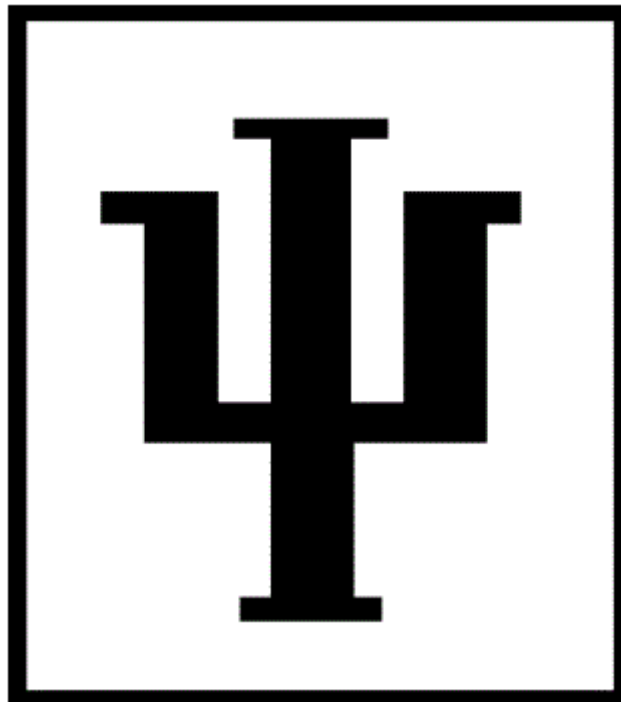


THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

MEETING MATERIALS

**College Council
March 9, 2018
2018.01**



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

COUNCIL MEETING AGENDA

2018.01

March 9, 2018

9:00 AM to 4:00 PM

Agenda Item	Topic	Action	Page #	Strategic Direction*
.00	CALL TO ORDER			
	(1) Welcome of New Public Member			
.01	APPROVAL OF AGENDA & MINUTES			
.01a	Review & Approval of Agenda	Decision	2	
.01b	Declarations of Conflicts of Interests	Discussion	--	M8
.01c	Review & Approval of Minutes - Council Meeting 2017.04 December 1, 2017	Decision	4	
.01d	Review of Action List	Discussion	12	
.02	CONSENT AGENDA ITEMS	Information		
.02a	President's Report		14	
.02b	Registrar's Report		15	
.02c	Staff Presentations		16	
.02d	Committee Reports		--	
	(1) Executive Committee – See President's Report		17	
	(2) Registration Committee		18	
	(3) Discipline Committee		20	
	(4) Inquiries, Complaints and Reports Committee		22	
	(5) Quality Assurance Committee		25	
	(6) Client Relations Committee		27	
	(7) Fitness to Practice Committee		28	
	(8) Finance & Audit Committee Report		29	
.03	POLICY ISSUES			
.03a	Policy II-10(i) Jurisprudence and Ethics Examination Committee: Terms of Reference	Decision	32	M1
.03b	Policy II-4(i) Discipline Committee: Terms of Reference	Decision	36	M9
.03c	Policy II-4(ii) Discipline Committee: Rules of Procedure	Decision	38	M4
.03d	By-law 25: The Register and Related Matters	Decision	46	M4,M8,M9
.03e	EPPP – Action Plan Review	Information	54	M1
.03f	ABA Regulation Update	Information	57	M7

.04	BUSINESS ISSUES			
.04a	Draft Budget 2018-2019	Decision	60	
.04b	Enhancing Services Working Group	Decision	63	M5, M8
.04c	HIROC – IRM Update	Discussion	65	M9
.04d	College Website Analytics	Information	71	M4
.04e	Notice: Executive Committee Elections/Council Committee Appointments	Information	74	
.04f	Registrar’s Performance Review: IN CAMERA	Decision	--	
.05	STRATEGIC ISSUES			
.05a	Strategic Direction Implementation: Chart Update	Discussion	77	
.05b	Council Evaluation and Goals	Information	82	
.05c	Generative Discussion: <i>Code of Conduct</i>	Discussion	90	
.06	OTHER BUSINESS			
.06a	Next Council Meeting: June 22, 2018		--	
.06b	Confirmed Council Meetings (2018): <ul style="list-style-type: none"> • September 20 – 21, 2018 Proposed Council Meeting: <ul style="list-style-type: none"> • December 14, 2018 	Information	--	
.07	ADJOURNMENT			

