included working as an Oral Examiner, Peer Reviewer, and member of the Applied Behaviour Analysis, and Equity Diversity and Inclusion Working Groups.

Candidate Statement

As an incumbent seeking re-election for CPO Council President, I would be remiss if I didn't begin by stating what a pleasure it has been to provide leadership within a setting where those surrounding me have been educative, supportive, and collegial as I took on the tasks associated with the role. Recently, one of those tasks was writing about the external and internal demands the College faces to fulfill our public protection mandate in new ways; the demands for us to pivot. Our goal to regulate the profession in a manner that ensures that the Ontario public receives excellent, ethically sound, professional care remains unchanged. Yet, true to the definition of pivot, the ways this goal is accomplished in future may look different. As I picture what is different, I see myself joining you in welcoming Behaviour Analysts into the College. I image ongoing work on the goal of discontinuing Master's level registration. And, I see the need to lead in responding to proposed changes in governance structure from the Ministry of Health. Yet, I value a collaborative leadership approach, as each member of Council, with the support of staff, contributes in meaningful ways to the development of College regulations, by-laws, and policies. In my second term as President, I will bring an informed, and respectful voice to all these anticipated deliberations. I appreciate your continued confidence in my leadership, and once again ask for your vote in 2022-2023.

EXECUTIVE COMMITTEE STATEMENT OF INTEREST

Scott Warnock - Public Member

Expression of Interest

I am writing to express my interest on serving on the Executive Committee of the College of Psychologists of Ontario for a second year. Having been involved in municipal politics for 21 years and over 15 years on the Board of Health at the Simcoe Muskoka District Health Unit, as both an elected and appointed member I have developed the skills to make strong decisions analytically, balance a busy schedule, maintain a high level of professionalism and accountability and an effective management style. All of these skills have come in handy during the last 12 months. The College is facing possible changes at both the Board and Committee levels and I feel having been part of the current discussions will be of great benefit going forward. Based on my past experience and my work with the college committees that I currently serve on (ICRC (Vice Chair), Discipline, JEEC) and the Behaviour Analyst Working Group, I feel that I have a great deal to contribute to the Executive Committee for the betterment of the Council and the College of Psychologists.

Biography

During his over 50 years in various professional roles Scott has proven to be a strong communicator, a pragmatic thinker and a strong advocate for Health Care in Ontario. His broadcasting career was spent in Central Ontario and during this time he developed a strong sense of community and the role that the individual can play in it.

In 1997 Scott left Broadcasting to pursue a career in municipal politics. During the next 21 years Scott served on Tay Township Council. Scott was elected to six terms in office, the final three as Mayor. He also served as a member of Simcoe County Council for 15 years and 15 years as a member of the Board of Health of the Simcoe Muskoka District Health Unit, including two as Chair. Scott currently sits as a Provincial Appointee to SMDHU and has been reappointed through 2024.

Scott played an important part in the amalgamation of Newmarket Hydro and Tay Hydro. His role as shareholder on the Board of Directors meant that Scott was responsible for protecting the Township's financial interest while at the same time developing a growth strategy for the utility. In 2018 Newmarket Tay Power purchased the Midland PUC just before Scott retired from politics.

Scott currently is the Executive Director of the Huronia Community Foundation. The organization has provided over 3.5 million dollars to local charities and non-profit organizations over the last 21 years. Scott continues to be actively involved with several charities including the Canadian Cancer Society, Alzheimer Society of Simcoe County and Hospice Huronia. All three of these organizations have touched Scott and his family deeply and their ongoing support is a way of paying it forward.

Over his 40 years in North Simcoe, Scott has hosted countless fundraising events, served as President of both the Big Brothers of Midland-Penetanguishene and Community Reach North Simcoe and continues to be a volunteer driver for the Canadian Cancer Society. Scott is also an Appointed Minister with Clergy Support Memorial Church in Ottawa. Scott was awarded the Queen's Diamond Jubilee medal in 2013 and in 2021 was selected as one of 10 recipients of the Inspirational People's Award from the Cultural Alliance of North Simcoe for his four decades of service and being a champion for the local communities (Midland, Penetanguishene, Tiny and Tay).

1

COUNCIL MEETING

2022.01

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

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MARCH 11, 2022

8

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PRESENT:

10

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

11

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

12

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

13

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

14

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

15

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

16

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

17

Ilia Maor, Public Member

18

Nadia Mocan, Public Member

19

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

20

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

21

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

22

Paul Stopciati, Public Member

23

Esther Vlessing, Public Member

24

Scott Warnock, Public Member

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26

REGRETS:

27

Cenobar Parker, Public Member

28

29

STAFF:

30

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

31

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

32

Zimra Yetnikoff, Director, Investigations & Hearings

33

Lesia Mackanyn, Director, Registration

34

Stephanie Morton, Director, Corporate Services

35

Caitlin O'Kelly, Assistant to the Registrar, Recorder

36

37

2022.01.00 CALL TO ORDER

38

The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and livestreamed on YouTube. The President began the meeting with a land acknowledgement statement in recognition and respect for Indigenous peoples.

39

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41

42

The President welcomed two new public members recently appointed to the College Council, Ms. Esther Vlessing and Ms. Cenobar Parker.

43

44

45

46 **2022.01.01 APPROVAL OF THE AGENDA AND MINUTES**

47

48 **.01A APPROVAL OF AGENDA**

49 In Camera items .04F(1) Salary Ranges and .04G Registrar's Performance Review were moved to
50 the end of the Agenda.

51

52 **It was MOVED by D. Kurzman**

53 **That the Agenda for the Council Meeting be approved as amended.**

CARRIED

54

55 **.01B DECLARATIONS OF CONFLICTS OF INTEREST**

56 The President asked members of Council if anyone had a conflict of interest pertaining to the
57 items on the Agenda. No conflicts were declared. The President reminded Council members that
58 the potential for conflicts should be kept in mind throughout the meeting and declarations made
59 at any time, if appropriate.

60

61 **.01C MINUTES FROM THE COUNCIL MEETING 2021.05 DECEMBER 17, 2021**

62

63 **It was MOVED by S. Warnock**

64 **That the Minutes from the Council Meeting 2021.05 of December 17, 2021, be approved as**
65 **presented.**

CARRIED

66

67 **.01D REVIEW OF ACTION LIST**

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

70

71 **.01E COUNCIL MEETING EVALUATION REVIEW**

72 The Council reviewed the December 17, 2021, Council Meeting Evaluation results. There were no
73 questions or comments.

74

75 **2022.01.02 CONSENT AGENDA**

76 The Consent Agenda was received.

77

78 **2022.01.03 POLICY ISSUES**

79

80 **.03A COLLEGE PERFORMANCE MEASUREMENT FRAMEWORK (CPMF)**

81 The Deputy Registrar provided the Council with the draft *College Performance Measurement*
82 *Framework (CPMF)* Report. The *CPMF*, developed by the Ministry of Health, sets out performance
83 standards for Ontario's 26 health regulatory Colleges. The *Framework*, set out in a standard
84 format, is to be completed by March 31, 2022. The Council reviewed the completed draft *CPMF*
85 and endorsed it for submission to the Ministry and posting on the College website.

86

87 **It was MOVED by J. Isbitsky**

88 **That Council endorse the 2021 *College Performance Measurement Framework Report* for**
89 **submission to the Ministry of Health and posting on the College website.**

CARRIED

90

91 **Action Item Staff**

92 Submit the *College Performance Measurement Framework Report* to the Ministry of Health and
93 post on the College website.

94

95 **.03B AMENDMENTS TO BY-LAW 20 & BY-LAW 5**

96 At the December 17, 2021 meeting, the Council passed a motion to circulate draft amendments
97 to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-law 20: Election to*
98 *Council, Qualifications, Terms of Office, and Conditions for Disqualification*. Amendments to these
99 By-laws are necessary to meet the expectations set out in the *CPMF*. Any change to these By-laws
100 requires circulation of the proposed amendment to the membership for 60 days, prior to final
101 approval. The consultation was distributed on January 5, 2022, with a reminder in *HeadLines* and
102 an additional email reminder on February 22, 2022. The deadline for responses was March 7,
103 2022. The consultation was distributed to 4734 members and the College received 40 responses.
104 The Council reviewed and discussed the consultation feedback.

105

106 **It was MOVED by P. Stopciati**

107 **That amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-***
108 ***law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification***
109 **be approved. CARRIED**

110

111 **Action Item Office of the Registrar**

112 Update the College By-laws with amendments to *By-law 5: Selection of Committee Chairs and*
113 *Committee Members* and *By-law 20: Election to Council, Qualifications, Terms of Office and*
114 *Conditions for Disqualification*.

115

116 **.03C POLICY II-5(III): QUALITY ASSURANCE REQUIREMENTS FOR MEMBERS WITH A CERTIFICATE**
117 **OF REGISTRATION FOR INTERIM AUTONOMOUS PRACTICE**

118 The Deputy Registrar provided the Council with a Briefing Note and recommendation from the
119 Quality Assurance Committee to *amend Policy II-5(iii): Quality Assurance Requirements for*
120 *Members with a Certificate of Registration for Interim Autonomous*. At the December meeting of
121 the Quality Assurance Committee this policy was reviewed. As a result of this discussion, the
122 Committee decided to recommend amendments to *Policy II-5(v): Quality Assurance*
123 *Requirements for "Visiting" Members with a Limited Certificate of Registration for Interim*
124 *Autonomous Practice* such that it be extended to *all* members of the College holding Certificates
125 of Registration for Interim Autonomous Practice. The Council reviewed and agreed with the
126 proposed changes.

127

128 **It was MOVED by P. Conforti**

129 **That amendments to *Policy II-5(iii): Quality Assurance Requirements for "Visiting" Members***
130 ***with a Limited Certificate of Registration for Interim Autonomous Practice* be approved.**
131 **CARRIED**

132

133 **Action Item Staff**

134 Amended *Policy II-5(iii): Quality Assurance Requirements for Members with a Certificate of*
135 *Registration for Interim Autonomous Practice* in the *Colleges Policies and Procedures Manual*

136

137 **.03D ABA TRANSITIONAL COUNCIL MEMBERS**

138 The Registrar provided the Council with a Briefing Note outlining a recommendation to appoint
139 two members of the profession of behaviour analysis as transitional, non-voting members to
140 participate in Council meetings until proclamation of the *Psychology and Applied Behaviour*
141 *Analysis Act, 2021*. As the College prepares for proclamation, it will develop, circulate, and submit
142 for government approval, proposals for the regulation of Behaviour Analysts. To ensure that all
143 proposals are in keeping with its public protection/interest mandate and to mitigate risk of harm
144 to the public, it is important that efforts be made to engage the new profession becoming part of
145 the College governance. The addition of Behaviour Analyst representatives to Council will
146 facilitate this engagement and begin to explore how a two-profession Council will operate.

147

148 **It was MOVED by A. Perry**

149 **That the Council approve inviting two members of the profession of applied behaviour analysis**
150 **as transitional, non-voting members to participate in Council meetings until proclamation of**
151 **the *Psychology and Applied Behaviour Analysis Act, 2021*. CARRIED**

152

153 **It was MOVED by J. Isbitsky**

154 **That Council authorize the Executive Committee to appoint two members of the profession of**
155 **applied behaviour analysis as transitional, non-voting members to participate in Council**
156 **meetings until proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*.**
157 **CARRIED**

158

159

160 **Action Item Executive Committee**

161 Canvas Behaviour Analysts for interest in serving on Council. The Executive Committee will vet
162 applications and appoint two non-voting members to participate in Council meetings until the
163 proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*.

164

165 **.03E GOVERNANCE REFORM AND REGULATORY MODERNIZATION**

166 On January 26, 2022, the College received a letter from Mr. Sean Court, Assistant Deputy Minister,
167 Ministry of Health announcing a Ministry consultation on governance reforms for Ontario's health
168 regulatory Colleges. Due to the short turnaround time to meet the submission deadline, February
169 23, 2022, the Executive Committee met to review the proposed reforms to assist the Registrar in
170 forming the College's response. The Registrar provided Council with Mr. Court's letter which
171 invited feedback and the consultation briefing deck. He also provided the letter that was approved
172 by the Executive Committee and submitted to the Ministry. To date there is no update on the
173 action the Ministry may take as a result of this consultation.

174

175 **2022.01.04 BUSINESS ISSUES**

176

177 **.04A PRESIDENT'S REPORT**

178 The Council reviewed the President's Report for the third quarter. There were no questions or
179 comments.

180

181 **.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT**

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

183

184 **.04C REGISTRATION COMMITTEE QUARTERLY REPORT**

185 The Council reviewed the third quarter report and noted that:

- 186 • A draft of the revised Supervision Resource Manual went to the January Registration
187 Committee Meeting.
- 188 • The systematic review of the Oral Examinations process will continue at the next plenary
189 meeting.

190

191 **.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT**

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

193

194 **.04E NOTICE: EXECUTIVE COMMITTEE ELECTIONS/COUNCIL APPOINTMENTS**

195 The Registrar provided the Council with copies of *By-law 4: Election of Members of Executive*
196 *Committee* and *By-law 5: Selection of Committee Chairs and Committee Members* and advised
197 Council of the process for seeking election to the Executive Committee. Council was also informed
198 that a Call for Interest for Committee appointments will be sent to the general membership and
199 that Council members also will be asked to identify their Committee preferences.

200

201 **.04F PROPOSED BUDGET JUNE 1, 2022 – MAY 31, 2023**

202 The Registrar provided the Council with the proposed budget for the fiscal year June 1, 2022 to
203 May 31, 2023. He reported that the budget had already been reviewed by the Finance and Audit
204 Committee at its meeting on February 3, 2022, and by the Executive Committee on February 18,
205 2022. Both Committees recommended its adoption. The proposed budget anticipates a deficit in
206 the amount of \$418,067.

207

208 **It was MOVED by P. Conforti**209 **That the Budget for 2022-2023 be approved as presented.****CARRIED**

210

211 **2022.01.05 STRATEGIC ISSUES**

212

213 **.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE**

214 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*.
215 This table is used to chart the work undertaken and accomplished in fulfilling the College's
216 Strategic Direction. Items added since the Council Meeting of December 17, 2021, were shown in
217 **Bold**.

218

219 **2022.01.06 OTHER BUSINESS**

220

221 **.06A NEXT COUNCIL MEETINGS:**

- 222 ○ June 17, 2022
- 223 ○ September 23, 2022

224

225 **It was MOVED by M. Phillips**

226 **That the Council go IN CAMERA to discuss items .04F(1) Salary Ranges and .04G Registrar's**
227 **Performance Review.**

CARRIED

228

229 **.04F(1) PROPOSED SALARY RANGES: IN CAMERA**

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

232
233 **.04G REGISTRAR'S PERFORMANCE REVIEW: IN CAMERA**

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

236
237 At the end of the IN CAMERA meeting,

238
239 **It was MOVED by P. Conforti**
240 **That the IN CAMERA was ended. CARRIED**

241
242 **2022.01.07 ADJOURNMENT**

243
244 There being no further business,

245
246 **It was MOVED by D. Kurzman**
247 **That the Council Meeting be adjourned. CARRIED**

248
249 The Council Meeting was adjourned at 12:30PM.

250
251
252
253 _____
254 TBD, President

255
256 _____
257 TBD, Vice-President

258
259 **Minutes approved at the Council Meeting on June 17, 2022.**

ACTION LIST

2022.02.01D

COUNCIL MEETING 2022.01 MARCH 11, 2022

Item:	Responsibility:	Action:	Status:
2019.03.03C	College	To pursue amendments to O.Reg. 74/15 - Registration under the <i>Psychology Act, 1991</i> to discontinue Master's level registration and at that time, grant the title Psychologist to all existing Psychological Associates.	In Process
2020.04.03A	Registration Committee	Establish a process to assess all <i>Canada Free Trade Agreement (CFTA)</i> candidates on their competence to perform the controlled act of communication of a diagnosis.	In Process; being done in conjunction with Oral Examination review
2021.05.04G	Registrar	Hire a project researcher to develop a report to further council's decision to close master's level registration.	In process
2022.01.03A	Office of the Registrar	Submit the <i>College Performance Measurement Framework Report</i> to the Ministry of Health and post on the College website.	Completed
2022.01.03B	Office of the Registrar	Update the College <i>By-laws</i> with amendments to <i>By-law 5: Selection of Committee Chairs and Committee Members</i> and <i>By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification</i>	Completed
2022.01.03C	Office of the Registrar	Amended <i>Policy II-5(iii): Quality Assurance Requirements for Members with a Certificate of Registration for Interim Autonomous</i> in the Colleges <i>Policies and Procedures Manual</i>	Completed
2022.01.03D	Executive Committee	Canvass Behaviour Analysts for interest in serving on Council. The Executive Committee will vet nominations and appoint two non-voting members to participate in Council meeting until the proclamation of the <i>Psychology and Applied Behaviour Analysis Act, 2021</i> .	Completed

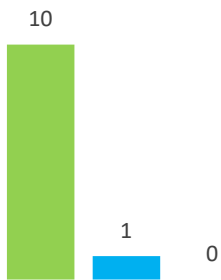
2022.02.01E

COUNCIL MEETING EVALUATION SUMMARY

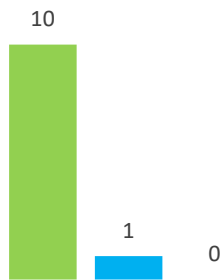
COUNCIL MEETING MARCH 11, 2022

11/15 COUNCIL MEMBERS PRESENT COMPLETED EVALUATIONS

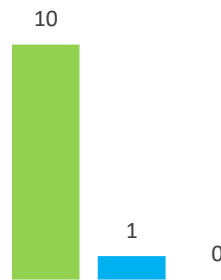
■ Very Good/Excellent ■ Good/OK ■ Needs Improvement



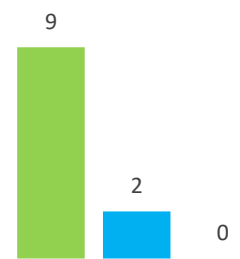
Q1: The Council meeting materials were received in a timely manner.



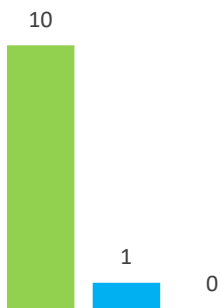
Q2: The materials were sufficient to assist me in forming an opinion on decisions to be made by Council. Briefing Notes and Reports were clear and contained needed information.



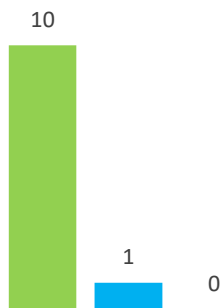
Q3: Agenda items were appropriate for Council discussions. Topics were relevant to the mandate and strategic direction of the College.



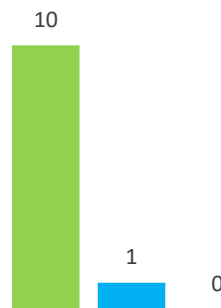
Q4: The public interest was described in Briefing Notes and considered in all discussions.



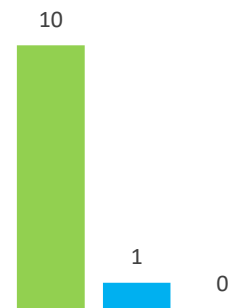
Q5: Time was used effectively. Questions and discussions remained on topic.



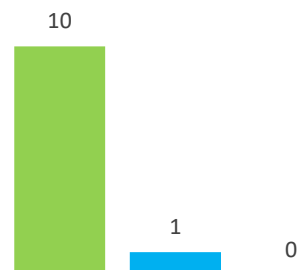
Q6: Council avoided getting into operational, administrative and/or management areas of responsibility.



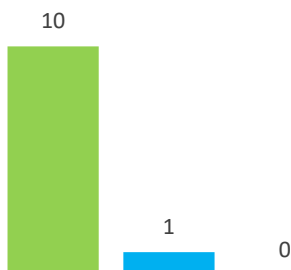
Q7: There was opportunity for me to be actively engaged in all discussions and I felt comfortable participating in the Council discussions.



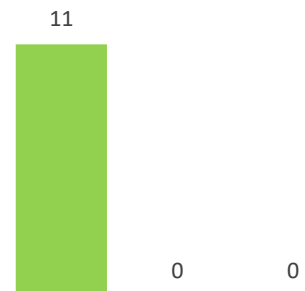
Q8: I was satisfied with the way in which other members of Council contributed to discussions and debate. There was a positive climate of trust and respect. Disagreements were handled openly, honestly, and directly.



Q9: Where appropriate, Next Steps and Action Items were clearly identified.