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

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



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

**COUNCIL MEETING
2017.04
December 1, 2017**

Present:

Lynette Eulette, Ph.D., C.Psych., President	Marilyn Keyes, Ph.D., C.Psych.
Ruth Berman, Ph.D., C.Psych., Vice-President	Elizabeth Levin, Ph.D., C.Psych.
Kristin Bisbee, Public Member	Donna McNicol, Public Member
Judy Cohen, Public Member	Denise Milovan, Ph.D., C.Psych.
Dorothy Cotton, Ph.D., C.Psych.	Patricia Minnes, Ph.D., C.Psych.
D'Arcy Delamere, Public Member	Cory Richman, Public Member
Christine DiZazzo, M.Ps., C.Psych.Assoc.	Ethel Teitelbaum, Public Member.
Michael Grand, Ph.D., C.Psych.	Glenn Webster, M.Ed., C.Psych.Assoc.
Jaffar Mohammad Hayat, Public Member	

Staff:

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

2017.04.00 Call to Order

The President called the meeting to order at 9:01AM.

The President welcomed Mr. Cory Richman, recently appointed as a public member to Council.

2017.04.01 Approval of the Agenda and Minutes

.01a Approval of Agenda

The following changes were made to the agenda:

Moved:

.02d(6) Client Relations Committee Report to .05d
 .02a President's Report to .05f

Added:

.05e Mandatory Reporting
 .05g Website Data/Guests at Council Meetings

It was MOVED Minnes

That the agenda be approved as amended.

CARRIED

47 **.01b Declarations of Conflicts of Interests**

48 There were no declarations of conflicts.

49

50 **.01c Minutes Council Meeting 2017.03 on September 15, 2017**

51

52 It was **MOVED** Levin

53 That the minutes from the Council Meeting 2017.03 of September 15, 2017 be approved as amended.

54

CARRIED

55

56 **.01e Review of Action List**

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

59

60 **2017.04.02 Consent Agenda**

61

62 It was **MOVED** Cohen

63 That the Consent Agenda be approved.

64

CARRIED

65 **2017.04.03 Policy Issues**

66

67 **.03a By-law 20: Election to Council**

68 The Registrar provided Council with a Briefing Note describing the response to the circulation of the
69 suggested amendments to *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions
70 for Disqualification*. Council had approved circulation to the membership at the September 2017
71 meeting. Council reviewed, discussed the consultations results and determined that no additional
72 changes were required.

73

74 It was **MOVED** Delamere

75 That the proposed amendments to *By-law 20: Election to Council, Qualifications, Terms of Office and
76 Conditions for Disqualification* be approved.

77

CARRIED

78 **Action Item Staff**

79 Amend *By-Law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification*.

80

81 **.03b By-law 18: Fees**

82 The Registrar provided Council with a Briefing Note describing the response to the circulation of the
83 suggested amendments to *By-law 18: Fees*. Council had approved circulation at the September 2017
84 meeting. Council reviewed, discussed the consultations results and determined that no additional
85 changes were required.

86

87 It was **MOVED** DiZazzo

88 That the proposed amendments to *By-law 18: Fees* be approved.

89

CARRIED

90 **Action Item Staff**

91 Amend *By-Law 18: Fees*.

92

93 **.03c Applied Behaviour Analysis (ABA) Regulation - Update**

94 At the Council Training Day, held the day prior to the September Council meeting, educational
 95 information was provided regarding an announcement by the Ministry of Children and Youth Services
 96 (MCYS) of the intention to regulate ABA services. Following a discussion, Council directed that the
 97 Registrar engage in conversation with the Ministry of Health and Long-Term Care (MOHLTC) regarding
 98 the current status of ABA regulation. The Registrar provided an update on this action in a Briefing Note
 99 provided to Council. As well, the College Council reviewed the recent referral letter to the Health
 100 Professions Regulatory Advisory Council (HRPAC) from MOHLTC. The deadline for formal written
 101 submissions to HRPAC regarding ABA regulation is December 8, 2017. The Registrar will draft a response
 102 from the College, based on the conversations at Council, but due to the time constraint, will only be able
 103 to circulate it to the Executive Committee prior to submission. Council discussed some of the larger
 104 implications that would occur if the College were to take on a role in the regulation of ABA. It was
 105 suggested that if it is determined that there is a role for the College in this, a working group, consisting
 106 of College members as well as members from the ABA community, could be established to examine
 107 these issues.
 108

109 **Action Item RM**

110 Draft and circulate a response to the HRPAC referral on ABA to the Executive Committee prior to submission.

111
 112 **.03d Examination for Professional Practice in Psychology (EPPP) - Update**

113 At the recent Annual Meeting of the Association of State and Provincial Psychology Boards (ASPPB) it
 114 was announced that beginning January 1, 2020 the EPPP would become a two-part examination; Part 1
 115 being the current knowledge exam, and Part 2 being a competency exam, which is currently under
 116 development. In making this announcement, it was indicated that the current knowledge exam would
 117 not be available as a standalone examination and candidates would be required to complete both parts.
 118

119 The Registrar provided Council with a Briefing Note, the email announcement from ASPPB, and a copy of
 120 *The ASPPB Competencies Expected of Psychologists at the Point of Licensure*, for Council review. It was
 121 recognized that this could have significant implications for the College's registration process. It was
 122 suggested that the Director, Registration and the Chair of the Registration Committee develop an action
 123 plan for addressing this change, to be presented to the next Executive Committee meeting. The
 124 Registrar explained that the direction would be to develop an action plan for evaluating and considering
 125 the implications of the change to the EPPP.
 126

127 **Action Item RM**

128 The Registrar request the Director, Registration and the Chair of the Registration Committee to develop an action
 129 plan for considering the changes to the EPPP to be presented to the next Executive Committee meeting.

130
 131 **.03e Registration Regulation - Update**

132 The College is seeking a minor wording correction to the amendments proclaimed in April 2015. On
 133 September 13th, the Registrar indicated to the Ministry that the copy of the Regulation, as received from
 134 them, was correct and authorized that it be "sealed". On November 1st, the Registrar followed up with
 135 the Ministry on the status of the "sealed" Regulation. The Ministry staff indicated that it was under
 136 review, but unfortunately, given many Ministerial priorities, the Regulation change will not occur before
 137 the end of this year. The Registrar will follow up with the Ministry in January.
 138
 139

140 **.03f Controlled Act of Psychotherapy - Update**

141 The Registrar provided a Briefing Note to the Council with an update on the status of the Controlled Act
 142 of Psychotherapy. The Ministry of Health and Long-Term Care informed the College, through the Inter-
 143 College Psychotherapy Working Group, that it anticipates proclamation of the sections of the *Regulated*
 144 *Health Professions Act, 1991* pertaining to the Controlled Act of Psychotherapy will occur before the end
 145 of December 2017.

146
 147 **.03g Proposed Policy II – 3(iii) Appearance before a panel of the Inquiries, Complaint and Reports**
 148 **Committee to be Cautioned**

149 The Director, Investigations & Hearings provided Council with the proposed Policy II – 3(iii) *Appearance*
 150 *before a panel of the Inquiries, Complaint and Reports Committee to be Cautioned*. Pursuant to the
 151 amendments to the *Regulated Health Professions Act, 1991* (RHPA) enacted May 30, 2017, cautions
 152 administered by the Inquires, Complaint and Reports Committee (ICRC) are now noted on the public
 153 register. In light of this new requirement, the ICRC has considered the meaning of a caution as a
 154 disposition and the way in which they are administered. Council reviewed and discussed the proposed
 155 policy.