Q10: In general, Council Members appeared prepared for the meeting.



Q11: The President chaired the meeting in a manner that enhanced Council's performance and decision-making.

ADDITIONAL COMMENTS

Q1	<ul style="list-style-type: none"> • Having the weekend to review is helpful
Q2	<ul style="list-style-type: none"> • Rick's Briefing notes are always clear and concise, highlighting the relevant information for Council consideration. • Rick's briefing notes are very helpful
Q3	<ul style="list-style-type: none"> • This meeting particularly focused on strategic directions re: governance by law change; ABA change; budget.
Q4	<ul style="list-style-type: none"> • All briefing notes highlight this.
Q5	<ul style="list-style-type: none"> • Wanda chairs the meetings with an excellent balance of time management consideration and ensuring all voices are heard. This is harder in the Zoom format, but she makes it work
Q6	<ul style="list-style-type: none"> • Trickier today when considering the budget discussion and registrar salary but overall well done
Q7	<ul style="list-style-type: none"> • Proud to be part of this council. The composition is collegial, appropriately voicetress, permitting challenging issues to move forward, and highly objective—all-important attributes for keeping public interest at the forefront.
Q8	<ul style="list-style-type: none"> • I didn't observe any disagreements today
Q9	<ul style="list-style-type: none"> • No comments
Q10	<ul style="list-style-type: none"> • Lots of good discussion and questions today
Q11	<ul style="list-style-type: none"> • Our President did an excellent job of chairing the meeting, as always. • Wanda does a wonderful job!
Additional Comments	<ul style="list-style-type: none"> • A stimulating, enjoyable meeting. Everyone is very respectful and collaborative, a wonderful and dedicated group of people and great leadership.

REPORT TO COUNCIL

2022.02.02A(1)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

EXECUTIVE COMMITTEE

COMMITTEE MEMBERS:

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

STAFF

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

MEETINGS

The Executive Committee met on:

- May 6, 2022

ITEMS TO COUNCIL FOR DECISION

The Executive Committee held one virtual meeting since the last Council meeting. Several items were discussed to be brought forward for Council consideration at the June 2022 meeting. These included amendments to policies within the purview of the:

- Finance and Audit Committee
 - *Policy III F – 1: Budget Development*
 - *Policy III F – 3: Financial Reporting*
 - *Policy III F – 4: Per Diems & Council and Committee Compensation*
 - *Policy III F – 5: Expense Reimbursement*
 - *Policy III F – 6: Registrars Expense Approval*
 - *Policy III P – 1: Employee Compensation and Benefits*
 - *Policy III P – 2: Presentation Honoraria and Expenses*
- Executive Committee
 - *Policy I – 2: Council & Committee Orientation and Training*
 - *Policy I - 2a: Code of Conduct*
 - *Policy I – 4: Observers and Guests at Council Meetings Procedures and Materials*
- Amendments to *Policy II-4(ii) Support to Witnesses at Hearings;*
- New *Policy III-F7: Rate Schedule for Authorized Professional Services;*
- New *Policy 1-14 - Succession Plan for the Position of Registrar & Executive Director;*

ACTIONS

The Executive Committee reappointed Dr. Adrienne Perry to the Council of the College of Psychologists of Ontario as an academic member for a two-year term.

The Executive Committee appointed Dr. Kendra Thomson and Mr. Conrad Leung as non-voting members to the Council of the College of Psychologists of Ontario representing the profession of Applied Behaviour Analysis.

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 should continue. This will be reviewed again at the next Executive Committee meeting.

SUBMITTED BY

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

REPORT TO COUNCIL

2022.02.02A(2)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

DISCIPLINE COMMITTEE

COMMITTEE MEMBERS:

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

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

STAFF SUPPORT:

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

REFERRALS TO DISCIPLINE

There was one referral to the Discipline Committee in the 4th quarter:

Dr. Romeo Vitelli: https://members.cpo.on.ca/public_register/show/1461

A referral was made to the Discipline Committee with the ICRC Decision sent to the parties on March 24, 2022. This matter is currently at the Pre-Hearing Conference stage.

HEARINGS

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

A Pre-Hearing Conference was held on December 20, 2021. A Motion is scheduled to be heard on June 20, 23 and 24, 2022. The Hearing has not yet been scheduled.

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

The Pre-Hearing Conference was held on April 11, 2022 and May 17, 2022. A Motion is scheduled for July 15, 2022, and the Hearing is scheduled for October 3, 4, 6 and 7, 2d022.

SUBMITTED BY

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

REPORT TO COUNCIL

2022.02.02A(3)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

QUALITY ASSURANCE COMMITTEE

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
Iliia Maor, Public Member
Nadia Mocan, Public Member

STAFF

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

COMMITTEE ACTIVITY

The Committee met once during the third quarter, on April 4, 2022. Highlights of the Committee's work included:

- Review of other RHPA College practices with respect to in-person Peer-Assisted Reviews (PAR), leading to a decision to encourage virtual reviews but also permit in-person PARs if all three participants independently indicate a willingness to do this;
- Simplification of Continuing Professional Development credit category limits; and
- Continued review of Quality Assurance Program documents with an Equity, Diversity, and Inclusion (EDI) lens and a decision to require members to obtain at least five of the required 50 credits per two-year CPD cycle in activities related to EDI.

MEMBER MATTERS

In addition to the meeting of the full Committee, panels of the Committee met on March 14, April 4, and May 13, 2022, during which a total of 33 member-specific matters were discussed.

SELF ASSESSMENT GUIDE (SAG)

Overview

SAG Reviews Arising from 2019-2021 Cycle	24
SAG Reviews Carried Over from Previous Cycles	4
Total SAG Reviews	28

	Q1	Q2	Q3	Q4	YTD
Reviews Completed by the Committee	4	7	4	3	18
Exemptions Due to Retirement/ Deferrals Granted Due to Exceptional Circumstances	0	6	0	0	6
Referral to an Assessor under s. 81 of the Health Professions Procedural Code	0	0	1	0	1
Referral to Inquiries, Complaints and Reports Committee (ICRC)	0	1	0	1	2

SAG Reviews Completed	27
SAG Reviews to be Carried Over to 2022-2023	1

The three Reviews Completed by the Committee in the fourth quarter occurred following members' failures to submit their Declarations of Completion by the required date. In two of these matters, the members appeared to have met all of the requirements of the CPD Program. In one matter the Committee provided remedial feedback about the lack of specific previous CPD goals and asked the member to address this apparent shortcoming in the current CPD cycle.

The Committee also decided to disclose the name of one member and allegations of possible Professional Misconduct, Incompetence or Incapacity to the Inquiries, Complaints and Reports Committee. This specifically related to a failure to respond to the Committee's questions about the member's Self-Assessment, making the Review impossible to complete.

PEER ASSISTED REVIEW (PAR)

Overview

Reviews Carried Over from Previous Years	33
Referred Due to Failure to Comply with 2021 Self-Assessment Requirements	0
Random Selection	5
Stratified Random Selection	35
Total Reviews Planned for 2021-2022	73

	Q1	Q2	Q3	Q4	YTD
Completed Peer Assisted Reviews	1	1	1	6	9
Exemption Granted following Resignation/Retirement	0	0	2	1	3
Deferral Granted	0	0	7	4	12

The Committee completed reviews of the reports of six, recently conducted, Peer Assisted Reviews. In all six cases, the members were reported to have met the Standards of the profession.

The Committee reviewed a total of six requests for a deferral of the requirement to participate in a Peer Assisted Review. In four cases, the Committee allowed the deferrals, given significant extenuating circumstances. In another case the committee formed the view that sufficient justification for a deferral had not been established. The additional request for a deferral is still under consideration pending further information.

As reported earlier, the Committee decided to require all members selected for a PAR to participate either virtually or in-person, without further delay. All outstanding cases are at various stages of the process.

CONTINUING PROFESSIONAL DEVELOPMENT AUDITS

Overview

Non-Compliance Audits	14
Random Selection	39
Exempted from Non-Compliance Audit Following Resignation or Retirement	3
Total Audits Planned for 2021-2022	50

Audits Completed – Outcome	Q1	Q2	Q3	Q4	YTD
Met Program Requirements	0	9	14	10	33
Remedial Feedback	0	2	5	6	13
Members Referred to ICRC for lack of compliance/cooperation with QA Programs:	0	1	1	1	3
Total Audits Completed by Committee					49
Audits Ongoing/Outstanding for 2022-2023					1

The nature of remedial feedback provided to members this quarter included:

- The need to take greater care to observe CPD category maximums;
- The requirement to retain Quality Assurance related documentation for a minimum of five years; and
- The desirability of having a professional support system, in keeping with literature indicating that professional isolation may put practitioners, particularly solo practitioners at risk of difficulties.

The Committee considered one request for a deferral of the obligation to declare satisfaction of the mandatory CPD requirements. It did not grant the request because the Declaration of Completion applies to activities within the past two years and requires only a simple statement regarding past activities.

SUBMITTED BY

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

REPORT TO COUNCIL

2022.02.02A(4)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

CLIENT RELATIONS COMMITTEE

COMMITTEE MEMBERS

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

STAFF

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

COMMITTEE ACTIVITIES

The Committee met on May 3, 2022. It considered the policies that were due for review by this Committee and make no recommendations for amendments.

The Committee continues to discuss Equity, Diversity, and Inclusion (EDI) matters as they relate to client experiences with College members and with the College. This complex work is ongoing and relates closely to the ongoing work of the College's EDI working group.

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

One application for funding was reviewed and approved by a panel of the Committee on April 7, 2022. There are currently eight individuals whose therapy or counselling is being funded by the College.

SUBMITTED BY

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



REPORT TO COUNCIL

2022.02.02A(5)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

FITNESS TO PRACTICE COMMITTEE

COMMITTEE MEMBERS:

Philip Ricciardi, Chair, Council Member

Paula Conforti, Council Member

Julie Goldenson, College Member

Mark Watson, College Member

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

REPORT TO COUNCIL

2022.02.02A(6)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

FINANCE AND AUDIT COMMITTEE

COMMITTEE MEMBERS

Wanda Towers, Chair, Council Member
David Kurzman, Council Member
Esther Vlessing, 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

COMMITTEE ACTIVITIES

The Finance and Audit Committee (FAC) met by teleconference on April 14, 2022. The Committee reviewed the Variance Report and the Unaudited Financial Statements to February 28, 2022, the end of the third 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 memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period December 1, 2021, to February 28, 2022 was received.

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

ATTACHMENTS

1. Statement of Revenue and Expenses to February 28, 2022
2. Balance Sheet to February 28, 2022 (unaudited)

SUBMITTED BY

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

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STATEMENT OF REVENUE & EXPENSES

June 2021 - February 2022

	Annual Budget	Budget	YTD Actual	YTD \$ Variance	2021-2022 % YTD	Expected % YTD	% Variance YTD	Year End to 31 May-22
REVENUE	3,663,872.50	2,757,361.00	2,751,570.68	-5,790.32	75%	75%	0%	3,685,122.50
COST OF SALES	258,490.00	225,252.50	224,058.32	-1,194.18	87%	87%	0%	262,136.00
GROSS MARGIN	3,405,382.50	2,532,108.50	2,527,512.36	-4,596.14	74%	74%	0%	3,422,986.50
EXPENDITURES								
Governance	102,200.00	76,652.97	45,776.83	-30,876.14	45%	75%	-30%	65,780.00
Registration	101,000.00	75,744.00	83,366.20	7,622.20	83%	75%	8%	105,000.00
Client Relations, Communications & Education	21,770.00	16,321.50	15,328.75	-992.75	70%	75%	-5%	21,245.00
Quality assurance	49,600.00	37,206.00	8,937.50	-28,268.50	18%	75%	-57%	18,000.00
Investigations and resolutions	131,000.00	98,262.00	118,124.92	19,862.92	90%	75%	15%	135,132.00
Hearings	332,950.00	249,709.50	235,414.60	-14,294.90	71%	75%	-4%	338,079.00
Liaison (Professional Organizations)	30,950.00	25,627.25	15,231.25	-10,396.00	49%	83%	-34%	26,675.00
Administration	3,052,299.95	2,269,716.75	2,288,053.18	18,336.43	75%	74%	1%	3,105,761.95
Total Expenditures	3,821,769.95	2,849,239.97	2,810,233.23	-39,006.74	74%	75%	-1%	3,815,672.95
EXCESS OF REVENUE OVER EXPENDITURES	-416,387.45	-317,131.47	-282,720.87	34,410.60	68%	75%	-7%	-392,686.45

The College of Psychologists of Ontario
Balance Sheet Comparison
As of February 28, 2022

	Total		
	As of Feb. 28, 2022	As of Feb. 28, 2021 (PY)	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
10000 Petty Cash	200.00	200.00	0.00
10100 Bank	230,226.35	342,470.48	-112,244.13
10199 Telpay Clearing	0.00	0.00	0.00
10250 Cash Equivalents	813,300.77	3,535,657.35	-2,722,356.58
12001 Undeposited Funds	0.00	0.00	0.00
Total Cash and Cash Equivalent	\$ 1,043,727.12	\$ 3,878,327.83	-\$ 2,834,600.71
Accounts Receivable (A/R)			
10400 Accounts Receivable - Control	16,158.27	16,916.07	-757.80
Total Accounts Receivable (A/R)	\$ 16,158.27	\$ 16,916.07	-\$ 757.80
10300 Short Term Investments	4,325,977.16	1,762,120.55	2,563,856.61
10410 Accounts Receivable - Other	0.00	0.00	0.00
10550 Interest Receivable	546.19	546.19	0.00
10600 Prepaid Expenses	106,340.38	53,897.71	52,442.67
10800 Government Funding-ABA	-27,658.47		-27,658.47
Total Current Assets	\$ 5,465,090.65	\$ 5,711,808.35	-\$ 246,717.70
Non-current Assets			
Property, plant and equipment			
12000 Furniture & Equipment			0.00
12010 Furniture & Equipment - Cost	169,788.46	52,815.39	116,973.07
13000 Accum Amort Furniture & Equip	-66,624.96	-47,311.91	-19,313.05
Total 12000 Furniture & Equipment	\$ 103,163.50	\$ 5,503.48	\$ 97,660.02
12100 Computer Equipment			0.00
12110 Computer Equipment - Cost	143,342.76	140,958.46	2,384.30
13100 Accum Amort Computer Equipment	-139,880.12	-116,537.84	-23,342.28
Total 12100 Computer Equipment	\$ 3,462.64	\$ 24,420.62	-\$ 20,957.98
12200 Leasehold Improvements			0.00
12210 Leasehold Improvements - Cost	1,331,174.87	1,043,795.53	287,379.34
13200 Accum Amort Leaseholds	-336,338.47	-209,849.73	-126,488.74
Total 12200 Leasehold Improvements	\$ 994,836.40	\$ 833,945.80	\$ 160,890.60
12300 Website Development			0.00
12310 Website Development - Cost	0.00	0.00	0.00
13300 Accum Amort Website Devt	0.00	0.00	0.00
Total 12300 Website Development	\$ 0.00	\$ 0.00	\$ 0.00
Total Property, plant and equipment	\$ 1,101,462.54	\$ 863,869.90	\$ 237,592.64
10302 Long Term Investment	40,262.40	42,271.68	-2,009.28
Total Non Current Assets	\$ 1,141,724.94	\$ 906,141.58	\$ 235,583.36
Total Assets	\$ 6,606,815.59	\$ 6,617,949.93	-\$ 11,134.34

These statements have been prepared based on information provided by management/owners. These statements are for internal purposes only and should not be relied on by third parties.

	Total		
	As of Feb. 28, 2022	As of Feb. 28, 2021 (PY)	Change
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
21000 Accounts Payable - Control	123,136.81	43,305.19	79,831.62
Total Accounts Payable (A/P)	\$ 123,136.81	\$ 43,305.19	\$ 79,831.62
21100 Accounts Payable - Other	242,281.32	227,489.42	14,791.90
22000 Employee Tax Deductions Payable	31,764.25	27,762.38	4,001.87
22100 Payroll Clearing	0.00	0.00	0.00
23000 Prepaid Fees	870,436.00	855,731.00	14,705.00
24000 Peer Mentorship - Clearing	0.00	-1,200.00	1,200.00
25500 GST/HST Payable	0.00	0.00	0.00
Direct Deposit Payable	0.00		0.00
Payroll Liabilities			0.00
Life Insurance Premium	0.00		0.00
LTD	0.00		0.00
RRSP	0.00		0.00
Total Payroll Liabilities	\$ 0.00	\$ 0.00	\$ 0.00
Total Current Liabilities	\$ 1,267,618.38	\$ 1,153,087.99	\$ 114,530.39
Non-current Liabilities			
27000 Deferred Leasehold Inducement	250,373.71		250,373.71
Total Non-current Liabilities	\$ 250,373.71	\$ 0.00	\$ 250,373.71
Total Liabilities	\$ 1,517,992.09	\$ 1,153,087.99	\$ 364,904.10
Equity			
30000 Opening Balance Equity	0.00	0.00	0.00
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	820,000.44	1,000,000.44	-180,000.00
31400 Website&DatabaseDevTReserveFund	165,872.02	165,872.02	0.00
31500 Premises Reserve Fund	227,742.00	1,000,000.00	-772,258.00
31600 FairRegn Practices Reserve Fund	80,000.00	80,000.00	0.00
Retained Earnings	2,227,929.91	1,455,905.49	772,024.42
Profit for the year	-282,720.87	-86,916.01	-195,804.86
Total Equity	\$ 5,088,823.50	\$ 5,464,861.94	-\$ 376,038.44
Total Liabilities and Equity	\$ 6,606,815.59	\$ 6,617,949.93	-\$ 11,134.34

REPORT TO COUNCIL

2022.02.02A(7)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP

COMMITTEE MEMBERS:

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

STAFF SUPPORT:

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

MEETINGS

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

- March 21, 2022
- April 11, 2022
- May 9, 2022

FOR INFORMATION

The Working Group discussed the following:

- Finalization and distribution of the member survey to gather information on the diversity of the College membership. Survey distributed on April 21, 2022 with 1,171 responses (approximately 25%).
- Initial discussion of survey responses and consideration of how to best analyze the data
- Initial review of the draft revised Supervision Resource Manual provided to the Working Group for comment. The Working Group will review this draft at a future meeting.

SUBMITTED BY

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

REPORT TO COUNCIL

2022.02.02A(8)

JUNE 2022 COUNCIL MEETING

ABA WORKING GROUP

WORKING GROUP MEMBERS

Jennifer Cunningham, M.ADS., BCBA

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

Nicole Neil, Ph.D., BCBA-D, Western University, ABA Program Coordinator

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

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

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

Scott Warnock, Public Member

MINISTRY OBSERVER

Monica Shamsoun, Policy Analyst, Strategic and Regulatory Policy Unit, Ministry of Health, (to April 6).

Zoe Soper, Senior Policy Analyst, Strategic and Regulatory Policy Unit, Ministry of Health (beginning May 4).

STAFF

Paula Garshowitz, OD, ABA Regulation-Project Lead

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

Caitlin O'Kelly, Assistant to the Registrar

MEETINGS

The ABA Working Group met seven times between the March and June Council meetings and continues to hold regular two-hour meetings on alternate Wednesdays.

FOR INFORMATION

The ABA Working Group discussed the following:

- Details of the proposed registration process and resulting draft amendments to the Registration Regulation. The Working Group identified two separate pathways to registration for Behaviour Analysts: i) entry level applicants, and ii) transitional (or grandparenting) applicants;
- There are two transitional paths for registration for experienced Behaviour Analysts; one for those who are BCBA or BCBA-D certified with the Behavior Analysts Certification Board (BACB), and a second for those who are not BCBA or BCBA-D certified;
- An online self-assessment tool is under development to assist those currently practicing in the field of behaviour analysis/therapy/intervention to determine if they should consider applying for registration with the College provided that they meet the registration requirements;
- Information about transitional registration obtained from regulators within the ABA community and other health professions to learn from their experience what works and what doesn't;
- Draft basic flow charts describing the proposed registration pathways currently under consideration.
- Development of an entry-to-practice knowledge examination for registration purposes; and
- Amendments that will be required to the current Professional Misconduct Regulation and General Regulation (QA and Advertising). The Working Group anticipates bringing draft regulations to Council in September for approval to circulate.

TRANSITIONAL, NON-VOTING COUNCIL MEMBERS

In March, Council approved the appointment of two Behaviour Analysts to sit as transitional, non-voting Council members in anticipation of the change in Council composition that will take place with the proclamation of the *Psychology and Applied Behaviour Analysis Act, 2021*. The College received 26 applications and was pleased with the response to the Call for Interest and the interest shown by the profession. Council authorized the Executive Committee to make these Council appointments.

The ABA Working Group congratulates Dr. Kendra Thomson and Mr. Conrad Leung on their appointments to these new positions on Council.

CONTACT FOR QUESTIONS

Rick Morris, Registrar & Executive Director

SUBMITTED BY

Paula Garshowitz, OD
ABA Regulation-Project Lead

REPORT TO COUNCIL

2022.02.02A(9)

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

JURISPRUDENCE AND ETHICS EXAMINATION COMMITTEE (JEEC)

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 virtually on May 16, 2022, with two members not able to attend (Scott Warnock and Paula Conforti) for a full day meeting. The meeting in the morning was primarily focused on the final report of the March 2022 Jurisprudence and Ethics Examination. The meeting in the afternoon focused on examination item review.

Jurisprudence and Ethics Examination – March 2022

The final report on the March 2022 examination was received and approved.

This exam was taken by 153 candidates with an 81% pass rate. This pass rate is within the range of pass rates expected since the change was made, beginning with the March 2020, to use the scores of Ontario-trained first-time test takers as the reference group. Previously the scores of all candidates were used as the reference group.

The candidate comments continue to note technical issues (specifically, delays in accessing the exam as well as discomfort with Yardstick proctors making changes to settings on their computers and not restoring the settings). College staff reported that it was their understanding that all settings are restored at the end of the exam but will confirm with Yardstick. Some candidates reported that they found the wording of some items to be needlessly complex or that items do not reflect situations that would happen in a real practice. These are recurring concerns and not different from comments in response to the paper and pencil exam. Items are written by experienced psychologists and psychological associates and are based largely on situations in their own practices.

French Translation of the JEE

The review of the French translation by Dr. Jean Grenier and Dr. Gilles Hébert (JEE Committee member) is up to date for the current item bank and will be ongoing as new items are added. While there are always

comments about the French translation of the exam, there were fewer comments of concern than previously. Some of the translation issues are due to the use of a formal French translation, rather than the French used by Francophone practitioners in Ontario. These issues have been addressed. 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 candidates. The Committee will give further attention to these issues when reviewing the total item bank in the fall of 2022.

Sample Items and Other Resources

The Committee again discussed the format of the sample items, specifically the explanations and references for correct answers. Drs. Ritchie and Sinclair have produced a document that quotes the specific lines of legislation as well as giving a reference to the legislation, which results in a very lengthy electronic document. There was some concern that candidates would not read the whole document if it were too long, however most Committee members do share this view. Candidates are also provided with a list of legislation, as well as other documents e.g., Standards of Professional Conduct, 2017, Canadian Code of Ethics for Psychologists. The Registrar questioned whether the issues covered by some of the legislation listed as a resource to prepare for the examination are more advanced than what would be expected of entry-level practitioners. It was noted that all items are reviewed at least once every three years and the review includes consideration of whether an item is expected of entry-level practitioners.

JEEC Format

At the request of the committee, the Registrar reviewed Jurisprudence and Ethics examinations in other jurisdictions. Dr. Morris noted that some jurisdictions have open book exams, and some rely on the oral examination to evaluate the candidates' competency in this area. Some regulatory bodies use mastery approaches to the exam; that is, the candidate answers a question and is advised immediately if the answer is correct. If it is not, there is an explanation given and the candidate tries the question again until they get the answer correct. This is an educational, rather than an assessment approach. Dr. Nayer provided an article reviewing research on open versus closed-book exams for the information of the Committee.

The Committee has no plans to change the format at present but agreed that should a change be recommended, it would be a policy decision to be made by Council, with advice from the JEEC.

Complete Item-Bank Review

The Registrar advised the Committee that within the 2022/2023 budget is funding for a complete review of the item bank. The primary purpose of the review is to ensure clarity of the language in the items and to ensure that items are consistent with EDI principles. Items will also be reviewed to ensure that the correct answer is coded and that there is not more than one correct answer. The Chair, Dr. Mountain, and Dr. Nayer will meet to plan for the review to occur in the fall of 2022.

Ongoing Item-Bank Review

Members of the Committee reviewed 73 items in total at the May 16, 2022 meeting. Some items are reviewed under more than one category. It was noted that nine of the ten new items used on the examination performed well overall. This may be due to more specific explanations and examples provided to the item writers at the January 2021 item writing workshop.

SUBMITTED BY

Mary Ann Mountain, Ph.D., C.Psych. ABPP(CN), Chair

REPORT TO COUNCIL

2022.02.02B

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

STAFF PRESENTATIONS

Dr. Rick Morris, Registrar & Executive Director

- March 2 & 9, 2022: Baycrest Centre
- March 10, 2022: University of Waterloo, Ethics Class
- April 21, 2022: CAM-H Ethics Panel
- April 29, 2022: CAP Centre Interns
- May 20, 2022: New Council Member Orientation

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

- April 5, 2022: Ethics of Supervision in Psychology, The Child, Adolescent, and Family Centre of Ottawa (CAFCO)

Ms. Zimra Yetnikoff, Director, Investigations & Hearings

- March 2, 2022: Q&A on Social Justice Law, University of Toronto Law School Welcome Day event

Gaedon Pfeiffer, Case Manager, Investigations & Resolutions

- March 1, 2022: Procedural Fairness in Investigations & Hearings, presented to Toronto Metropolitan University Administrative Law class

BRIEFING NOTE

2022.02.03A

JUNE 2022 COUNCIL MEETING

AMENDMENTS TO *POLICY II-4(iii) SUPPORT TO WITNESSES AT HEARINGS*

STRATEGIC DIRECTION REFLECTION

Advancing the Council's Governance Practices

MOTION FOR CONSIDERATION – RECOMMENDATION FROM EXECUTIVE COMMITTEE

That amendments to *Policy II-4(iii) Support to Witnesses at Hearings* be approved.

Moved By TBD

PUBLIC INTEREST RATIONALE

The amendments remove redundancies with other College policies and recognize the need to avoid a perception of bias by moving responsibility for consideration of an application for support for College witnesses from the Discipline Committee.

BACKGROUND

The deletions from the policy are housekeeping as they remove items which have been incorporated into *Policy II-4(ii) Discipline Committee Rules of Procedure* [sections 8.02(1) and 8.02(2)] in June 2020. These sections indicate that the College will provide:

1. A safe space for a vulnerable witness to wait before testifying; and
2. Translation services to facilitate meaningful communication by the witness during the Hearing.

Staff supporting the Discipline Committee make these arrangements as part of their responsibility for organizing Hearings and the Hearing facility, at the direction of the Committee. These witness supports are procedural, administrative tasks and can be provided by the Discipline Committee without giving rise to the appearance of bias.

The remaining items of this policy:

1. Funding for a professional support person to attend during the hearing for a vulnerable witness who requires emotional support, in order to provide testimony; and
2. Independent legal counsel for witnesses who are the subject of a defense motion to obtain their personal records;

could be seen as direct support provided to the witness by the Discipline Committee which is hearing the matter. This could lead to the perception of bias if they are provided at the direction of the Discipline Committee.

The two items are regarded as important services to continue to be provided by the College when needed, however, it is recommended these not be administered by the Discipline Committee. Given that policy commits the College to provide these services, the payment is an operational matter and therefore the responsibility of the Registrar. The amendment to the policy shifts the approval for payment from the Discipline arm of the College to the Registrar or designate.

In the spring 2022, the Board of Directors of the professional association decided to no longer recommend a rate for services. It is necessary therefore, for the College to set a rate. This is done in a new *Policy III-F-7 Rate for Authorized Professional Services* and currently set at a maximum of \$225, the previously recommended rate. This policy is on the meeting agenda for approval.

BUDGETARY IMPLICATIONS

There are no additional budgetary implications as the potential to provide these services is included in the budgeting process.

NEXT STEPS

Upon approval, amendments to *Policy II-4(iii) Support to Witnesses at Hearings* will be made to the Colleges *Policy and Procedure Manual*.

ATTACHMENTS

1. Tracked changes version of *Policy II-4(iii) Support to Witnesses at Hearings* with rationale for amendments
2. Section 8.02 of *Policy II-4(ii) Discipline Committee Rules of Procedure*

CONTACT FOR QUESTIONS

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

POLICY AND PROCEDURE MANUAL

POLICY	Support to Witnesses at Hearings and Pre-Hearing Conferences		
SECTION	Council & Committees	POLICY #	II – 4(iii)
DATE CREATED	December 2015	DATE LAST REVISED	<u>June 2022</u>
NEXT REVIEW DATE	2018/2019 <u>2024/2025</u>	PAGE #	1 of 1

POLICY STATEMENT

The College will provide appropriate accommodations and considerations for witnesses at Hearings. ~~or pre-hearing conferences~~

Witnesses do not attend Pre-Hearing Conferences, so this wording is unnecessary.

PROCEDURE

1. When a vulnerable witness participates in a Hearing, if needed, ~~or a pre-hearing conference~~ the College will provide,

~~a. A private room in which the witness can wait so that s/he does not have to come into contact with the accused member; and/or,~~

~~b. A translator to assist the witness where language or disability comprises the person's ability to hear, understand and otherwise communicate freely and fully.~~

~~funding for a professional support person to attend during the hearing for a witness who requires emotional support in providing testimony. Any fee, if applicable will be at the rate normally charged by the support person to the witness, not to exceed the rate established in Policy III F-7 Rate Schedule for Authorized Professional Services.~~

~~recommended rate set by the professional association.~~

The reference to a private room for the witness or an interpreter is no longer needed in this policy. In June 2020, these items were incorporated into the Discipline Committee Rules of Procedure.

New policy created as professional association no longer sets a recommended rate. Rate to be \$225 which was the most recent rate recommended by the professional association

No changes

2. The College will pay for independent legal counsel for witnesses who are the subject of a defense motion to obtain their personal records unless there are compelling reasons not to do so. The choice of counsel will be mutually agreed upon by the College and the witnesses. If there is no agreement on the choice of counsel, witnesses may choose their own counsel to represent them at the hearing, at their own cost.

3. Approval of payment for a professional support person and/or independent legal counsel, as set out in 1. and 2. above will be made by the Registrar or designate.

In order to avoid the perception of bias, funding for these aids should not be made by the Discipline Committee. As the approval of funding is an operational item, this authority should rest with the Registrar or designate.

Excerpt from *Policy II-4(ii) Discipline Committee Rules of Procedure*

8.02 Vulnerable Witnesses

- 8.02(1) The Discipline Committee will ensure that a vulnerable witness participating in a Hearing has access to a private room in which to wait so that they do not have to come into contact with the defendant member.
- 8.02(2) The Discipline Committee will ensure the availability of a translator, or other communication assistance, to assist the witness where language or disability compromises the witness' ability to hear, understand and otherwise communicate freely and fully.
- 8.02(3) The Discipline Committee may order that a support person be permitted to be present and to sit near a vulnerable witness while testifying and may issue directions regarding the conduct of the support person during the testimony of the witness.
- 8.02(4) The Discipline Committee may order that a vulnerable witness testify outside the Hearing room or behind a screen or other device that would allow the vulnerable witness not to see the member if the Discipline Committee is of the opinion that the exclusion is necessary to obtain a full and candid account of the matter.
- 8.02(5) The Discipline Committee shall not make an order under subrule 8.02(4) unless arrangements are made for the member, the Discipline Committee, and counsel for the parties to watch the testimony of the vulnerable witness by means of closed-circuit television or otherwise and the member is permitted to communicate with counsel while watching the testimony.
- 8.02(6) The Discipline Committee may order that a member not personally conduct the cross-examination of a vulnerable witness if the Discipline Committee is of the opinion that the order is necessary to obtain a full and candid account of the vulnerable witness' testimony or to prevent an abuse of the process.
- 8.02(7) Where the Discipline Committee makes an order under subrule 8.02(6), it may appoint counsel for the purpose of conducting the cross-examination.
- 8.02(8) The Discipline Committee may make other orders protecting vulnerable witnesses, such as an order prohibiting the publication of their identities where required by law or where it concludes it is just and fair to do so.

BRIEFING NOTE

2022.02.03B

JUNE 2022 COUNCIL MEETING

POLICY III-F7 RATE SCHEDULE FOR AUTHORIZED PROFESSIONAL SERVICES

STRATEGIC DIRECTION REFLECTION

Acting in a responsibly transparent manner.

MOTION FOR CONSIDERATION – RECOMMENDATION FROM EXECUTIVE COMMITTEE

That *Policy III-F7 Rate Schedule for Authorized Professional Services* be approved.

Moved By TBD

PUBLIC INTEREST RATIONALE

To provide transparency and ensure consistency for the payment of services provided or authorized by the College.

BACKGROUND

In the spring 2022, the Board of Directors of the Ontario Psychological Association decided it would no longer provide a rate schedule for the profession. A number of College policies or processes have referenced this rate with wording such as “not to exceed recommended rate set by the professional association.” This was referenced, for example, in *Policy II-4 Support to Witnesses at Hearing* and also is the rate used by the College in arranging for members to provide Peer Supervision, Coaching or other activities to members involved in the Inquiries, Complaints and Reports, Discipline or other College processes. That is, the rate which the Peer Supervisor or Coach must agree to work within.

As the professional association is not setting this rate, the Executive Committee recommended that the College establish a policy to set out this maximum rate. At this time, the Executive is recommending *Policy III-F7 Rate Schedule for Authorized Professional Services* set the maximum hourly rate at the rate of \$225 which was the most recent rate recommended by the professional association.

BUDGETARY IMPLICATIONS

There are no additional budgetary implications as the potential to provide these services is included in the budgeting process.

NEXT STEPS

Upon approval, amendments to *Policy II-4(iii) Support to Witnesses at Hearings* will be made to the Colleges *Policy and Procedure Manual*.

ATTACHMENTS

1. *Policy III-F7 Rate Schedule for Authorized Professional Services*

CONTACT FOR QUESTIONS

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

POLICY AND PROCEDURE MANUAL

POLICY	Rate Schedule for Authorized Professional Services		
SECTION	Operational - Financial	POLICY #	III – F7
DATE CREATED	June 2022	DATE LAST REVISED	
NEXT REVIEW DATE	2025/2026	PAGE #	1 of 1

POLICY STATEMENT

The College will fund and/or authorize the funding of services in administering Inquiries, Complaints and Reports processes and Discipline Hearings to a maximum hourly amount.

PROCEDURE

1. The maximum hourly amount for the services described in this policy is \$225.
2. As set out in *Policy II-4(iii) Support to Witnesses at Hearings*, funding may be provided for a professional support person, if needed by a vulnerable College witness, who requires emotional support, in offering testimony at a Discipline Hearing. The College will fund this service to the maximum set out in this policy.
3. Within the Inquiries, Complaints and Reports process, as an outcome of a Discipline Hearing or in other College processes, a member may be required to participate in Peer Supervision, Coaching or other activities which they are responsible to fund. The fee to be charged to the member in undertaking these activities is the maximum set out in this policy.

BRIEFING NOTE

2022.03.03C

JUNE 2022 COUNCIL MEETING

FINANCE RELATED POLICY AMENDMENTS FOR APPROVAL

STRATEGIC DIRECTION REFLECTION

Advancing the Council's governance practices

MOTION FOR CONSIDERATION

That the following policy amendments be approved:

- *Policy III F – 1: Budget Development*
- *Policy III F – 3: Financial Reporting*
- *Policy III F – 4: Per Diems & Council and Committee Compensation*
- *Policy III F – 5: Expense Reimbursement*
- *Policy III F – 6: Registrar's Expense Approval*
- *Policy III P – 1: Employee Compensation and Benefits*
- *Policy III P – 2: Presentation Honoraria and Expenses*

Moved By TBD

PUBLIC INTEREST RATIONALE

To ensure the College's financial policies are up-to-date and complete.

BACKGROUND

College policies are regularly reviewed with recommendations for amendments, if any, presented to Council for approval. The following financial policies were reviewed by the Finance and Audit Committee (FAC) and the Executive Committee and are recommended to Council for approval. The policies (attached) are presented in a two-column format showing the proposed amendments and the reason for the suggested change. A brief description of the amendments follows:

- Policy III F-1 Budget Development – Non-substantive changes made to simplify language and a minor elaboration/explanation pertaining to not amending budget, once approved, during the year.
- Policy III F-3 Financial Reporting – Changes to reflect current practice and in levels of materiality reported; Housekeeping changes to simplify language.
- Policy III F-4 Per Diems: Council & Committee Compensation – No change recommended in “Per Diem” or “Overhead Allowance; Change to have one payment schedule regardless of whether meeting is in-person or virtual meetings; Clarification that per diems are paid based on meeting *scheduled* not *actual*, duration; Clarification that preparation time is only paid for meetings for which file reviews are necessary; Clarification on per diems for association meetings/events attendance, only paid when representing or presenting on behalf of College

- Policy III F-5 Expense Reimbursement – No changes recommended to amounts for “Meal Reimbursement” or “Incidentals”. Clarification on expense reimbursement to parallel per diems paid for association meetings/events attendance paid when representing or presenting on behalf of College
- Policy III F-6 Registrar’s Expense Approval – Change in responsibility for approval from entire Executive Committee to the President
- Policy III P-1 Employee Compensation and Benefits - Responsibility to approve of Salary Scales moved to Executive from full Council; elimination of restriction on employee using all earned vacation as it is the supervisor’s responsibility to consider the impact on the operations of the College when considering request; approval of Registrar’s extended vacation moved from full Council to President
- Policy III P-2 Presentation Honoraria and Expenses – Amendment to modify applicability from only Registrar to any College staff doing presentations

NEXT STEPS

Upon Council approval, revised policies to be incorporated into College *Policy and Procedures Manual*.

ATTACHMENTS

1. Policies listed above showing tracked changes and rationale

CONTACT FOR QUESTIONS

Dr. Rick Morris, Registrar & Executive Director

POLICY AND PROCEDURE MANUAL

POLICY	Budget Development		
SECTION	Operational – Financial	POLICY #	III F – 1
DATE CREATED	December 2006	DATE LAST REVISED	June 2013 2022
NEXT REVIEW DATE	2018/2019 2025/2026	PAGE #	1 of 1

POLICY STATEMENT

The Registrar shall prepare a budget annually for approval by Council.

<p>PROCEDURE</p> <p>1. Any major policy decisions or special projects which will have budgetary implications normally will be presented to Council for approval at the third Council meeting of the fiscal year, which is usually in December.</p> <p>2.<u>1.</u> The Registrar begins drafting the proposed budget <u>in December</u> taking into account relevant available information. This includes: consultation with senior staff regarding the needs of the various areas including capital needs; consideration of the current year's experience, and the <u>projections to year-end</u> and the history of the previous five years; expectations regarding Registration trends and identifiable expenditures for the Inquiries, Complaints and Reports Committee and Discipline Committees; and, any major policy decisions or special projects authorized by Council.</p> <p><u>Any major policy decisions or special projects which will have budgetary implications normally will be presented to Council for approval at the third Council meeting of the fiscal year, which is usually in December in order to be captured in the budget preparation.</u></p> <p>3.<u>2.</u> In January, the proposed budget is presented to the Finance and Audit Committee with explanations for any new expenditures and/or significant changes from previous years.</p> <p>4.<u>3.</u> The proposed budget is redrafted to incorporate the input of the Finance and Audit Committee for presentation to the next scheduled meeting of the Executive Committee.</p> <p>5.<u>4.</u> The Registrar incorporates any suggestions of the Executive Committee and prepares the final draft budget for presentation to Council for approval, at the last meeting of the fiscal year, normally in March or April.</p> <p>6.<u>5.</u> The approved budget is provided to the Directors and the bookkeeper<u>Controller</u>.</p>	<p>Moved to be 2nd paragraph in new #1 to maintain flow of the description of budget planning.</p> <p>Moved from above</p> <p>Change to appropriate title</p>
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<p>7.6. Normally the approved budget is not amended during the year. <u>Expenditures outside of the approved budget are noted as authorized over-expenditures, after approval by Council.</u></p> <p>8.7. Where the proposed budget involves a deficit, approval of two-thirds of the Council members in attendance at the meeting is required.</p> <p>9.8. If Council approves a deficit budget in two consecutive years, Council shall consider a possible increase in the annual registration fees.</p>	<p>Explanation added</p>
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POLICY AND PROCEDURE MANUAL

POLICY	Financial Reporting		
SECTION	Operational – Financial	POLICY #	III F – 3
DATE CREATED	October 2001	DATE LAST REVISED	June 2013 2022
NEXT REVIEW DATE	2018/2019 2025/2026	PAGE #	1 of 1

<p>POLICY STATEMENT</p> <p>The Registrar shall provide reports on the management of the financial affairs of the College regularly to Council, for review and approval, a report on the management of the financial affairs of the College.</p> <p>PROCEDURE</p> <ol style="list-style-type: none"> 1. At each Council meeting the Registrar will report on the most recent month for which complete year to date financial information is available. This report will include: <ol style="list-style-type: none"> a. <u>Financial Statements</u>: the Balance Sheet together with comparative figures for the previous fiscal year and a narrative report explaining the Balance Sheet and any significant changes from the previous year's figures. b. <u>Budget Variance Report</u>: a summary sheet of revenues and expenditures to date, compared to budget, with projections to the end of the fiscal year. A narrative report is included that highlights expenditure line items that are projected to exceed the budget by \$2000 \$5000 or are underspent by \$10,000. at year end as well as projected cost of sales figures for the year. In the case of the salaries budget line, the Registrar will report if this expense is projected to exceed <u>the</u> budget by 1% or more. c. <u>Investment Report</u>: a summary including the investment income to date compared to the previous year, maturity dates for long-term fixed income investments including the interest rates or yield on the various investments, any purchases or sales of long-term investment instruments, and growth of the investment portfolio. 2. In preparing the report to Council, the Registrar will provide a detailed financial report to the Finance and Audit Committee and the Executive Committee which includes: <ol style="list-style-type: none"> a. <u>Financial Statements</u>: the Balance Sheet and Income Statement together with comparative figures for the previous fiscal year and a narrative report explaining the Balance Sheet and Income Statement and any significant changes from the previous year's figures. b. <u>Budget Variance Report</u>: the full detail on all budget lines as well as a summary sheet of revenues and expenditures to date, compared to budget, with projections to the end of the fiscal year. 	<p>Language changes; no change in substance</p> <p>Changes to reflect reporting of current 'material' levels established by Council</p> <p>Addition to reflect current practice</p>
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POLICY AND PROCEDURE MANUAL

POLICY	Per Diems and Council and Committee Compensation		
SECTION	Operational – Financial	POLICY #	III F – 4
DATE CREATED	December 2005	DATE LAST REVISED	June 2019 2022
NEXT REVIEW DATE	2025/2026 2019/2020	PAGE #	1 of 3

POLICY STATEMENT

The College shall provide members of the College with a per diem for prescribed work done on behalf of the College.