156
 157 In response to a question regarding the presence of a staff member during the caution, the Director,
 158 Investigations & Hearings explained that the staff member’s role would be strictly to observe, not
 159 participate. Staff would be present to provide procedural assistance to ensure consistency. Council also
 160 discussed some of the limitations that could prevent a member from attending a caution at the College
 161 offices as a result of “undue hardship”. It was explained that the policy does not go into the specifics of
 162 what would be considered “undue hardship” but that it would be up to the discretion of the panel to
 163 decide if there was justification to issue the caution in another format.

164
 165 **It was MOVED Cotton**

166 **That the new Policy II – 3(iii) Appearance before a panel of the Inquiries, Complaint and Reports**
 167 **Committee to be Cautioned be approved.**

CARRIED

OPPOSED DiZazzo

168
 169
 170 **Action Item Staff**

171 To amend the College’s Policies and Procedure Manual to include Policy II – 3(iii) *Appearance before a panel of the*
 172 *Inquiries, Complaint and Reports Committee to be Cautioned*.

173
 174
 175 **2017.04.04 Business Issues**

176
 177 **.04a Executive Committee Guelph Reception**

178 The President gave an oral report on the recent reception hosted by the Executive Committee in Guelph.
 179 The reception was well attended and was the first at which there was a brief ‘town hall meeting’
 180 component to the evening. The next Member Reception will be in Kingston in May 2018.

181
 182 **Action Item Staff**

183 Send email to local Kingston Council Members and relevant stakeholders, as well as academic departments with
 184 details of the meeting day and location.

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.04b Enhancing Services Working Group - Update

Following a discussion at the September 2017 Council Meeting, the Council moved to create a working group to consider ways in which the College can provide further service to the public, members and other stakeholders. The Registrar informed the Council that the Enhancing Services Working Group is currently arranging a time to have its first meeting and will report back to the Executive Committee.

2017.04.05 Strategic Issues

.05a Strategic Direction Implementation Update

The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. Items added since the Council Meeting of September 15, 2017 were shown in **Bold**.

Council suggested adding the following:

- Amendments to *By-law 18: Fees*
- Amendments to *By-law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification*
- HIROC - Risk Management system

.05b Council Self-Assessment Survey – Action Plan Update

At the Council Training Day in September, the Council reviewed the report of the Self-Assessment Survey undertaken in the late summer. The Registrar provided the Council with a Briefing Note outlining the discussions and suggested action plan as discussed by the Executive Committee. Council reviewed and discussed the suggestions.

It was MOVED Keys

To accept the action plan set out by the Executive Committee including the request that the Nominations and Leadership Development Committee undertake to draft guidelines for the appointment of both Council and professional members to College statutory and non-statutory Committees.

CARRIED

Action Item Nominations and Leadership Development Committee

Draft guidelines for the appointment of both Council and professional members to College statutory and non-statutory Committees.

Council discussed the importance of having diversity of skills, background and viewpoints on Council. It was suggested that during the call for nominations for the open Council seats that there be an educational article encouraging members to run.

Action Item RM

In the call for elections include an article with an appeal that encourages members with diverse skills and background to run.

233 **.05c Generative Discussion: *What kind of Committee information would be helpful for Council to***
 234 ***understand the work being done and to ensure appropriate oversight?***

235 Council discussed information that it currently receives in Committee Reports and what, if any,
 236 additional information they would like included. It was agreed that the information provided in the
 237 reports is good but commented that if a Council member had never been on a certain committee that
 238 they may lack knowledge on how the committee operates and may not understand references made in
 239 the report.