PROCEDURE

1. The per diem or honorarium for members of the College is \$325.
2. Meeting Attendance:
Per diems for attendance at meetings are paid based on the scheduled meeting duration as follows:
 - a. Up to 2 hours - ¼ day per diem
 - b. More than 2 hours - ½ day per diem
 - c. More than 4 hours - ¾ day per diem
 - d. More than 6 hours - full day per diem
- ~~2. Attendance at meetings per diems or honorariums are paid as follows:~~
 - ~~a. meetings scheduled for 4 hours or less — ½ day per diem~~
 - ~~b. meetings scheduled for greater than 4 hours — full day per diem~~
- ~~3. Teleconference per diems or honorariums are paid in ¼ day increments for each teleconference scheduled as follows:~~
 - ~~a. up to 30 minutes — no per diem~~
 - ~~b. greater than 30 minutes to 2 hours — ¼ day per diem~~
 - ~~c. greater than 2 hours to 4 hours — ½ day per diem~~
 - ~~d. greater than 4 hours to 6 hours — ¾ day per diem~~
 - ~~e. greater than 6 hours — full day per diem~~
- 4.3. Meeting Cancellations
 - a. If a meeting scheduled for one or more consecutive calendar days or consecutive business days has commenced and concludes in less than the scheduled time, the full per diem for the consecutive days scheduled will be paid.
 - b. If a meeting is cancelled before it has commenced but less than 24 hours before it would have commenced, the per diem to be paid is half what would have been paid had the meeting gone ahead as scheduled.
 - c. If a scheduled meeting is cancelled with more than 24 hours' notice, no per diem is paid.

Virtual meetings have become very common and will continue for many College activities. There is no longer a rationale for having two per diem payment schedules: in-person and teleconference.

All meetings will be eligible for per diem payment regardless of length and is based on "scheduled" time. This recognizes that Council and Committee members organize their personal schedules based on the published length of the meeting.

<p>5.4. Decision Writing per diems are payable in ½ day increments to the Chair or other panel member of the Discipline Committee and Fitness to Practice Committee who writes the Decision after a Hearing.</p> <p>6.5. Preparation Time Preparation time <u>is payable only for those meetings for which file reviews are necessary. This is</u> are payable in ¼ day increments <u>as follows:</u> up to duration of actual meeting, teleconference, or pre-hearing conference for which files reviews were necessary.</p> <p>a. <u>Inquiries, Complaints and Reports Committee:</u> preparation time per diems is <u>paid equivalent to the scheduled</u> actual duration of the meeting; teleconference</p> <p>i. <u>Up</u> to 2 additional days <u>may be paid</u> for exceptionally complex cases, <u>at the discretion with the approval</u> of the <u>Committee</u> Chair and the Registrar.</p> <p>b. <u>Registration Committee:</u> preparation time per diems is <u>paid equivalent to the scheduled</u> actual duration of the meeting; teleconference</p> <p>i. <u>Up</u> to an additional half day <u>may be paid</u> for exceptionally numerous or complex cases <u>with the approval,</u> at the discretion of the <u>Committee</u> Chair and the Registrar.</p> <p>c. <u>Pre-hearing Conference Chair:</u> <u>receives a one-day preparation per diem for each initial conference.</u> is payable in quarter day increments, up to duration of actual pre-hearing conference <u>Should additional pre-hearing conferences be necessary for the same matter, preparation time, if needed, will be paid up to the scheduled duration of subsequent conference.</u></p> <p>d. <u>Quality Assurance Committee preparation per diems is paid equivalent to the scheduled duration of the meeting.</u></p> <p>d.e. <u>Special Projects:</u> — <u>preparation per diems are payable in ¼ day increments up to one full day</u> for Council members and other College members assigned preparatory reading or writing for a Special Project <u>with the approval of the Chair and the Registrar,</u> preparation time is payable in quarter day increments up to one full day</p> <p>e.f. <u>Additional Requests:</u> individual requests for meeting preparation time from members of Committees other than those noted above, will be considered individually by the Executive Committee.</p>	<p>Preparation time <u>only applies to meetings for which advance file reviews are required.</u> Preparation time is not paid for routine business meetings or plenaries.</p> <p>Preparation time for ICRC, Registration and QA is based on scheduled meeting time, not on the eventual actual duration of the meeting. Often there is considerable preparation even though the meeting may end very quickly</p> <p>Extra preparation time requires approval</p> <p>There is usually significant file review required even though the actual conference may be very short</p> <p>QA Committee is added to prep time eligibility similar to ICRC and Registration as panels are now reviewing files</p> <p>As this is an unusual circumstance, it requires special consideration and approval.</p>
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<p><u>7.6. Professional Association Conventions/Meetings for attendance as a representative/presenter on behalf of the College</u> are payable as follows:</p> <ol style="list-style-type: none"> a. ASPPB - Council Representative per diem for each day in attendance b. ACPRO - Council Representative per diem for each day in attendance c. Barbara Wand Symposium Presenters <u>½ or full day per diem dependent upon the scheduled length of Symposium</u> d. OPA/OAPA-<u>OAMHP</u> Convention: <u>per diem for each day in attendance</u> <ol style="list-style-type: none"> i. President: per diem for each day in attendance ii. Presenters: ½ day for each session participated in on behalf of the College iii. This applies to members of the College as well as members of Council e. CPA Convention: <u>per diem for each day in attendance:</u> <ol style="list-style-type: none"> i. President: no per diem unless presenting per diem for any meeting associated with CPA if attending as a College representative ii. Presenters: per diem for day of presentation made on behalf of the College unless this is already approved in the annual budget. This requires approval of Executive Committee as an exceptional expense. iii. This applies to members of the College as well as members of Council <p><u>8.7. Travel Time</u> per diems claims must be included with the expense claim and are payable to all members as follows:</p> <ol style="list-style-type: none"> a. travel of more than 40km, one way, for College business, a half day per diem is payable; b. travel outside of Ontario on College business, a per diem for actual travel time is payable in half day increments. <p><u>9.8. Stipend for President</u></p> <p>The President's stipend is paid monthly at the annual rate of \$8,500 to the serving President to cover meetings with the Registrar, incidental time for telephone calls, e-mails and other intermittent communication, based on an assumption of an average of half a day per week being devoted to these activities.</p> <p><u>10.9. Office Overhead Allowance for Eligible Private Practitioners</u></p> <ol style="list-style-type: none"> a. This section applies to private practitioners who derive more than half of their income from self-employment. 	<p>Clarification to reflect current practice; per diems paid for association meetings/events attendance, when representing or presenting on behalf of College</p> <p>New name</p>
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<p>b. This allowance is not intended to replace lost income. Rather it is intended to offset additional significant expenses associated with running a practice office; e.g., rent, insurance, property taxes, secretarial support; that is, expenses which are normally claimed against income.</p> <p>c. An office overhead allowance is payable at the rate of \$200 per day in 1/4 day increments parallel to the per diem payment for meeting attendance.</p>	
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POLICY AND PROCEDURE MANUAL

POLICY	Expense Reimbursement		
SECTION	Operational – Financial	POLICY #	III F – 5
DATE CREATED	December 2005	DATE LAST REVISED	September 2018 June 2022
NEXT REVIEW DATE	2025/2026 2021/2022	PAGE #	1 of 2

POLICY STATEMENT

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

<p>PROCEDURE</p> <ol style="list-style-type: none"> 1. All expenses must be submitted within 60 days of the date at which they were incurred. Expenses submitted after 60 days or under exceptional circumstances will go to the Finance and Audit Committee for approval. 2. Original receipts or copy of original receipts including digital or scanned copies are required for reimbursement of all expenses over \$10 unless otherwise specified in this policy. 3. <u>Meal Reimbursement:</u> <ol style="list-style-type: none"> a. The daily meal reimbursement for travel associated with work done on behalf of the College is payable at the following rates, in CAD or USD, as appropriate: <table style="margin-left: 40px;"> <tr> <td>Breakfast</td> <td>\$30</td> </tr> <tr> <td>Lunch</td> <td>\$22</td> </tr> <tr> <td>Dinner</td> <td>\$45</td> </tr> <tr> <td>Total</td> <td>\$97</td> </tr> </table> b. The meal reimbursement includes the cost of the meal and any applicable taxes such as GST and HST. Receipts for meals over \$10.00 are required. c. Business dinners attended by College representatives on behalf of the College will be reimbursed for the full amount, if the cost exceeds the standard meal allowance. A receipt is required. 4. <u>Accommodation</u> Members will be accommodated at the hotel(s) selected by the Registrar. If a member chooses to stay at an alternate hotel, any difference between the rate of the hotel(s) selected by the Registrar and that chosen by the member, will be paid by the member. 	Breakfast	\$30	Lunch	\$22	Dinner	\$45	Total	\$97	<p>No changes recommended to reimbursement amounts</p>
Breakfast	\$30								
Lunch	\$22								
Dinner	\$45								
Total	\$97								

<p>5. <u>Travel</u></p> <p>a. Travel to and from College functions or travel on behalf of the College will be fully reimbursed. Air travel reimbursement will be for economy class and, where possible, members are encouraged to book in advance to take advantage of any available discount fare. Train travel will be Business or equivalent because of the likelihood of a need for meal service. The cost of a roomette will be covered if the travel is overnight and in lieu of a hotel room.</p> <p>b. Normally, air travel will be on direct flights. If stopovers are arranged for reasons other than attendance at College functions, the College will reimburse the cost of the direct flight from the point of origin to the location of the function.</p> <p>c. Travel by car will be reimbursed at the current rate of \$0.42 per kilometer up to an amount not exceeding economy air fare between the same points. Parking fees at hotels, bus and train stations, and airports as well as at parking lots for Council and Committee meetings, and other for College related business, will be reimbursed.</p> <p>d. Reasonable and necessary ground transportation (e.g., airport limousine, taxi, subway) to attend College functions will be reimbursed.</p> <p>6. <u>Incidentals</u> will be reimbursed at \$17 per day of overnight travel, CAD or USD, as appropriate. No receipts are required.</p> <p>7. <u>Professional Association Conventions/Meetings expenses paid when attending as a representative/presenter on behalf of the College.</u> expenses are reimbursed as follows:</p> <p>a. ASPPB</p> <p>i. College Representative(s) Full registration and expenses</p> <p>b. ACPRO</p> <p>i. College Representative(s) Expenses</p> <p>c. Barbara Wand Symposium</p> <p>i. Presenter(s) Registration fee waived and expenses reimbursed. This applies to members of the College as well as members of Council</p> <p>d. OPA/OAPA</p> <p>Full registration and expenses Registration fee for the day</p> <p>i. Presenters(s) of presentation and expenses</p>	<p>Clarification to parallel per diem policy for association meetings/events attendance, when representing or presenting on behalf of College.</p>
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<p>for one day. This applies to members of the College as well as members of Council.</p> <p>e. CPA Convention: _____</p> <p>i. President _____ Full registration and expenses, if attending to represent College</p> <p>ii. Presenter(s) _____ Registration fee and expenses for presentation made on behalf of the College. Unless this is already approved in the annual budget, this requires approval of Executive Committee as an exceptional expense. This applies to members of the College as well as members of Council.</p> <p>8. <u>Other Expenses</u> Any reasonable travel expenses, such as internet fees, telephone calls, etc. and faxes, incurred in conducting College business, will be paid on the basis of reasonable documentation of such expenses.</p>	<p>Updated language</p>
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POLICY AND PROCEDURE MANUAL

POLICY	Registrar's Expense Approval		
SECTION	Operational – Financial	POLICY #	III F – 6
DATE CREATED	December 2006	DATE LAST REVISED	<u>June 2022</u>
NEXT REVIEW DATE	2018/2019 <u>2025/2026</u>	PAGE #	1 of 1

POLICY STATEMENT

The Registrar's expenses shall be approved by the Finance and Audit Committee.

<p>PROCEDURE</p> <ol style="list-style-type: none"> 1. The Registrar's expenses will be authorized for payment by the Deputy Registrar upon submission. 2. A list of the authorized expenses will be generated with copies of each invoice or expense attached. 3. This list of authorized expenses will be reviewed and approved by a member of the Finance and Audit Committee<u>the President</u> at least quarterly. 	<p>The President is the Chair of the FAC and is the person to whom the Registrar primarily reports.</p>
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POLICY AND PROCEDURE MANUAL

POLICY	Employee Compensation and Benefits		
SECTION	Operational – Personnel	POLICY #	III P – 1
DATE CREATED	December 2005	DATE LAST REVISED	March 2014 June 2022
NEXT REVIEW DATE	2018/2019 2025/2026	PAGE #	1 of 5

POLICY STATEMENT

The College shall provide salaries and benefits to staff in accordance with employment standards legislation and any contractual agreements.

PROCEDURE

1. Salary

- a. Salary ranges for all positions are approved by [the Executive Committee on behalf of](#) Council. Salary ranges will be reviewed from time to time by the Registrar/Executive Director who will make recommendations to the Council respecting any changes.
- b. The Registrar is authorised to set the annual salaries for all staff save for the Registrar/Executive Director whose salary is to be reviewed and set annually by the Council.
- c. Any cost-of-living increase is to be included by the Registrar in the annual budget proposal. The Registrar is authorised to determine how to allocate cost of living increases and merit increases within the approved budget.
- d. Salary is payable twice monthly subject to the usual deductions.
- e. A staff member who has been employed on a full-time basis by the College for a minimum of six consecutive months and who is eligible for pregnancy leave and/or parental leave under the *Employment Standards Act, 2000* and is entitled to employment insurance during said leave under the federal *Employment Insurance Act, 1996* is entitled to a salary top up for a maximum of 21 weeks in relation to a given pregnancy to adoption. The salary top up shall be the difference between the gross employment insurance benefit paid to the employee and 75% of the employee's gross annual salary at the time that the leave commenced. The top up shall be payable only for weeks that the employee is in receipt of the employment insurance benefit. The top up is subject to the usual federal deductions and the LTD premium deduction.

It appears to be an unnecessary duplication of time to have this reviewed and approved by both the Executive and Council. In approving the budget, Council would approve the overall staff salary line derived using the approved ranges.

2. Vacation Allowance

a. Vacation allowance during the first full year of employment for the positions of Registrar/Executive Director; Deputy Registrar/Director of Professional Affairs; Director, Investigations and Hearings; Director, Registration and Director, Corporate Services is four weeks (20 working days). Vacation allowance for all other positions during the first full year of employment is three weeks (15 working days). Normally vacation leave is not taken until after the three-month probationary period at the commencement of employment. Vacation leave must be earned before it can be taken.

b. The following provisions apply respecting vacation allowance:

Completed years of full-time employment	Annual vacation allowance	150% of annual vacation leave	Vacation leave earned per month
< 2 years Registrar & Directors	4 weeks (20 working days)	6 weeks (30 working days)	1.66 days
< 2 years All other staff	3 weeks (15 working days)	4.5 weeks (22.5 working days)	1.25 days
2 years	4 weeks (20 working days)	6 weeks (30 working days)	1.66 days
5 years	5 weeks (25 working days)	7.5 weeks (37.5 working days)	2.08 days

c. Staff must take a minimum of 10 days' vacation leave during each year of employment. ~~A staff member who has accumulated earned vacation leave may take up to 150% of the annual vacation allowance during a given employment year.~~ No more than the annual vacation leave allowance plus two weeks may be accumulated and remain outstanding as of the anniversary of the date of hire. Any unused vacation leave in excess of this will be forfeited.

d. A staff member wishing to take vacation leave must obtain prior approval from the immediate supervisor, which shall not be unreasonably withheld. Should the Registrar intend to take more than 2 consecutive weeks of vacation leave, prior notice is to be provided to the ~~Council~~ President.

3. Statutory Holidays

The College recognises 12 statutory holidays during the year.

Staff should be entitled to take as much of their earned vacation as they wish provided it is approved by the supervisor who is responsible to consider the impact on the operations of the College

The Registrar reports primarily to the President

4. Religious Holidays

Staff may choose between taking a vacation day or working on a statutory holiday in order to be absent from work for a religious holiday which does not fall on a statutory holiday.

5. Other Benefits

a. Group Benefit Plan

The College provides a group benefit plan for all eligible full-time employees through Manulife Financial. No benefits are provided after full-time employment ceases.

i. Life Insurance

The College pays the premiums for all staff for life insurance, and accidental death and dismemberment. The life insurance benefit is one times annual earnings to a maximum equal to the top of the highest salary range for College staff up to age 65. At age 65, the life insurance benefit is reduced to 50% of annual earnings. At age 70, the benefit is reduced to \$5,000.

ii. Long Term Disability Insurance

The College deducts the premium for long-term disability insurance from each employee's salary and remits it on behalf of the employee. The total disability benefit is 66.7% of monthly earnings with an elimination period of 119 calendar days. LTD coverage ends at age 65. The accidental death benefit reduces to 50% of earnings at age 65 and terminates at age 70.

iii. Extended Health Care, Dental Care

The College will also pay the premiums for staff who wish single or family coverage for extended health care benefits and dental coverage. There is no deductible for extended health care expenses or dental coverage. Coverage is as indicated in the benefits booklet provided by the carrier. Extended health care and dental coverage terminate at age 75.

iv. Health Care Spending Account

The College will provide an amount of up to \$500 annually for a family and up to \$250 annual for a single staff member to a Health Care Spending Account (HCSA) to be administered by the group insurance carrier. The HCSA may be applied to the cost of eligible health/dental services that are not otherwise covered in the group benefits plan.

b. Paid Sick Leave

In lieu of a short-term disability plan, the College provides an allowance of up to 15 days of paid sick leave annually. Unused sick leave may be accumulated over successive years. There is no pay out for unused sick leave.

Each year, up to three of these 15 days of paid sick leave may be designated as personal leave days.

Up to five of the 15 days of paid sick leave may be used to attend to an ill member of an employee's family.

Where personal leave days or days taken to attend to an ill family member are taken, the number of days of paid sick leave available to be taken in the event of the employee illness shall be reduced accordingly.

Should the employee have used all three days of personal leave and wish to take time off to attend to personal matters, the employee shall be required to use earned vacation leave. If no remaining vacation leave is available, no further personal leave days will be permitted without authorization by the employee's immediate supervisor. Any such permitted additional personal leave days shall be unpaid.