240
 241 Council also discussed mechanisms for bringing information from a Committee to Council since the Chair
 242 of a committee is not necessarily on Council. It was suggested that the Nominations and Leadership
 243 Development Committee examine the idea of having designated Council liaisons for each Committee;
 244 when the Committee Chair is not a Council member.

245
 246 **Action Item Nominations and Leadership Development Committee**

247 Discuss the idea of having Committee liaisons at Council meeting.

248

249

250 **.05d Client Relations Committee Report**

251 This item was moved from the Consent Agenda. Council member suggested a wording change in the
 252 document *Sexual Contact with Clients is Always Wrong*.

253

254 **It was MOVED Cohen**

255 **To change the paragraph in the document *Sexual Contact with Clients is Always Wrong*;**

256 **From: Most Psychologists and psychological associates adhere to professional standards and ethics**
 257 **and care about their clients. A very small number may behave unethically and not in ways which are**
 258 **best for their clients.**

259 **To: Psychologists and psychological associates are expected to adhere to professional standards and**
 260 **ethics; however, a very small number may not behave ethically and may not act in ways which are**
 261 **best for their clients. CARRIED**

262

263 **Action Item Staff**

264 Amend the document *Sexual Contact with Clients is Always Wrong*.

265

266 It was also suggested that the three documents mentioned in the Client Relations Committee report be
 267 made more accessible on the Colleges website and can be mentioned again in the next eBulletin.

268

269 **Action Item Staff**

270 Review the location of the documents on the website and determine if they can be placed more prominently or in
 271 addition places. Mention these documents in the next eBulletin.

272

273 **.05e Mandatory Reporting**

274 This item was added to the agenda. Council member had a question about what obligations the College
 275 has to protect the public in other jurisdictions. The Registrar explained that ASPPB has a disciplinary
 276 database about which the College receives updates on a regular basis. The College checks the list of
 277 names to ensure that they are not current members of the College and would expect that other
 278 jurisdictions do the same. All states and provinces have agreed to contribute to this disciplinary
 279 database.

280

281 **.05f President's Report**

282 This item was moved off the consent agenda. The Registrar described the conversations had with the
 283 Association of Canadian Psychology Regulatory Organizations and the Canadian Psychological
 284 Association with regards to updates around master's level registration in the different Canadian
 285 jurisdictions.

286

287 **.05f Website data / Guests at Council Meeting**

288 This item, which is actually two items, was added to the agenda. The question was raised as to whether
 289 it is possible to tell the level of interest of the public in the online public register. Council members asked
 290 if it is possible to track how often the website is visited. The Registrar explained that data can be
 291 provided using Google Analytics, but noted that it would not be possible to differentiate visits to the site
 292 by members of the public from visits by College members.

293

294 **Action Item Staff**

295 Provide Google Analytics to the Council on the Colleges website.

296

297 Council discussed whether members of the public who attend Council meeting should be listed as
 298 "Guests" in the Council Minutes. The Registrar explained that if an attendee is invited, as for example,
 299 the Auditors, they would be listed but not members of the public who attend. Council discussed the
 300 optics of listing the public attendees in the minutes but decided to leave the process as is.

301

302 **2017.04.06 Other Business**

303

304 **.06a Set Date for Elections in 2018**

305 The Council confirmed that Elections in District 5 (GTA East), District 6 (GTA West) and the non-voting
 306 psychological associate seat will be held on March 30, 2018.