Should the employee have used all five days of paid leave designated for attending to an ill family member and wish to take more time off work to attend to an ill family member, the employee shall be required to use earned vacation leave, unless the conditions for eligibility for Family Medical Leave under the *Employment Standards Act, 2000* were met. If no remaining vacation leave is available, any additional days taken to attend to an ill family member shall be unpaid.

Should an employee have used all 15 days of paid sick leave during the employment year, any further absences due to illness during the year shall be taken as unpaid sick leave, unless the employee chooses to take earned vacation leave. Unpaid sick leave shall be supported by a note to the employee's immediate supervisor from a registered health professional indicating that the absence from the workplace is necessary.

Unused accumulated paid sick leave may be used if an employee provides documentation from a registered health professional to the employee's immediate supervisor of a continuing or chronic condition necessitating a period of extended leave or of ongoing intermittent leave exceeding the annual 15-day allowance. Current documentation from a regulated health professional shall be provided in each applicable year of employment.

If no remaining earned vacation leave or accumulated paid sick leave is available, and the employee has provided documentation from a registered health professional to the employee's immediate supervisor, indicating that the employee's absence from the workplace is necessary, the employee shall be placed on unpaid sick leave for the duration of the illness.

c. Bereavement Leave

Upon the death of a spouse/partner, parent, child, sibling or spouse/partner's parent, child or sibling, a staff member may take up

<p>to five days of paid bereavement leave. Upon the death of a grandparent, or an aunt or uncle, a staff member may take up to three days of paid bereavement leave.</p> <p>d. Pension The College does not have a pension plan. Instead the College provides payment of seven per cent of gross annual salary to be deposited into the Registered Retirement Savings Plan of the staff member's choosing. The College pays the RRSP amounts in two six-monthly instalments at the end of June and the end of December directly into the employee's designated RRSP.</p> <p>e. Association Memberships</p> <p>i. The College pays the membership fees for the Registrar/Executive Director and the Deputy Registrar/Director, Professional Affairs in four of the following associations: American Psychological Association, Canadian Psychological Association, Ontario Psychological Association, Ontario Association of Psychological Associates <u>Mental Health Professionals</u> or Canadian Society of Association Executives.</p> <p>ii. The College will pay the membership fees for the Director, Investigations & Hearings and the Director, Registration in two of the following associations: American Psychological Association, Canadian Psychological Association, Ontario Psychological Association, Ontario Association of Psychological Associates <u>Mental Health Professionals</u> or a professional association approved by the Registrar. The Registrar will consider the relevance of membership in the association to the work of the College, the professional development of the Director, and the College's budgetary provisions.</p> <p>iii. The College will pay membership fees for the Director, Corporate Services in two of the following associations: Canadian Society of Association Executives, Human Resources Professionals Association or a professional association approved by the Registrar. The Registrar will consider the relevance of membership in the association to the work of the College, the professional development of the Director, and the College's budgetary provisions.</p> <p>f. Staff Training and Development Provision is made in the annual budget for staff travel and attendance at meetings required in the course of their work for the College.</p> <p>i. Staff Training Costs of any job-specific training required by the College will be covered from the training and development budget, upon approval from the immediate supervisor. The supervisor will take into account the training needs in the functional area, the time required to attend the program and budget monies available.</p>	<p>New Name</p>
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<p>ii. Staff Development Staff are encouraged to continue to develop their job-relevant skills. The immediate supervisor will consider any written request in light of the general benefit expected to the employee and the College, the time required to take the program, and budgetary provisions. The supervisor will make a recommendation to the Registrar for consideration respecting the appropriateness of the program requested and the nature and level of College support.</p> <p>g. Parking The College provides parking for the Registrar/Executive Director, Deputy Registrar, Director, Registration, Director, Investigations & Hearings and the Director, Corporate Services. Either the College will provide a parking spot within the building where the office is located, or the College will reimburse monthly parking expenses up to an amount equal to the monthly fee for a parking spot within the building. This is a taxable benefit. If available within the building, parking may be provided to other College staff, at cost, by arrangement with the Registrar. This is not a benefit as staff members pay the actual cost to the College.</p>	
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POLICY AND PROCEDURE MANUAL

POLICY	Presentation Honoraria and Expenses		
SECTION	Operational – Personnel	POLICY #	III P – 2
DATE CREATED	December 2007	DATE LAST REVISED	June 2013 2022
NEXT REVIEW DATE	2025/2026 2018/2019	PAGE #	1 of 1

POLICY STATEMENT

When the Registrar or other College staff ~~is~~ are invited to present on behalf of the College, this policy will apply to related honoraria and expenses.

~~Note: Applies only to Registrar's presentations; management responsibilities to include similar provision respecting staff presentations in administrative policies~~

PROCEDURE

1. Invitations to the Registrar or other College staff for College-related presentations will be considered by the Registrar in light of College resources and priorities.
2. Normally, the Registrar or other College staff ~~does~~ do not accept honoraria for College-related presentations to member groups and graduate psychology students, however token acknowledgements of appreciation may be accepted.
3. Normally, the College covers the expenses related to the Registrar's or other College staffs' presentations as noted in section #2.
4. Normally, College staff will not accept honoraria for College-related presentations to other Canadian psychology regulatory bodies and professional associations, however token acknowledgements of appreciation may be accepted.
5. Normally, the expenses related to the Registrar's or other College staffs' presentations as noted in section #4 will be covered by the host organization.
6. Issues to be considered regarding invitations from for-profit organizations and/or non-psychological organizations include the appropriateness of a speaker's fee, payable to the College. Any honoraria will be payable to the College, however the Registrar or other College staff may accept token acknowledgements of appreciation.

Policy to apply to all staff invited to make presentations

Wording changes to have Policy apply to all staff invited to make presentations

7. Normally, expenses related to the Registrar's or other College staffs' presentations as noted in section #6 will be covered by the host organization.	
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BRIEFING NOTE

2022.03.03D

JUNE 2022 COUNCIL MEETING

POLICY AMENDMENTS FOR APPROVAL

STRATEGIC DIRECTION REFLECTION

Advancing the Council's governance practices.

MOTION FOR CONSIDERATION

That the following policy amendments be approved:

- *Policy I - 2: Council & Committee Orientation and Training*
- *Policy I – 2a: Code of Conduct*
- *Policy I – 4: Observers and Guests at Council Meetings Procedures and Policy*
- *Policy I – 13: Non-voting Psychological Associate Council Member*

Moved By TBD

PUBLIC INTEREST RATIONALE

To ensure the College's financial policies are up-to-date and complete.

BACKGROUND

College policies are regularly reviewed with recommendations for amendments, if any, presented to Council for approval. The following policies, which fall within the purview of the Executive Committee, were reviewed by the Executive at its recent meeting with amendments being brought forward for Council approval.

These are presented in a two-column format showing the proposed amendments and the reason for the suggested change. A brief description of the amendments follows:

- *Policy I – 2: Council & Committee Orientation and Training* – Clarification of when one signs the *Declaration and Agreement* regarding the *Code of Conduct*
- *Policy I - 2a: Code of Conduct* – Statement added to reflect the College's commitment to Equity, Diversity, and Inclusion
- *Policy I – 4: Observers and Guests at Council Meetings Procedures and Materials* – Word change to more accurately reflect practice of when materials are posted on website; Incorporation of "Observer Guidelines" published on website, into policy
- *Policy I – 13: Non-voting Psychological Associate Council Member* - "Cooling off" period wording added to reflect new language approved by Council in March 2022 for all other election in By-law 20.

NEXT STEPS

Upon Council approval, revised policies to be incorporated into College Policy and Procedures Manual.

ATTACHMENTS

1. Policies listed above showing tracked changes and rationale

CONTACT FOR QUESTIONS

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

POLICY AND PROCEDURE MANUAL

POLICY	Council & Committee Orientation and Training		
SECTION	Framework and Governance	POLICY #	I – 2
DATE CREATED	March 2007	DATE LAST REVISED	September 2019 June 2022
NEXT REVIEW DATE	2021/2022 2024/2025	PAGE #	1 of 1

POLICY STATEMENT

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

PROCEDURE

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

Change to reflect current practice

POLICY AND PROCEDURE MANUAL

POLICY	<i>Code of Conduct</i> For Members of Council and its Committees		
SECTION	Framework and Governance	POLICY #	I – 2(a)
DATE CREATED	December 2007	DATE LAST REVISED	June 2013 June 2022
NEXT REVIEW DATE	2021/2022 2024/2025	PAGE #	1 of 3

POLICY STATEMENT

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

LEGISLATION, BY-LAWS AND POLICIES

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

MEETINGS AND DECISIONS

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

- f. without restricting the opportunity for members of Council to openly discuss any matter, uphold the decisions made by Council and Committees regardless of the level of prior individual disagreement; and,
- g. refrain from attempting to influence a Committee decision regarding an individual unless one is a member of the panel or the Committee dealing with the matter.

<p>GENERAL</p> <p>3. Council and Committee members shall:</p> <ul style="list-style-type: none"> a. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment; <u>b.</u> promote equity, diversity, and inclusion with the College Council and Committees and be sensitive and respectful of the diversity of others; b.c. respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members; c.d. refrain from including or referencing Council or Committee positions held at the College in any personal or business promotional materials, advertisements or business cards. Referencing one’s titles or positions held at the College in one’s curriculum vitae is acceptable so long as this is not used overtly in a promotional manner; and, d.e. respond to communications from Council and Committee members and staff regarding Council and Committee business, in a timely manner; and, e.f. recognize the right of the public and of members to be heard and respected. 	<p>Statement added to reflect the College’s commitment to Equity, Diversity, and Inclusion and in keeping with the standards of the <i>CPMF</i>.</p>
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ACCOUNTABILITY

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

HANDLING CONCERNS

- 5. If a Council or Committee member has concerns that the behaviour of another Council or Committee member does not reflect the *Code of Conduct*, the member is expected to:
 - a. discuss their concern with the Council or Committee member whose conduct was perceived to be of concern;
 - b. if such a discussion is not appropriate under the circumstances, or if following such a discussion, the member does not recognize the problem and take appropriate action or the behaviour

continues, bring the matter to the attention of the President for behaviours at Council or regarding a Committee Chair, or to the Committee Chair for behaviours at Committees.

6. After a review of the concern regarding a Council member, the President may meet with the Council member and provide individual coaching. At any time, the President may seek advice from the Executive Committee and/or the Registrar.
 7. After a review of the concern regarding a Committee member, the Committee Chair may meet with the Committee member and provide individual coaching, or refer the matter to the President.
 8. If a matter regarding the conduct of a Committee member is referred to the President, the procedure will follow that outlined in section 6, above.
 9. If the behaviour of concern is confirmed and continues after a meeting with the President, the Council or Committee member whose behaviour is at issue may be asked to meet with the full Executive Committee to discuss their behaviour.
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POLICY AND PROCEDURE MANUAL

POLICY	Observers and Guests at Council Meetings: Procedures and Materials		
SECTION	Framework and Governance	POLICY #	I – 4
DATE CREATED	March 2007	DATE LAST REVISED	April 2016 <u>June 2022</u>
NEXT REVIEW DATE	2021/2022 <u>2024/2025</u>	PAGE #	1 of 1

POLICY STATEMENT

Observers may attend the open Council meeting to hear the discussion but normally do not participate in the meeting. Guests attend the Council meeting at the invitation of the President.

PROCEDURE

1. Council meeting materials will be available on the College website ~~during~~ no later than one week leading up to the meeting. Normally this will include the draft documents to be considered by Council except those related to in camera items. Financial information deemed appropriate by the Executive Committee will be included.
2. The draft agenda will be available at in-person ~~the~~ meetings; however other meeting materials will not be reproduced for observers. Those wishing to have the meeting materials must bring their own hard copy or have the capacity to access it electronically.
3. The Council meeting is open to observers, but parts of the meeting may be closed for reasons set out in the legislation. The statutory reasons for closing part of the meeting, should that occur, will be recorded in the Minutes.
4. Guests attend the Council meeting at the invitation of the President of the College and may be invited by the President to speak to an item on the approved Council agenda.
- 4.5. Observers at in-person meetings are expected to follow the *Council Meeting Observer Guidelines* which state:
Individuals attending as observers are requested to:
 - Take your seats in the area designated to observers
 - Turn off or silence mobile or other devices during the meeting
 - Remain quiet during the meeting and keep side conversations to a minimum
 - Respect the authority of the meeting Chair
 - Refrain from attempting to participate in the meeting or transmitting information to Council members while the meeting is in process

More accurately reflects practice. Materials are posted generally a week before the meeting, not during the week of the meeting.

Incorporation of “Observer Guidelines” published on website, into policy.

<p>5.6. The President and the Registrar will be available immediately after the meeting adjournment to respond to any questions from observers about the Council meeting.</p>	
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POLICY AND PROCEDURE MANUAL

POLICY	Non-Voting Psychological Associate Seat on Council		
SECTION	Framework and Governance	POLICY #	I – 13
DATE CREATED	June 2007	DATE LAST REVISED	December 2016
NEXT REVIEW DATE	2021/2022 2024/2025	PAGE #	1 of 2

POLICY STATEMENT

The Council composition will include an elected non-voting Psychological Associate member.

PROCEDURE

1. In March 2009, and every third year after that, an election shall be held for the non-voting Psychological Associate member of Council.
2. The date of the election shall be the same as for the election of members to the Council.
3. The member elected shall take office at the first Council meeting following the election.
4. The election shall be conducted in accordance with the election procedures described in *By-law 20: Election to Council Elections, Qualifications, Terms of Office and Conditions for Disqualification*.

5. Eligibility for Election

A member is eligible for election to the non-voting Psychological Associate seat on Council if, on the date of the election:

- a. the member holds a certificate of registration as a psychological associate authorizing autonomous practice.
- b. the member is engaged in the practice of psychology in Ontario or if the member is not engaged in the practice of psychology in Ontario, is resident in Ontario;
- 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.

6. Eligibility to Vote

A member who, on the date of the election, holds a certificate for registration as a psychological associate authorizing autonomous, interim autonomous, or supervised practice is eligible to vote if:

- a. 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;

“Cooling off” period wording added to reflect new language approved by Council in March 2022 for all other election in By-law 20.

a.b. 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;

~~7. A member nominated for election to Council, who holds any position on the Board or staff of any professional psychological association other than the College, must undertake to resign that position before taking office.~~

Capture in 6a. and 6b.

7. Members of the College who are also an employee of the College may be nominated for election to the Council so long as they first provide an irrevocable, written resignation of employment to the Registrar & Executive Director on or before the deadline for receipt of nominations.
8. Term of Office
The term of office of the member elected to the Council is three years and a member may serve a maximum of nine years on the Council.
9. The provisions regarding Disqualification and Filling of Vacancies described in *By-law 20: Election to Council Elections, Qualifications, Terms of Office and Conditions for Disqualification*, also apply.
10. For the purpose of *By-Law 21: Committee Composition*, the individual holding the non-voting psychological associate seat is a member of the College, not of the Council.

BRIEFING NOTE

2022.02.03F

JUNE 2022 COUNCIL MEETING

POLICY I-14 SUCCESSION PLAN FOR THE POSITION OF REGISTRAR & EXECUTIVE DIRECTOR

STRATEGIC DIRECTION REFLECTION

Advancing the Council's governance practices.

MOTION FOR CONSIDERATION

That draft *Policy I-14 Succession Plan for the Position of Registrar & Executive Director* be approved.

Moved By TBD

PUBLIC INTEREST RATIONALE

The role of Registrar and Executive Director of the College has significant operational and statutory obligations. As such, it is very important that a detailed plan in place to address a vacancy in this role to ensure the College meets its ongoing statutory responsibilities and continued effective operation.

BACKGROUND

In September 2012, the College Council approved the *Succession Plan for the Position of Registrar & Executive Director*. At that time, a working group was established to consider the steps to be taken in the event that the position of Registrar and Executive Director became vacant. The approved *Plan* addressed both planned and emergency vacancies. Its importance was 'put to the test' in 2015 with the sudden departure, due to illness, of the Registrar and Executive Director. The *Plan* has remained as a standalone document since its development although, as required, it has been updated every year following the June Council meeting.

The *College Performance Measurement Framework* has a Standard which states that, *The College demonstrates stewardship of its financial and human resources in achieving its statutory objectives and regulatory mandate*. Within the 'required evidence' necessary to demonstrate meeting this Standard is the need to have a policy for succession planning for senior leadership. Given its importance, it was seen as prudent to move the standalone *Succession Plan for the Position of Registrar & Executive Director* into an official College policy.

In reviewing the *Succession Plan for the Position of Registrar & Executive Director*, the Executive Committee noted that in prescribing the Role of the Search Committee (page 5), the *Plan* afforded the Committee discretion as to whether to engage an Executive Search Firm to assist in the search. The Executive Committee suggested that given the importance of this position and the need to find the most qualified individual available, the Search Committee should be required to engage the services of an Executive Search Firm. This is reflected in the "tracked changes" version of the attached Policy.

With the exception of the Executive Committee's recommendation noted above, the attached policy contains all of the elements of the standalone document but set out in standard College policy format.

The content of the information in Appendix A and Appendix F, applicable to the 2021-2022 year, has been removed with generic language inserted.

ATTACHMENT

- *Policy I-14 Succession Plan for the Position of Registrar & Executive Director*

CONTACT FOR QUESTIONS

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

POLICY AND PROCEDURE MANUAL

POLICY	Succession Plan for the Position of Registrar & Executive Director		
SECTION	Framework and Governance	POLICY #	I – 14
DATE CREATED	June 2022	DATE LAST REVISED	N/A
NEXT REVIEW DATE	2025/2026	PAGE #	1 of 18

POLICY STATEMENT

In the event of a vacancy in the position of Registrar & Executive Director, Council and Senior staff will refer to the Succession Plan outlined in this policy.

The Succession Plan for the position of Registrar & Executive Director is comprised of two parts:

1. The *Temporary Leadership Plan* to be implemented in the event of an unplanned absence of the Registrar & Executive Director and may be either the:
 - a. *Temporary Short-Term Leadership Plan* (Registrar & Executive Director expected to be absent from 1 to 3 months); or
 - b. *Temporary Long-Term Leadership Plan* (Registrar & Executive Director expected to be absent from 4 to 12 months).
2. The *Permanent Leadership Plan* to be implemented in the event that the Registrar & Executive Director either:
 - a. will not be returning from an unplanned absence; or
 - b. has given formal notice of resignation.

PROCEDURE

1. The Council and the Registrar & Executive Director are responsible for the development and maintenance of the Succession Plan.
2. A copy of the approved Succession Plan is to be held by:
 - Council: President and Vice-President
 - Staff: Registrar & Executive Director, Deputy Registrar and Directors
3. Appendix A of the Succession Plan is to be updated after each June Council meeting

TEMPORARY LEADERSHIP PLAN - UNPLANNED ABSENCE OF REGISTRAR & EXECUTIVE DIRECTOR: FIRST 72 HOURS

Notification:

1. A Director, upon becoming aware of the Registrar & Executive Director's unplanned absence, shall notify:
 - a. The Deputy Registrar, and
 - b. The College President

In the event that the Deputy Registrar is unavailable, the Alternate Senior Staff, noted in Appendix A, will be notified. Should the President be unavailable, the Vice-President will be notified.

2. The President shall notify the members of Council.

Appointment of Acting Registrar & Executive Director:

The President shall call a special meeting of the Council to be held at the earliest time that a quorum can be arranged. This meeting may be held virtually, The purpose of the meeting will be to implement the *Temporary Short-Term Leadership Plan*.

The implementation of the *Temporary Short-Term Leadership Plan* will include:

- a) Appointment of an Acting Registrar & Executive Director in accordance with the *Temporary Short-Term Leadership Plan*; and,
- b) Appointment of staff signing officers in accordance with the provisions in *Bylaw 9, Banking & Finance* subject to the limitations set out in the *Temporary Short-Term Leadership Plan*.

TEMPORARY SHORT-TERM LEADERSHIP PLAN**(Registrar & Executive Director expected to be absent from 1 to 3 months)**1. Emergency Contact Information (Appendix A -to be updated after each June Council meeting)

- Deputy Registrar
- Alternate Senior Staff

- President
- Vice-President

2. Acting Registrar & Executive Director

The Deputy Registrar will act in the vacant Registrar & Executive Director's position on appointment by the Council. If the Deputy Registrar is unable to act in the vacant Registrar & Executive Director's position, an Alternate Senior Staff will be named as per Appendix A.

3. Transfer of Authority to Acting Registrar & Executive Director by Council

At the special meeting of Council called by the President, the Council will transfer the authorities to the Acting Registrar & Executive Director as set out below in section 4. (Motion: Appendix B)

4. Authorities to be Confirmed or Conferred upon the Acting Registrar & Executive Director (Summary Table: Appendix C)

- a) All of the authorities conferred on the Registrar & Executive Director by the *Regulated Health Professions Act (1991)* and the Health Professions Procedural Code;
- b) All of the authorities conferred on the Registrar & Executive Director in the Bylaws with the following limitations:
Bylaw 9: Banking and Finance: (Appendix D)

9.5.3. Investing – When the *Temporary Leadership Plan* is in effect, the Acting Registrar & Executive Director may reinvest maturing term deposits and GIC's for a term not to exceed 90 days so long as those funds are not immediately required for the College's operating expenses. Any transfer from the College's operating account under 9.5.3 into investments shall be for a term not to exceed 90 days;

9.6 The Acting Registrar & Executive Director may invest only 10% of total amount invested with TD Wealth (TD Waterhouse) in the purchase of a new bond or other investment instrument that meets the criteria set out in with *Bylaw 9: Banking and Finance*;

- c) To ensure the appointment of adequate and proper signing authorities normally associated with the Deputy Registrar position. (Motion: Appendix E);

- d) To ensure the appointment of adequate and proper authorities associated with management of the College's financial affairs including:
 - i. Authorizing payroll – web transfers (twice a month)
 - ii. Authorizing tax payment & filing (twice a month)
 - iii. Accessing College account with CRA (after end of tax year); and,
- e) All of the authorities conferred in the Position Description of Registrar & Executive Director, subject to the following:
 - i. Management of Staff: when the *Short-Term Temporary Leadership Plan* is in effect, the Acting Registrar & Executive Director may not hire a person to the College's regular staff but may pursue an ongoing hiring process which commenced before the absence of the Registrar & Executive Director;
 - ii. Staff Performance Appraisals/Salaries: when the *Short-Term Temporary Leadership Plan* is in effect the Acting Registrar & Executive Director may not conduct performance reviews of staff reporting to the Registrar & Executive Director or approve staff salary changes;
 - iii. Terminations: Acting Registrar & Executive Director may terminate a member of College staff for cause;
 - iv. Contract Staff: Acting Registrar & Executive Director may extend the contract for an employee for a period not to exceed the length of the original contract;
 - v. Temporary staff: Acting Registrar & Executive Director may hire a temporary employee to assist with the staff workload.
- f) The Acting Registrar & Executive Director may attend the following:
 - i. Health Profession Regulators of Ontario (HPRO) – meetings of the Board of Directors, the Annual Meeting of HPRO and any other membership meeting of HPRO;
 - ii. Association of State and Provincial Psychology Boards (ASPPB) – meetings of the Board Administrators and Registrars' Committee (BARC), the Annual Membership Meeting (as the Alternate Delegate; the President/President's designate is the Delegate for the College), and,
 - iii. Meetings with Ministry staff in relation to College initiatives and the work of the College.

The Acting Registrar & Executive Director is not presumed to replace the Registrar & Executive Director in situations in which the Registrar & Executive Director held elected or appointed office on a Board of Directors or a committee with organizations such as HPRO or ASPPB. Such organizations shall be notified of the Registrar & Executive Director's absence in accordance with the *Temporary Short-Term Leadership Plan*.

5. Provision for Oversight and Support

- a) The Acting Registrar & Executive Director is authorized to spend up to \$10,000 during his or her appointment to engage consulting services to assist him or her in carrying out the responsibilities of the position.
- b) The Acting Registrar & Executive Director's expenses shall be authorized for payment by the Deputy Registrar and reviewed and approved by a member of the Finance and Audit Committee in accordance with the *Policy III F-6 Registrar's Expense Approval*.
- c) If the Deputy Registrar is appointed Acting Registrar & Executive Director, the Acting Registrar & Executive Director's expenses will be authorized for payment by the Alternate Senior Staff as per Appendix A.

6. Direction for Human Resources re: Compensation and Training Activities for Acting Registrar & Executive Director

- a) The Acting Registrar shall receive a prorated salary which is the entry salary to the Registrar & Executive Director's salary range; or comprised of his or her base salary prior to being appointed

as Acting Registrar & Executive Director plus a top up of 20%, whichever is higher to a maximum not to exceed the salary of the Registrar & Executive Director. The Acting Registrar & Executive Director's RRSP benefit will be prorated accordingly.

- b) The Acting Registrar & Executive Director is authorized to spend up to \$5,000 to undertake training activities to assist him or her in the performance of the duties of Acting Registrar & Executive Director.
- c) Where another staff member temporarily assumes the former responsibilities of the person who is appointed Acting Registrar & Executive Director, that person may receive a bonus payment at the end of the period of temporary service.

7. Managing stakeholder communications and relationships during the transition

The President, in collaboration with the Acting Registrar & Executive Director, will ensure that the following stakeholders receive notification of the absence of the Registrar & Executive Director and the appointment of the Acting Registrar & Executive Director:

- a) College Staff;
- b) General Counsel to the College;
- c) Ministry of Health – Director, Health Workforce Regulatory Oversight Branch (Short-Term or Long-Term Plan); Minister's Office (Long-Term Plan);
- d) Health Profession Regulators of Ontario (HPRO) – President; Executive Director;
- e) College Bank – with formal signed motion from Council to confer additional signing authorities on the individual serving as Acting Registrar & Executive Director and/or on Director given additional signing authorities normally provided to the Deputy Registrar;
- f) College Members;
- g) College Auditor;
- h) Professional Associations – Ontario Psychological Association (OPA), Ontario Association of Mental Health Professionals (OAMHP), Canadian Psychological Association (CPA);
- i) Association of Canadian Psychology Regulatory Organizations (ACPRO);
- j) Association of State and Provincial Psychology Boards (ASPPB).

The Acting Registrar & Executive Director may engage the services of a communications consultant for advice respecting the notification of stakeholders.

TEMPORARY LONG-TERM LEADERSHIP PLAN

(Registrar & Executive Director expected to be absent from 4 to 12 months)

All of the authorities conferred on the Acting Registrar & Executive Director in the *Temporary Short-Term Leadership Plan* will continue. In addition, the limitation noted in section 4 e) i and 4e) ii shall be removed such that the Acting Registrar & Executive Director may:

- a) Management of Staff: hire a person to the College's regular staff;
- b) Staff Performance Appraisals/Salaries: conduct performance reviews of staff reporting to the Registrar & Executive Director or approve staff salary changes;

PERMANENT LEADERSHIP PLAN

The *Permanent Leadership Plan* is put into effect when the Registrar & Executive Director:

- 1) will not be returning from an unplanned absence; or
- 2) has given formal notice of resignation.

Implementation of the *Permanent Leadership Plan* is led by the President, with the approval of Council.

If the Registrar & Executive Director has given notice of resignation and completion of the *Permanent Leadership Plan* will continue past the effective date of the Registrar & Executive Director's resignation, the *Short-Term Temporary Leadership Plan* will be implemented. If the effective date of the Registrar & Executive Director's resignation and the date when the newly hired Registrar & Executive Director will begin work extends past 3 months, then the *Long-Term Temporary Leadership Plan* will be implemented.

Implementation of the *Permanent Leadership Plan*

- 1) Council will appoint a Search Committee consisting of the President, the Vice-President, plus two members of Council. The Committee must be represented by at least one public member of Council.
- 2) Advice and consultation may be sought from any or all of the following depending on the circumstances (Appendix F):
 - a) Legal advice (Budget line - Professional Services: Legal – General);
 - b) Executive search firm (Budget line - Professional Services: Recruiting fees);
 - c) Advice from communications consultant (Budget line Professional services: Communications); and,
 - d) Council of the College of Psychologists of Ontario
- 3) Role of Search Committee:
 - a. Review Strategic Direction and College priorities and initiatives;
 - b. Review position description for Registrar & Executive Director (Appendix G);
 - c. Consider whether initially to solicit expressions of interest for the position from internal candidates;
 - d. If the decision is first to pursue an internal candidate, the Search Committee shall determine the best process for this type of recruitment;
 - e. If the decision is to conduct an open (internal and external) search the Search Committee ~~may, at its discretion,~~ will engage an Executive Search Firm to assist with recruitment and/or selection of a new Registrar & Executive Director;
 - f. To select an Executive Search Firm, ~~if the decision is made to engage such services,~~ the Search Committee will:
 - i. Distribute a Request for Proposals (RFP) to a short list of possible vendors (Appendix F);
 - ii. Review proposals;
 - iii. Interview one or two firms; and,
 - iv. Select a firm based on appropriateness of proposed services relative to needs articulated in the RFP;
 - g. With the assistance of the Executive Search Firm, ~~if engaged,~~ the Search Committee will:
 - i. Undertake recruitment: prepare advertisement for position of Registrar & Executive Director;
 - ii. Review salary and benefits for position of Registrar & Executive Director;
 - iii. Prepare rating scheme for evaluating applications;
 - iv. Review and rate applications and select a short list of applicants for interview;
 - v. Prepare for interviews: interview questions, rating scheme, etc.;

- vi. Rate candidates based on interviews, references, etc. and select one or two candidates for second interview, if desired; consider including additional Council members for optional second interview;
 - vii. Make a recommendation to Council regarding first choice candidate; and,
 - viii. Make a recommendation to Council respecting possible salary and benefits.
- 4) Following approval by Council of the candidate and salary and benefits, the President to make offer to selected candidate.
- 5) Once the offer has been agreed to and signed, stakeholders will be notified of the hiring of new Registrar & Executive Director:
- a. College Staff;
 - b. General counsel to the College;
 - c. Ministry of Health and Long-Term Care – Director, Health Workforce Regulatory Oversight Branch;
 - d. Health Profession Regulators of Ontario (HPRO) – President; Executive Director;
 - e. College Bank – with formal signed motion from Council to conferring signing authorities;
 - f. College Members;
 - g. College Auditor;
 - h. Professional associations – Ontario Psychological Association (OPA), Ontario Association of Mental Health Professionals (OAMHP), Canadian Psychological Association (CPA);
 - i. Association of Canadian Psychology Regulatory Organizations (ACPRO); and,
 - j. Association of State and Provincial Psychology Boards (ASPPB).

Onboarding of new Registrar & Executive Director

- 1) Initial meeting with President to discuss Council initiatives, priorities, and expectations;
- 2) Teleconferences at discretion of President and Registrar & Executive Director; and
- 3) Senior staff will assist with orientation of new Registrar & Executive Director.

Appendix A

Emergency Contacts – to be updated at least annually, after June Council meeting

Senior Staff

_____, Deputy Registrar

E-mail:

Cell:

Bus:

If unavailable:

Alternate Senior Staff:

_____, Director, Registration

E-mail:

Cell:

Bus:

Res:

_____, Director, Investigations & Hearings

E-mail:

Cell:

Bus:

Res:

_____, Director, Corporate Services

E-mail:

Cell:

Bus:

Res:

Council

_____, President

E-mail:

Cell:

Bus:

If unavailable:

_____, Vice-President

E-mail:

Cell:

Bus:

Director, Health Workforce Regulatory Oversight Branch, Ministry of Health

E-mail:

Bus:

Updated: June XX, 20XX

Appendix B**Council Motion to Appoint Acting Registrar & Executive Director*****Temporary Leadership Plan***

Whereas the Registrar & Executive Director is away from work due to circumstances resulting in an unplanned absence, and whereas there are reasonable grounds to believe that the Registrar & Executive Director will be absent from work for a period exceeding one month,

It is MOVED (name of mover)

That (insert name of Deputy Registrar or Alternate Senior Staff) be appointed Acting Registrar & Executive Director for a period not to exceed 12 months, commencing immediately and ending on the date that the Registrar & Executive Director returns to full time work, or a new Registrar & Executive Director is hired and assumes the position full time.

It is further MOVED (name of mover)

That the Acting Registrar & Executive Director be invested with the authorities of the Registrar & Executive Director, subject to such limitations as are set out in the *Temporary Leadership Plan*.

Appendix C**Temporary Leadership Plan****Authorities of Acting Registrar & Executive Director**

Authority of Registrar & Executive Director	Acting Registrar & Executive Director	Limitations/Comment
Authorities of Registrar & Executive Director set out in <i>Regulated Health Professions Act (1991)</i> and the Health Professions Procedural Code	Yes	No limitations; full statutory authority
Authorities conferred on Registrar & Executive Director in College Bylaws	Yes, subject to specified limitations	<p><i>Bylaw 9 Banking and Finance:</i></p> <p>9.5.3. Investing – When the <i>Temporary Leadership Plan</i> is in effect, the Acting Registrar & Executive Director may reinvest maturing term deposits and GIC's for a term which shall not exceed 90 days so long as those funds are not immediately required for the College's operating expenses; any transfer from the College's operating account under 9.5.3 into investments shall be for a term not to exceed 90 days;</p> <p>9.6 The Acting Registrar & Executive Director may invest only 10% of total amount invested with TD Wealth (TD Waterhouse) in the purchase of a new bond or other investment instrument that meets the criteria set out in with <i>Bylaw 9</i>.</p>
Other authorities associated with management of the College's financial affairs <ul style="list-style-type: none"> • Authorizing payroll – web transfers (twice a month) • Authorizing tax payment & filing (twice a month) • Accessing College account with CRA (after end of tax year) 	Yes	To ensure the appointment of adequate and proper authorities associated with the management of the College's financial affairs.
Authorities conferred in the Position Description of Registrar & Executive Director	Yes, subject to specified limitations	<p>Limitations:</p> <p>a. Management of staff: when the <i>Short-term Temporary Leadership Plan</i> is in effect, the Acting Registrar & Executive Director may not hire a person to the College's regular staff but may pursue an ongoing hiring</p>

		<p>process which commenced before the absence of the Registrar & Executive Director;</p> <p>b. Performance Appraisals/Salaries: Acting Registrar & Executive Director may not conduct performance reviews of staff reporting to the Registrar & Executive Director or approve staff salary changes when the Short-term <i>Temporary Leadership Plan</i> is in effect;</p>
<p>Attending meetings:</p> <p>i. Health Profession Regulators of Ontario (HPRO) – meetings of the Board of Directors, the Annual Meeting of HPRO and any other membership meeting of HPRO</p> <p>ii. Association of State and Provincial Psychology Boards (ASPPB) – meetings of the Board Administrators and Registrars’ Committee (BARC), the annual membership meeting (as the Alternate Delegate; the President or President’s designate is the Delegate for the College), and the mid-year meeting</p> <p>iii. Ministry staff in relation to College initiatives and the work of the College</p>	<p>Yes, subject to limitations</p>	<p>c. Terminations: Acting Registrar & Executive Director may terminate a member of College staff for cause;</p> <p>d. Contract Staff: Acting Registrar & Executive Director may extend the contract for an employee for a period not to exceed the length of the original contract;</p> <p>e. Temporary staff: Acting Registrar & Executive Director may hire a temporary employee to assist with the staff workload when either the Short-term or the Long-term <i>Temporary Leadership Plan</i> is in effect.</p> <p>Limitations: The Acting Registrar & Executive Director is not presumed to replace the Registrar & Executive Director in situations in which the Registrar & Executive Director held elected or appointed office on a Board of Directors or a committee with such organizations as HPRO or ASPPB. Such organizations shall be notified of the Registrar & Executive Director’s absence in accordance with the <i>Temporary Leadership Plan</i>.</p>

Appendix D

BY-LAW 9: BANKING AND FINANCE

[Approved by Council on June 11, 1994; last amended on September 18, 2015]

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

- 9.1 The College does its banking at a bank chartered under the *Bank Act, 1991 (Canada)*.
- 9.2 All money belonging to the College shall be deposited in the name of the College with the bank.
- 9.3 The Registrar may endorse any negotiable instrument for collection on account of the College through the bank or for deposit to the credit of the College with the bank and the College's rubber stamp may be used for such endorsement.

Investment Philosophy

- 9.4 Funds of the College, not immediately required, may be invested in instruments that do not present undue risk to principal. All investments of the College shall ensure preservation of capital.
 - 9.4.1 Reserve funds

From time to time, the Council may establish reserve funds as required.

 - 9.4.1.1 At the end of each fiscal year an allocation from any excess of revenue over expenses shall be made to maintain the reserve funds as established by the Council.
 - 9.4.1.2 The reserve funds may be invested in short-term or long-term instruments, with terms of up to 10 years as appropriate to the need for liquidity of the specific funds. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield.
 - 9.4.2 Other surplus funds, not immediately needed

Surplus funds, not needed to meet the College's operating expenses during the immediate 12- month period, may be invested in short-term or long-term instruments with terms of up to 10 years. The primary objectives of such investments shall be, in order of importance, preservation of capital and yield.
 - 9.4.3 All other funds

All other funds may be invested only in short-term instruments with a term of 0 days to 365 days, or in a pool of such investments. The primary objectives of such investments, in order of importance, shall be preservation of capital, maintenance of liquidity, and yield.

Responsibility/Authority to Invest

- 9.5 The Registrar is responsible to administer the College's investments in accordance with this By-law.
 - 9.5.1 Transfer of funds to a new financial institution

A transaction, involving transfer of any of the College's funds to a new financial institution, must be approved by one of the Registrar or Deputy Registrar together with one of the President or Vice-President. The transaction may be executed by both the Registrar and

the Deputy Registrar together, or by one of the Registrar or Deputy Registrar plus the Director, Corporate Services.

- 9.5.2 Transfer of reserve funds and funds not required for immediate 12-month period
A transaction, involving transfer of the College's reserve funds and funds not required in the immediate 12-month period for the operating expenses of the College, within the same financial institution and including transfers of funds between different subsidiaries or business units of the same financial institution, must be consistent with this By-law. This includes the buying and selling of various investment instruments as allowed by this By-law. Such a transaction may be approved and executed by the Registrar or the Deputy Registrar.
- 9.5.3 Transfer of funds from operating account into investments under 9.4.3
A transaction involving transfer of funds from the College's operating account (and hence, involving the College's operating revenue for the current fiscal year) into investment instruments as defined in subsection 9.4.3 may be made by any one of the Registrar or the Deputy Registrar in consultation with the Director, Corporate Services. This provision applies to the transfer of funds within the same financial institution, including between different subsidiaries or business units of the financial institution.
- 9.5.4 A transaction involving transfer of funds from investments as defined in subsection 9.4.3 into the College's operating account, may be approved by and executed by any one of the Registrar or the Deputy Registrar in consultation with the Director, Corporate Services. This provision applies to the transfer of funds within the same financial institution, including between different subsidiaries or business units of the financial institution.
- 9.5.5 The Registrar shall be responsible for reporting the status of investments to the Council and the Executive Committee on a quarterly basis.

Acceptable Investments

- 9.6.1 Debt obligations issued or guaranteed by the Government of Canada or its agencies or Crown Corporations or managed pools of such instruments. The College may invest in individual instruments or a managed portfolio of Government of Canada guaranteed securities.
- 9.6.2 Debt obligations issued or guaranteed by Canadian, provincial, or territorial governments, banks listed in Schedule I or Schedule II under the *Bank Act, 1991 (Canada)*, or Canadian corporations, or managed pools of such instruments. The College may invest in high quality debt obligations issued or guaranteed by Canadian, provincial, or territorial governments, and banks incorporated in Canada or Canadian corporations, or in a managed fund of such securities. All investments will be with issuers who have a long-term credit rating of at least AA low (Dominion Bond Rating Service) or its equivalent or a short-term credit rating of R-1 Mid (DBRS) or its equivalent. A maximum of 10% of the investments will be securities from any one issuer, other than government issuers.
- 9.6.3 Short-term corporate paper or managed pools of such instruments
The College may invest in individual instruments or in a managed fund that includes high quality short-term corporate paper and fully collateralized loans on call. All investments in the fund will be with issuers who have a credit rating of at least R-1 mid (DBRS) or its

equivalent. Each investment in the fund will have a maximum term to maturity of one year. The average term of the entire fund will generally range from seven days to 90 days. All securities will be marketable. A maximum of 10% of the investments will be securities from any one issuer, other than government issuers.

- 9.7 Any security in which the College invests, or recorded evidence of a security or investment transaction shall be placed promptly after receipt by the College in the College's safety deposit box at the bank appointed under subsection 9(1).
- 9.7.1 Section 9.7 does not apply to securities in pooled funds of the type described in 9.6.1, 9.6.2 and 9.6.3 or to securities held by the bank on behalf of the College.
- 9.7.2 Securities and other records shall be placed in or removed from the College's safety deposit box by the Registrar and the Deputy Registrar acting together or by one of the Registrar or Deputy Registrar acting together with the Director, Corporate Services. A log shall be kept of the items placed in or removed from the safety deposit box and a report made to the Executive Committee, at its regular meeting, of any activity that has occurred since the previous meeting.
- 9.7.3 Upon reasonable notice, the President of the College may review the contents of the College's safety deposit box in the company of two persons authorized to access it under subsection 9.7.2.