307

308 **It was MOVED Levin**

309 **That the Elections to Council in Districts 5, 6 & the non-voting psychological associate seat be held on**
 310 **March 30, 2018. CARRIED**

311

312 **.06b Next Meetings of Council**

- 313 ○ Council Training: Thursday, March 8, 2018
- 314 ○ Council Meeting: Friday, March 9, 2018
- 315 ○ Friday June 22, 2018
- 316 ○ Council Training: Thursday, September 20, 2018
- 317 ○ Council Meeting: Friday, September 21, 2018

318

319 **2017.04.07 Adjournment**

320

321 There being no further business,

322

323 **It was MOVED Cohen**

324 **That the Council Meeting be adjourned. CARRIED**

325

326 The Council Meeting was adjourned at 2:08PM.

327

328

329

330

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

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Ruth Berman, Ph.D., C.Psych., Vice-President

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337

Minutes approved at the Council Meeting on March 9, 2018

DRAFT



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

Action List

College Council 2017.04 – December 1, 2017

Item:	Responsibility:	Action:	Status:
2017.01.04i	Council	At the June 2017 meeting have a generative discussion on the next steps on the implementation to the Council's March 2013 decision respecting the future of psychology regulation in Ontario.	Deferred
2017.03.04f	Rick Morris	Include a copy of the regulation amendment in the next Council materials, if available at that time.	In Process
2017.03.05b	Rick Morris	Begin development and implementation of the Integrated (Enterprise) Risk Management process in conjunction with (HIROC)	On Agenda
2017.04.03a	Staff	<i>Amend By-Law 20: Election to Council, Qualifications, Terms of Office and Conditions for Disqualification.</i>	Completed
2017.04.03b	Staff	<i>Amend By-Law 18: Fees.</i>	Completed
2017.04.03c	Rick Morris	Draft and circulate a response to the HPRAC referral on ABA to the Executive Committee prior to submission.	Completed/ On Agenda
2017.04.03d	Rick Morris	The Registrar request the Director, Registration and the Chair of the Registration Committee to develop an action plan for considering the changes to the EPPP to be presented to the next Executive Committee meeting.	On Agenda

Item:	Responsibility:	Action:	Status:
2017.04.03g	Staff	To amend the College's Policies and Procedure Manual to include Policy II – 3(iii) <i>Appearance before a panel of the Inquiries, Complaint and Reports Committee to be Cautioned.</i>	Completed
2017.04.04a	Staff	Send email to local Kingston Council Members and relevant stakeholders, as well as academic departments with details of the meeting day and location.	Completed
2017.04.05b	Nominations and Leadership Development Committee	Draft guidelines for the appointment of both Council and professional members to College statutory and non-statutory Committees.	In Process
2017.04.05b	Rick Morris	In the call for elections include an article with an appeal that encourages members with diverse skills and background to run.	In Process
2017.04.05c	Nominations and Leadership Development Committee	Discuss the idea of having Committee liaisons at Council meeting.	In Process
2017.04.05d	Staff	Amend the document <i>Sexual Contact with Clients is Always Wrong</i>	Completed
2017.04.05d	Staff	Review the location of the documents on the website and determine if they can be placed more prominently or in addition places. Mention these documents in the next eBulletin.	Completed
2017.04.05f	Staff	Provide Google Analytics to the Council on the Colleges website.	On Agenda



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

President & Executive Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

This report provides a summary of my activities and meetings and those of the Executive Committee which have occurred since the December Council meeting.

Near the beginning of January, I met with Dr. Morris, Registrar and Executive Director, to begin the process of the Registrar's Performance Review. I wrote a summary which was provided to the Executive at an *in camera* session at its February meeting. The *in camera* item on the agenda for our meeting today will complete the Performance Review process. Also in January, the Finance and Audit Committee (FAC) met by teleconference to review the College finances for the last quarter and to consider the draft budget.

At their February meeting, the Executive considered each of the decision items that are on the Council agenda for today. The Executive reviewed the draft budget from the FAC, and it is on the agenda today. The Executive appointed the new Public Member of Council, Emad Hussain, to the Discipline Committee; previously, he had been appointed by Executive to be a member of the ICRC by way of an email vote on January 4, 2018. In addition, the Executive appointed a third panel to the Registration Committee at their request, which was prompted by some special circumstances. The Registration Committee informed the Executive of revisions made to the *Guidelines for Change of Area of Practice for Autonomous Practice members*. Through these changes the Registration Committee wanted to ensure that the information in the *Guidelines* was accurate and easy to understand and would serve as a helpful guide for autonomous practice members considering a request for an addition to their areas of practice. The Executive reviewed the changes and accepted the report.