Signing Officers of the College

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

Borrowing

- 9.9.1 The Council may from time to time by resolution,
- a. borrow money on the credit of the College,
 - b. limit or increase the amount or amounts to be borrowed, and
 - c. secure any present or future borrowing, or any debt obligation or liability of the College, by charging, mortgaging, hypothecating, or pledging all or any of the real or personal property of the College, whether present or future.
- 9.9.2 Notwithstanding section 12 of the Code, the Executive Committee should not exercise the powers or duties of the Council under section 9.9.1 of this By-law or take any similar action.

Appendix E**Conferring of Deputy Registrar's Signing Authority to Alternate Senior Staff**

Where the Deputy Registrar is appointed as the Acting Registrar & Executive Director, invest the Alternate Senior Staff with the signing authorities normally associated with the Deputy Registrar position, as set out in the Bylaws. (Limitation: this does not include the Deputy Registrar's authority respecting moving or investing College funds, as set out under *Bylaw 9*, section 9.5.)

Council Meeting (meeting number, date)

Subject: Temporary Conferring of Signing Authorities of Deputy Registrar to Alternate Senior Staff under Emergency Leadership Plan

Date:

Rationale: (Name) Deputy Registrar has been appointed Acting Registrar & Executive Director under the Emergency Leadership Plan and during the term of this appointment will assume all of the signing authorities of the Registrar & Executive Director as set out in the Bylaws. As (name) will not be serving in the role of Deputy Registrar during (his/her) appointment as Acting Registrar & Executive Director, and in order to maintain the orderly conduct of the College's day-to-day financial affairs, it is desirable to confer the signing authority of the Deputy Registrar on the (name of Alternate Senior Staff) during this period, with the limitation set out above.

Motion: Whereas the Deputy Registrar has been appointed Acting Registrar & Executive Director, and in order to permit the orderly conduct of the College's day-to-day financial affairs,

It is Moved (name of mover)

That during the period that (name), Deputy Registrar serves in the role of Acting Registrar & Executive Director, (name and position title) be invested with the signing authorities set out for the Deputy Registrar in *Bylaw 9: Banking and Finance*, paragraphs 9.8.1 through 9.8.4.

Budgetary Implications: None

Supporting Documents: *Bylaw 9: Banking and Finance*

Appendix F
Professional Resources

General Counsel to the College

To be inserted

Tel:

E-mail:

Examples of Executive Search Firms

To be inserted

Example of a Communications Consultant

To be inserted

Appendix G**Position Description: Registrar & Executive Director****THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO****POSITION SUMMARY: Registrar & Executive Director****REPORTS TO: The Council of the College**

ROLE: To discharge the responsibilities of the Registrar & Executive Director under the *Regulated Health Professions Act (1991)*, the *Psychology Act (1991)* and the Regulations under the Act, to advise and support the Council in fulfilling its responsibilities, and to enact Council policy. These responsibilities are executed while reflecting the strategic direction approved by Council and promoting and maintaining good public relations with agencies, registrants, government, and the public. The conduct of the Registrar & Executive Director shall always be consistent with a position of public trust.

KEY RESPONSIBILITIES:

To ensure adequate and efficient implementation of the College's statutory responsibilities in the regulation of the profession of psychology through:

- maintenance of the Register of the College;
- provision of advice and support to the statutory Committees of the Council;
- communication with members of the public and of the profession;
- conduct of investigations and inquiries as authorized under the *Act*;
- referral of relevant matters to the statutory Committees of the College and enactment of orders of those Committees;
- issuing certificates of registration; imposing, modifying, or removing terms, conditions, or limitations on certificates of registration in accordance with the orders of the Statutory Committees and the provisions of the *Act* and the Regulations.

To support and advise the Council in carrying out its statutory responsibilities through:

- providing advice to the Council on professional issues and matters of policy;
- collaborating with the President to set the agenda for Council meetings;
- providing for the preparation of memoranda and minutes of Council meetings.

To ensure adequate and effective communication of the Council's policies through:

- preparation of briefs and position papers;
- publication of an annual report;
- publication of the Council's newsletter;
- formal presentations or seminars on Council policy and professional issues.

To ensure adequate communication between the College and other government, public or professional agencies or organizations through:

- ensuring representation of the College at meetings, briefings, and presentations;
- advising the Council of such meetings.

To ensure the effective administration of Council business and of the College's office through:

- hiring and supervision of College staff;
- preparation, for Council approval, and administration of an annual budget;
- liaising as required with the College's legal counsel, auditor, and other professional services;
- setting internal operating policy, structure, and standards and evaluating overall performance.

KEY RELATIONSHIPS WITH:

- the Council and the Statutory Committees
- government representatives
- other professional regulators
- various professionals providing services to the College and staff
- College staff
- officers of the professional associations
- members of the profession

PERFORMANCE CRITERIA:

- accuracy of essential registers and records
- judgement exercised in reviewing applications for Registration, the initiation of inquiries, investigations, and referrals to the Statutory Committees of the Council
- quality of materials prepared for the Council and the Statutory Committees
- effective handling of inquiries to the College from the public and the profession
- effectiveness of the operating relationships within and external to the College and its staff
- effectiveness of communications activities

MINIMUM POSITION SPECIFICATIONS:

- registration with the College preferred
- strong interpersonal, judgement and communication skills
- strong commitment to the mandate and objectives of the College; sensitivity and insights into professional issues
- experience in a senior management role
- knowledge of the legislative and political processes in Ontario
- graduate degree in business, public or health administration an asset

BRIEFING NOTE

2022.02.03F

JUNE 2022 COUNCIL MEETING

REGISTRATION BARRIERS – IMPACT OF BILL 106

STRATEGIC DIRECTION REFLECTION

Collaborating in shaping the regulatory environment; Acting in a responsibly transparent manner.

FOR DISCUSSION

On April 14, 2022, Bill 106, [Pandemic and Emergency Preparedness Act, 2022](#) received Royal Assent. This statute contains a number of provision related to emergency preparedness however, [Schedule 6](#) is of particular interest to the health Colleges. As noted in the attached memo from Mr. Sean Court, Assistant Deputy Minister, Ministry of Health, this Schedule amends the *Regulated Health Professions Act, 1991* to:

- Prohibit health regulatory Colleges from requiring applicants to have Canadian experience unless an exception is provided in the regulations;
- Require timely registration decisions;
- Streamline requirements for demonstrating language proficiency;
- Require health regulatory Colleges to have emergency classes of registration to enable expedited registration where necessary; and
- Provide regulation making power to operationalize these changes.

The proposed regulation was posted on the [Ontario Regulatory Registry](#) with requests for consultation submissions by June 10, 2022 (see attached).

The proposed regulation was discussed at the Executive Committee meeting of May 6, 2022, and the Registrar & Executive Director directed to prepare a submission on behalf of the College. Given the June 10, 2022 deadline, it was not possible for this matter to be discussed and the proposed submission approved by Council. The Executive Committee reviewed the proposed submission approved it on behalf of the College. A copy of the submission posted to the Ontario Regulatory Registry and sent to Mr. Sean Court, Assistant Deputy Minister, Ministry of Health is attached. This submission is consistent with the information provided to Mr. Court regarding *Governance Reform and Regulatory Modernization* on February 22, 2022.

ATTACHMENTS

1. Bill 106 – Royal Assent Memo from Mr. Sean Court, ADM
2. Ontario's Regulatory Registry - *Regulations under the Regulated Health Professions Act, 1991 (RHPA) - Registration Barriers for Regulated Health Professionals*
3. Submission posted to the Ontario Regulatory Registry – June 9, 2022

CONTACT FOR QUESTIONS

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, 10th 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, 10^e étage
Toronto ON M7A 2A5



April 22, 2022

Beth Ann Kenny

c/o Health Professional Regulators of Ontario

Dear Beth Ann Kenny,

I would like to inform you of recent developments regarding health professional regulation in Ontario.

On April 14, Bill 106 *Pandemic and Emergency Preparedness Act, 2022* received Royal Assent. Schedule 6 of the Bill amends the *Regulated Health Professions Act, 1991* to reduce barriers for individuals seeking to be registered with the health regulatory Colleges. As previously communicated the amendments include:

- Prohibiting health regulatory Colleges from requiring applicants to have Canadian experience unless an exception is provided in the regulations;
- Requiring timely registration decisions;
- Streamlining requirements for demonstrating language proficiency;
- Requiring health regulatory Colleges to have emergency classes of registration to enable expedited registration where necessary; and
- Providing regulation making power to operationalize these changes.

Links to the news release/backgrounder and Bill can be found here:

<https://news.ontario.ca/en/release/1002023/ontario-passes-landmark-legislation-to-keep-ontario-open>

[Bill 106, Pandemic and Emergency Preparedness Act, 2022 - Legislative Assembly of Ontario \(ola.org\)](https://www.ola.org/bills/106/Pandemic-and-Emergency-Preparedness-Act-2022)

With the Bill having received Royal Assent, the ministry will now begin to work with stakeholders to bring forward the necessary regulations to set out the details of these new requirements and to bring health regulatory Colleges into compliance with the legislation. To that end, the ministry is seeking preliminary feedback on regulations that would operationalize the amendments through a posting on Ontario's Regulatory Registry. The posting can be found here:

[Regulations under the Regulated Health Professions Act, 1991 \(RHPA\) - Registration Barriers for Regulated Health Professionals \(ontariocanada.com\)](https://www.ontariocanada.com/regulations-under-the-regulated-health-professions-act-1991-rhpa-registration-barriers-for-regulated-health-professionals)

I look forward to continuing to work with the Health Professional Regulators of Ontario on these changes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sean Court', with a long horizontal flourish extending to the right.

Sean Court
Assistant Deputy Minister

c: Allison Henry, Director, Health Workforce Regulatory Oversight Branch

Regulations under the Regulated Health Professions Act, 1991 (RHPA) - Registration Barriers for Regulated Health Professionals

Regulation Number(s): N/A

Instrument Type: Act

Bill or Act: Pandemic and Emergency Preparedness Act; Regulated Health Professions Act

Summary of Proposal: The proposed regulations would support the Ministry of Health's broader goal of increasing health human resource capacity to help Ontario respond and recover from the pandemic by enabling the implementation of amendments to the RHPA contained in Schedule 6 of Bill 106, Pandemic and Emergency Preparedness Act, 2022, should that Act be passed.

Canadian experience

Canadian experience would be defined as: "Any period of work experience or experiential training in Canada".

Unless an exemption is obtained, any requirement for Canadian experience as a qualification for registration with a health regulatory College would become void after implementation. Exemptions would be granted through a regulation made under the RHPA.

A health regulatory College may continue to accept Canadian experience in satisfaction of an experience-related qualification for registration if it also accepts international experience as a viable alternative to Canadian experience.

Language proficiency

Health regulatory Colleges would have to accept proof of completion of a language test accepted by Immigration, Refugees and Citizenship Canada for immigration purposes (with results satisfactory to the regulated profession) as proof of English or French language proficiency. Regulated professions may also accept (but not require) other tests or demonstrations of proficiency of their choosing.

Language test results that are valid at the time an application is received will be deemed to remain valid for the duration of the time it takes an applicant to complete the registration process.

Timely registration decisions

The proposed regulation would prescribe the following time-limits to make and communicate registration decisions with respect to domestic labour mobility applicants.

- Initial registration decisions of the Registrar be made within 30 business days of receiving a complete application.
- Decisions by panels of the Registration Committee be made within 10 business days of the deadline for receiving an applicant's submission.

The Ministry is also seeking input and advice on appropriate time-limits for decisions of the Registrar and panels of the Registration Committee for applicants who are not domestic labour mobility applicants.

Emergency class of certificates of registration

- This regulation would prescribe the requirements that a regulation made by a College setting out an emergency class of registration must meet. The proposed regulation would require that regulations made by the Colleges

set out the:

- circumstances in which an emergency class of registration would be used;
- length of time an individual's registration in the emergency class would be valid; and
- process for individuals registered in the emergency class to seek registration in the general class(es).

Analysis of Regulatory Impact:

There are no anticipated compliance costs as a result of the proposed regulations. Updates to any College regulations, by-laws and processes to come into compliance with the legislation and proposed regulations are expected to be undertaken as part of regular College operations. The proposals may improve the competitiveness of Ontario's health care sector by streamlining registration processes.

Further Information:

 [Pandemic and Emergency Preparedness Bill](#)

Proposal Number:

22-HLTC021

Posting Date:

April 21, 2022

Comments Due Date:

June 10, 2022

Contact Address:

Health Workforce Regulatory Oversight Branch
438 University Ave, 10th Floor
Toronto, ON M7A 1N3

|

June 9, 2022

**Submission on Bill 106 Regulation Consultation
By the College of Psychologists of Ontario**

The College of Psychologists of Ontario appreciates the opportunity to provide this submission in relation to the consultation (22-HLTC021) on proposed requirements under Bill 106 regarding *Regulations under the Regulated Health Professions Act, 1991 (RHPA) – Registration Barriers for Regulated Health Professions*.

Canadian Experience

The College does not have a requirement for a “period of work experience or experiential training in Canada”. It does require however, that registrants, both domestic and internationally educated, undertake a period of supervised practice, under the supervision of a member of the profession. The exception to this is practitioners coming to Ontario under the Canada Free Trade Agreement. During this period, the individual is able to practice the profession as they are granted a *Certificate of Registration for Supervised Practice*. This *Certificate* authorizes them, as members of the profession, to provide psychological services, under the direction of an autonomously practicing Ontario member.

Supervised practice is viewed as a valuable and necessary component in ensuring registrants in Ontario have the ability to apply their understanding of Ontario ethics, legislation, and standards to safely offer psychological services. During this time, the supervised practice member has the opportunity to apply Ontario specific legislation and standards to their declared areas of competence, e.g., clinical psychology, school psychology, forensic psychology, etc. This may include, but is not limited to mandatory reporting, child abuse reporting, the performance of the controlled acts, boundary concerns and issues, an appreciation of equity, diversity, and inclusion and many others not necessarily universal in application.

Unique to the College’s registration process, all individuals seeking registration must declare the area(s) of competence for which they are seeking authorization and the populations they wish to serve. The supervised practice year permits the necessary oversight to ensure competence and an understanding of ethics and jurisprudence related to their proposed areas of practice and with the proposed populations. In addition, while under supervision, registrants demonstrate their understanding and limitations with respect to the performance of the profession’s designated controlled acts. This experience assures the College of the individual’s readiness to practice safely within the Ontario context.

The College understands the importance of supervision as a competency evaluation method grounded in the scientist-practitioner model. To deny registrants the supervision experience would be a missed opportunity to ensure the quality and safety of service provided to the Ontario public

The supervision requirement does not deny access to the profession for individuals applying to practice psychology in Ontario. Experience and training from outside of Canada can be and is recognized in support of an application for a *Certificate Authorizing Supervised Practice*, entitling the professional to work, under supervision, in the field.

The College believes that its requirement for supervised practice, which has been in place since before the proclamation of the *RHPA*, has proven to be an important and necessary step in the College’s registration

process. It does not believe that this is a Canadian experience requirement but rather a necessary component to ensure competent and safe practice in fulfilling the public protection mandate.

The introduction of the proposed regulation should not weaken the process by which the College has ensured the public receives competent and safe services.

Language Proficiency

The competent practice of the profession of Psychology requires a relatively high level of language proficiency. This may be higher than that needed to competently practice many other regulated professions and it is important to recognize that necessary language fluency varies with each profession. For some professions, the risk of harm from a miscommunication is greater than for others.

The College has undertaken a review of the language proficiency requirements among other Psychology regulators in determining the grade level equivalent necessary to adequately provide psychological service. The College would want to ensure that “language tests accepted by Immigration, Refugees and Citizenship Canada for immigration purposes provide evidence of a sufficient level of English or French language proficiency” as it relates to psychological practice. The College would deem the validity of language test results at the time an application is received “to remain valid for the duration of the time it takes an applicant to complete the registration process”.

Timely Registration Decisions

The College does not have concerns with respect to the proposal to prescribe “time-limits to make and communicate registration decisions with respect to domestic labour mobility applicants”. It is critical however, that these only begin once the applicant has provided all documentation needed by the College for decision-making. In those situations when additional information may be needed, consideration must be given to applicant’s frequent requests for extensions in providing documentation.

Emergency Class of Certificates of Registration

The College has not encountered circumstances in which a permanent, ongoing emergency class of registration was needed in order to respond to the pandemic. Different from many of the medical or medical-related professions, the pandemic did not occasion situations where emergency measures were needed to ensure an adequate number of psychological practitioners to provide pandemic-related services. The College implemented temporary emergency interjurisdictional registration for telepsychology services, within the current regulatory system, to ensure that client care continued uninterrupted.

The College of Psychologists of Ontario is appreciative of the opportunity to make submissions on proposed requirements under Bill 106 regarding *Regulations under the Regulated Health Professions Act, 1991 (RHPA) – Registration Barriers for Regulated Health Professions*. We look forward to continuing conversations regarding regulatory changes that will enhance the work of the College in fulfillment of its public protections mandate.



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

REPORT TO COUNCIL

2022.02.04A

FOURTH QUARTER, MARCH 1, 2022 – MAY 31, 2022

PRESIDENT'S REPORT

It is a pleasure to welcome six new individuals to the College Council, taking their seats at this meeting as we begin a new College year. We have two newly elected professional members, as Dr. Fred Schmidt (District 1: North) and Dr. Ian Nicholson (District 2: Southwest) begin their three-year terms. Ms. Cenobar Parker and Ms. Carolyn Kolers are two newly appointed public members joining us today. And, finally, Dr. Kendra Thompson and Mr. Conrad Leung are joining us as our first appointed, non-voting Behaviour Analyst members. I anticipate that each of these new members' contributions will add to the achievements of the 2022-2023 Council.

It is also the time of year when we welcome new members to the College who have passed their June oral exam. Congratulations to each new Psychologist and Psychological Associate now in Autonomous Practice here in Ontario. I want to commend the Registration Staff and Committee for successfully mounting another set of virtual, oral exams. I also want to thank the many professional and public members of Council and the College for their participation as oral examiners and observers.

Training

In April, I was able to join other members of Council and College Committees, as well as senior staff, in attending a two-part, governance training workshop offered by the Health Profession Regulators of Ontario (HPRO) with presenter, Mr. Richard Steinecke. I believe we all benefited from this review of the differing roles and responsibilities of Council, the Registrar & Executive Director, Committees, and individual members of each group, as we work to lead the College in its public interest mandate.

Committees and Working Groups

I continued my participation on College Committees and Working Groups in the past quarter, including the Executive, Inquiries, Complaints and Reports (ICRC) and Finance & Audit Committees, as well as the EDI and ABA Working Groups. The work of these groups is highlighted in their reports submitted to Council for review.

I will highlight my observation that the Applied Behaviour Analysis (ABA) Working Group continues to make progress in developing drafts of the necessary Registration, Quality Assurance, Professional Misconduct and Advertising Regulations for Behaviour Analysts. I anticipate that Council will receive these Regulations to begin the next step in their review process later this year, with the end goal of presenting them to the Ministry of Health for final approval.

Regulatory & Other Organizations Focus

Dr. Rick Morris, Registrar & Executive Director, has made great efforts to foster cooperative and collaborative relationships with other health regulatory colleges and system partners for the College. As such, the College is positioned to speak to several of the College Performance Measurement Framework (CPMF) Standards. For example, Standard 5 of the CPMF (2021) expresses the goal to "capture how the College works with other health regulatory colleges and other system partners to support and strengthen

alignment of practice expectations, discipline processes, and quality improvement across all parts of the health system where the profession practices. In particular, a College is asked to report on: How it has engaged other health regulatory Colleges and other system partners to strengthen the execution of its oversight mandate and aligned practice expectations?" In turn, these relationships assist with our goal to best understand public interests and improve public protection.

Within this context, I was able to engage in and observe discussions with external partners at the Association of State and Provincial Psychology Boards (ASPPB) conference from April 21-24; the semi-annual Ontario Directors of Clinical Training meeting hosted by the College on May 4; an ASPPB Townhall meeting on May 16 regarding the EPPP2; and the Association of Canadian Psychology Regulatory Organizations (ACPRO) meetings on June 14 & 15.

The primary focus of ASPPB and ACPRO meetings was on overcoming barriers to licensure/registration. Participants from many States and Provinces considered the challenges and possibilities of National and North American standards for registration; current barriers to interjurisdictional practice; possible impacts of systemic equity, diversity, and inclusion concerns; the role of the EPPP 1 & 2 examinations; the impacts of the pandemic on accumulating skills prior to registration; and masters level licensure/registration. I hope that information gleaned from these conversations can further support our efforts here in Ontario to regulate the profession of psychology with excellence in service of our public interest mandate.

Thank you for the continued opportunity to represent Council as your President at Committee, Working Groups, and other external partner meetings.

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

REPORT TO COUNCIL

2022.02.04B

JUNE 2022 COUNCIL MEETING

REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

COMMITTEE APPOINTMENTS

On May 25, 2022, the Committee Appointments Working Group met to undertake the first review of applications submitted by members of Council and the profession expressing interest in participating on the College Committees for the 2022-2023. The Working Group reviewed the 75 responses received and prepared a recommended slate of appointments for the Executive Committee to consider at the meeting which will immediately follow the June Council meeting.

In reviewing the statements of interest, the Working Group considered variables such as areas of practice, populations served, and length of membership, etc. The Working Group was also able to consider equity, diversion and inclusion as members were asked, "Is there anything that you would bring to the Committee that would contribute to our goal of increasing Equity, Diversity, and Inclusion representation at the College?" In considering recommendations for Committee appointments, the Working Group considered the need to ensure continuity of Committee members while also providing the opportunity for new members to join a Committee and participate in College activities.

I want to thank Dr. Peter Voros and Ms. Melanie Morrow who, along with the College President and Vice-President undertook to review all of the submissions in order to make recommendations regarding Committee composition.

Committee members for 2022-2023 will be notified of their appointments during the week of June 20th.

NEW COUNCIL MEMBERS ORIENTATION

On May 20, 2022, the President, Dr. Wanda Towers, and I provided a new Council member orientation to the six individuals joining us as first time Council members at our June meeting. Both Ms. Carolyn Kolers and Ms. Cenobar Parker have been appointed as public members bringing our total to seven; higher than it has been in a very long time. As well, Dr. Ian Nicholson and Dr. Fred Schmidt were elected in the March 2022 elections, and we welcome them to Council as they begin their three-year terms. Also joining us at the orientation and at the Council table are Dr. Kendra Thomson and Mr. Conrad Leung, recently appointed non-voting representatives from the Behaviour Analyst community. We welcome them all and look forward to their valuable and thoughtful additions to our Council deliberations.

CONTACT FOR QUESTIONS

Dr. Rick Morris, Registrar & Executive Director

REPORT TO COUNCIL

2022.02.04C

FOURTH QUARTER, MARCH 1, 2021 – MAY 31, 2022

REGISTRATION COMMITTEE

COMMITTEE MEMBERS:

Marjory Phillips, Co-Chair, Council Member
 Adrienne Perry, Co-Chair, Council Member
 Mark Coates, College Member
 Paula Conforti, Council Member
 Samantha Longman-Mills, College Member

Nadia Mocan, Public Member
 Paolo Pires, College Member
 Philip Ricciardi, Council Member
 Paul Stopciati, Public Member
 Sheila Tervit, College Member

STAFF

Lesia Mackanyn, Director, Registration
 Myra Veluz, Senior Registration Assistant
 Shannon Elliott, Registration Assistant
 Janine Persaud, Registration Assistant

COMMITTEE ACTIVITIES

March 24, 2022: Plenary Session

The Committee completed its work on updating the *Supervised Practice Work Appraisal Form*, which included minor edits to make the fillable pdf more user friendly, a space for supervisors' comments on candidate's progress on EPPP and JEE, as well as some revised language. The Committee reviewed registration policies and flagged two policies that require further review; *Policy II-2(ii) Examination-Taking Irregularities – Cheating* and *Policy II-2(iii) Language Fluency*. The Committee also completed edits to the diagnostic rubric which is part of its overall work on the College's Oral Examination process.

March 24, 2022: Panel A

The Registrar referred a total of 33 cases to Panel A which included:

- 1 involving an applicant's past conduct;
- 3 involving academic credential reviews (3 masters);
- 15 involving training for supervised practice members or eligible candidates (10 doctoral, 5 masters);
- 1 involving an examination outcome (Oral Examination);
- 1 involving an application for removal or modification of limitation and/or condition;
- 12 involving a request for change of area of practice.

March 25, 2022: Panel B

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

- 6 involving academic credential reviews (1 doctoral, 5 masters);
- 14 involving training for supervised practice members or eligible candidates (8 doctoral, 6 masters);
- 1 involving an examination outcome (Oral Examination);
- 1 involving an application for removal or modification of limitation and/or condition;
- 9 involving requests for change of area of practice;
- 1 involving a former member requesting a certificate authorizing autonomous practice.

May 12, 2022: Plenary Session

The Committee reviewed its Work Plan and discussed on-going projects looking ahead to the 2022-2023 term that begins in June 2022. The Committee focused on its review of the Oral Examination process and prepared for piloting a diagnostic rubric with a small number of Oral Examiners at the June Orals. The Committee plans to solicit feedback from the examiners via survey.

May 13, 2022: Panel A

The Registrar referred a total of 31 cases to Panel A which included:

- 5 involving academic credential reviews (2 doctoral, 3 masters);
- 16 involving training for supervised practice members or eligible candidates (8 doctoral, 8 masters);
- 2 involving an examination outcome (1 JEE, 1 EPPP);
- 1 involving an application for removal or modification of limitation and/or condition;
- 7 involving a request for change of area of practice.

May 12, 2022: Panel B

The Registrar referred a total of 35 cases to Panel B which included:

- 4 involving academic credential reviews (2 doctoral, 2 masters);
- 24 involving training for supervised practice members or eligible candidates (13 doctoral, 11 masters);
- 7 involving requests for change of area of practice.

SUBMITTED BY

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

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

REGISTRATION RELATED 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

2022.02.04D

FOURTH QUARTER, MARCH 1, 2021 – MAY 31, 2022

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
 Ilia Maor, Public 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
 Wanda Towers, Council Member

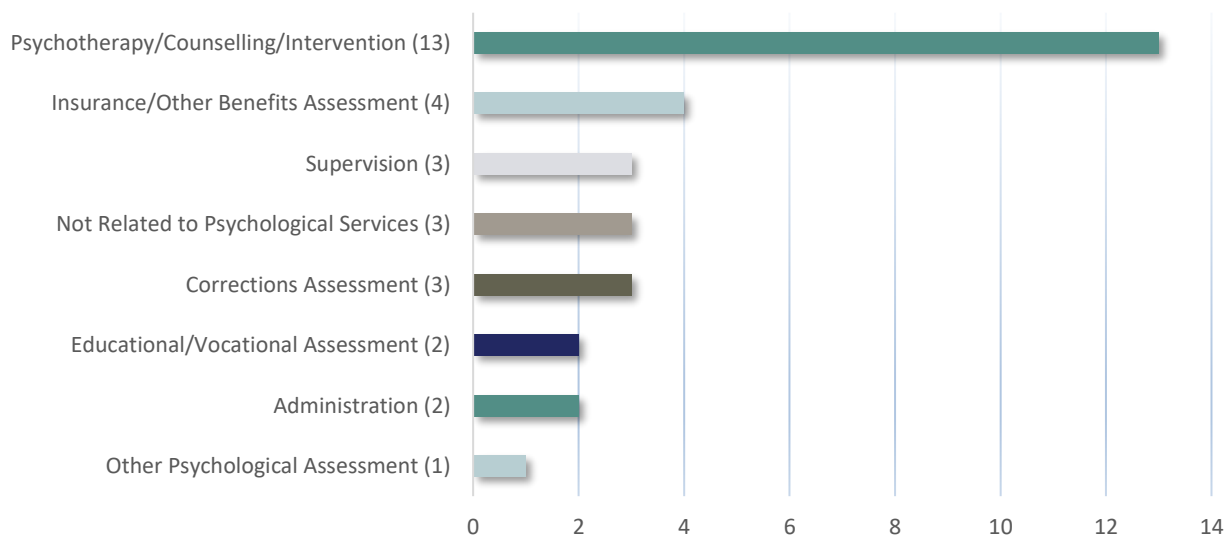
STAFF

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

COMMITTEE ACTIVITIES

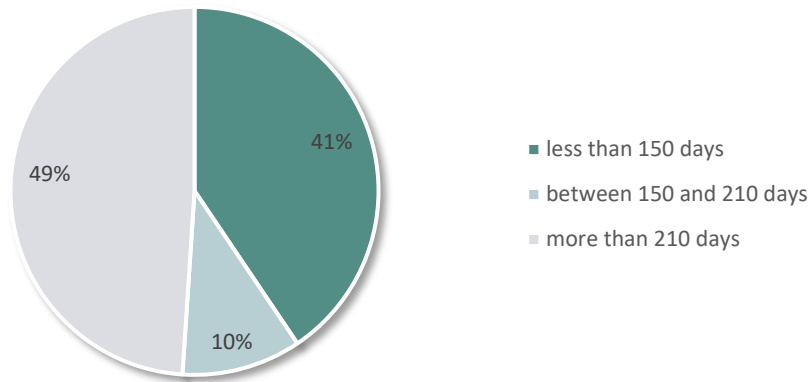
New Complaints and Reports

In the 4th Quarter, the College received 30 new complaints and opened 1 Registrar's Investigation, for a total of 31 new matters. The nature of service in relation to these matters is as follows:



Timeline Snapshot

There are 143 Complaints and Registrar’s Investigations being actively investigated.

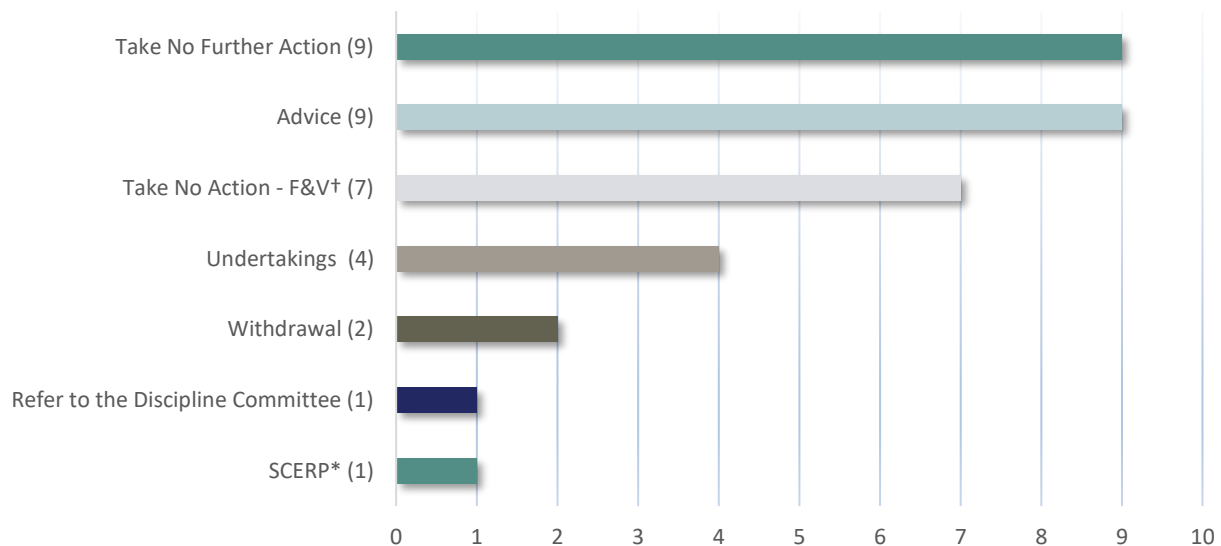


ICRC Meetings

The ICRC met on March 10, April 13, and May 11, 2022, to consider 24 cases. The ICRC also held 18 teleconferences to consider 27 cases. A plenary meeting was also held on April 29, 2022. The next meeting is scheduled for June 16, 2022, with 10 cases scheduled to be considered.

ICRC Dispositions

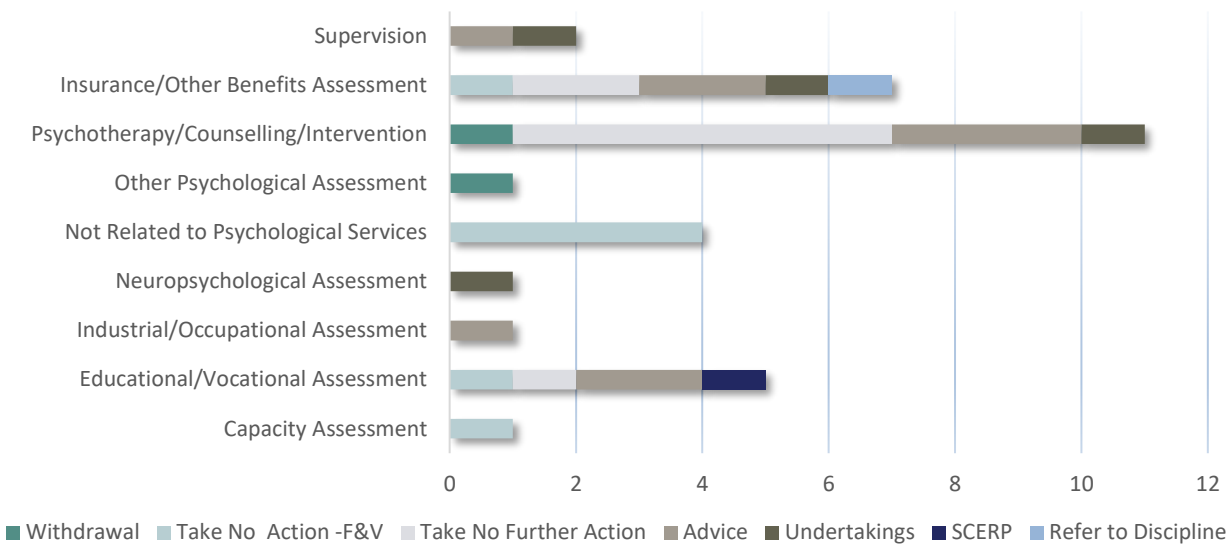
The ICRC disposed of 33 cases during the 4th Quarter, as follows:



*SCERP: Specified Continuing Education or Remedial Program

†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 33 cases, as they relate to nature of service, are as follows:



Disposition of Allegations

The 33 cases disposed of included the consideration of 89 allegations. The ICRC took some remedial action with respect to 30, or 34%, of these allegations.



Health Professions Appeal and Review Board (HPARB)

In the 4th Quarter, five HPARB reviews of ICRC decisions were requested. The College received four HPARB decisions. Two ICRC decisions were confirmed, one review request was dismissed as frivolous, vexatious, made in bad faith, moot, or an abuse of process, and one matter was returned to the ICRC for additional investigation.

SUBMITTED BY

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

BRIEFING NOTE

2022.02.04F

JUNE 2022 COUNCIL MEETING

SIGNING AUTHORITIES

STRATEGIC DIRECTION REFLECTION

Advancing the Council's governance practices

FOR INFORMATION

As Dr. Wanda Towers has been re-elected President and Dr. Marjory Phillips re-elected as Vice-President their names will continue to be on list of signing officers. As well, since the President resides outside of the GTA, Ms. Paula Conforti will continue to be on the list of signing officers as per section 9.8.5 of *By-law 9: Banking and Finance*.

BACKGROUND

By-law 9: Banking and Finance requires that:

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

CONTACT FOR QUESTIONS

Dr. Rick Morris, Registrar & Executive Director

STRATEGIC DIRECTION 2017-2022

2022.02.05A

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 APRIL 25, 2022

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

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

		<ul style="list-style-type: none"> • COVID-19 Updates (Spring 2020) and ongoing • Work with Ministry of Health and local Public Health Units in member vaccine notification (Spring 2021 and ongoing) • Encourage engagement with ONTABA and the ABA community through sharing of updates and invitation to join College notifications subscribers' list 	
M5	<ul style="list-style-type: none"> • Supporting and assisting members to meet high standards 	<ul style="list-style-type: none"> • Practice Advice Service (ongoing) • Barbara Wand Symposium (December 2016) • Revision of the <i>Self-Assessment Guide and Professional Development Plan</i> (May 2017) • Continuing Professional Development (CPD) Program Implemented • Examination and Corporation Fee reduced (June 2017) • Practical Applications within new <i>Standards</i> to be continuously updated (June 2017) • Barbara Wand Symposium in Ottawa (June 2017) • Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017) • Frequently Ask Questions for the new <i>Standards</i> and CPD Program continuously updated (August 2017) • Barbara Wand Seminar (January 2018) • Barbara Wand Seminar (June 2018) • Peer Assisted Reviewer Training (November 2018) • French Language translations of new <i>Standards</i> completed (November 2018) 	

		<ul style="list-style-type: none"> • Barbara Wand Seminar (January 2019) • Guidelines for CPD published in <i>e-Bulletin</i> (January 2019) • Release of new materials for the prevention of boundary violations and sexual abuse, including discussion guide. • Barbara Wand Seminar (June 2019) • Peer Assisted Reviewer Training (November 2019) • Barbara Wand Seminar (December 2019) • Barbara Wand Seminar (September 2020) • Barbara Wand Seminar (June 2021) • Barbara Wand Seminar (January 2022) 	
M6	<ul style="list-style-type: none"> • Responding to changing needs in new and emerging practice areas 	<ul style="list-style-type: none"> • New technological standard within the revised <i>Standards of Professional Conduct 2017</i> • Equity, Diversity, and Inclusion Working Group formed (October 2020) 	
M7	<ul style="list-style-type: none"> • Collaborating in shaping the regulatory environment 	<ul style="list-style-type: none"> • Participation in ASPPB, ACPRO, FHRCO • College participation in inter-College Psychotherapy Working Group • FHRCO Sexual Abuse Prevention Task Force Chaired by Deputy Registrar (2016-2017) • College participation in FHRCO discussions regarding Bill 87 (transparency and other changes to the RHPA) • College Council responded to the Standing Committee on Bill 87 (March 2017) • Submission to HPRAC, re: Psychotherapy (October 2017) • Submission to MOHLTC on regulation amendments in the Health Professions Procedural Code (March 2018) 	

		<ul style="list-style-type: none"> • Submission to Ontario Regulation Registry on Psychotherapy (June 2018) • Confirmation to Pursue Regulation of ABA (September 2019) • Discussions with the MOH and MCCSS regarding regulation of ABA (November 2017) • Applied Behaviour Analysis Working Group Formed (December 2020) • Applied Behaviour Analysis Working Group formed (December 2020) • College Performance Measurement Framework submitted/posted (March 2021) • Council Composition recommendation provided to the Ministry of Health for the regulation of ABA (March 19, 2021) • College Performance Measurement Framework submitted/posted (March 2022) • Two transitional non-voting Behaviour Analysts appointed to the Council effective at the June Council meeting (May 2022) 	
M8	<ul style="list-style-type: none"> • Acting in a responsibly transparent manner 	<ul style="list-style-type: none"> • Posting of Council materials on website in advance of meetings (June 2016) • Council and Executive to declare Conflicts of Interest at start of each meeting (June 2017) • Amendments to <i>By-law 18: Fees</i> (December 2017) • Amendments to <i>By-law 25: The Register and Related Matters</i> (June 2018) • Amendments to <i>By-law 5: Selection of Committee Chairs and Committee</i> 	

		<p><i>Members and By-law 21: Committee Composition</i> (September 2018)</p> <ul style="list-style-type: none"> • Consultation on <i>By-Law 18: Fees</i> (June 2019) • Process implemented for temporary practice in Ontario with existing clients by registrants from other jurisdictions • Amendments to <i>By-Law 18: Fees</i> (September 2019) • Amendments to By-Law 5 and 20 (March 2022) 	
M9	<ul style="list-style-type: none"> • Advancing the Council's governance practices 	<ul style="list-style-type: none"> • New Briefing Note format for Council materials • March 2017 Council Training Day • Revision to Role of the Executive Committee • Agenda to Reflect Strategic Direction of Item • Introduction of Board Self-Assessment process (June 2017) • Amendments to <i>By-law 20: Elections to Council. . .</i> (December 2017) • Two Committee Audits Planned for 2017-2018 • HIROC Risk Management System implemented (September 2017) • Sunsetting of Nominations and Leadership Development Committee; role incorporated into the Executive Committee (September 2020) • Expansion of Funding for Therapy Eligibility (June 2021) • Equity, Diversity and Inclusion Training for Council, Committees Members and Staff (December 2021) 	

Notes: Some items could be entered in more than one place. When an item could belong to more than one area, it has been placed in the primary category. The items shown in BLUE have been added by the Registrar since March 2022 as activities undertaken in service of the College's Strategic Directions 2017 - 2022