The Nominations and Leadership Development Committee (NLDC) was tasked by Council to draft guidelines for the appointment of Council and professional members to statutory and non-statutory Committees and to consider how to ensure Council-Committee communication. The Committee met last week and engaged in a fulsome discussion that was aided by materials that Dr. Morris and Caitlin O'Kelly had gathered about the College's current policies and by-laws as well as information from other regulatory Colleges. The NLDC will bring recommendations for policy and By-Law changes to the Executive Committee in May in preparation for their presentation at the June Council meeting. The Committee will augment the 'Thank-You letter' that is sent to all Committee members in spring. Specifically, in addition to thanking members for their Committee involvement, the letter will ask Committee members to provide some feedback about their experience on the Committee over the past year. In addition, the Committee is updating the letter that goes out to all professional members requesting Committee volunteers. This letter will request more specific information from the member about their skills and experience as they relate to the mandate of the Committee for which they are volunteering. The Committee anticipates that this information will be helpful for the task of assigning professional members to the College Committees for the coming year.

Respectfully submitted,
Lynette Eulette



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

Registrar & Executive Director's Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

The 3rd Quarter has been a very busy one for the College. The meeting agenda, with both items for information and those for decision, reflects the diversity of the activities and work undertaken by College staff since the last Council meeting.

I would like to provide an update on the 2017-2018 Committee Audits as this is not on the agenda. At the June 2017 meeting, Council agreed that the Finance and Audit Committee (FAC) and the Client Relations Committee (CRC) would be audited this year. These audits are College initiated rather than required by statute and serve to review the work and processes of College committees regarding their approved Terms of Reference and make recommendations, as appropriate.

Both the FAC and the CRC audits are underway. Working with the Registrar and the Manager, Administration, the College has engaged an individual, who was the Director of Finance for one of the other regulatory health Colleges to conduct the FAC audit. He has since changed positions but is continuing to conduct the review. To conduct the CRC audit, the Deputy Registrar has arranged for the College to contract with an individual who works as a consultant to many of the regulatory health Colleges in undertaking a variety of projects. This individual has broad experience as a health regulator and is widely respected within the College community.

It is anticipated these reviews will be completed and the audit report submitted by the end of March. The reviews will be discussed by the respective Committees who will report to Council on the audit report and the workplan developed to address recommendations, if any.

Contact for Questions

Rick Morris, Registrar and Executive Director



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

Staff Presentations Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Dr. Rick Morris, Registrar & Executive Director

- December 2, 2017 *Oral Examiners Briefing, December Oral Examinations, Toronto*
- December 4, 2017 *Tricky Issues in the Professional Practice of Psychology, Ethics and Professional Issues Course, University of Western Ontario, London*
- January 17, 2018 *The New Standards of Professional Conduct (2017), Toronto Rehab, Toronto*
- January 18, 2018 *Tricky Issues, Ottawa Mentorship Group*
- January 19, 2018 *Case Conference Presentation, Ottawa University, Ottawa*
- January 19, 2018 *Issues in Professional Practice, Ottawa Area Interns, Ottawa*
- January 22, 2018 *Tricky Issues in Professional Practice, Barbara Wand Seminar, Toronto*
- February 21, 2018 *Professional Practice Issues, Toronto Rehab, Toronto*
- February 21/28, 2018 *Ethical Issues in Profession Practice - Baycrest Centre for Geriatric Care, Toronto*



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

Executive Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

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

The Executive Committee met on February 2, 2018. Please see the President's report for details.



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

Registration Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

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

Staff Support:

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

Meetings of the Registration Committee

January 25, 2018: Panel B

The Registrar referred a total of 40 cases to Panel B.

These cases included:

- 4 academic credential reviews;
- 26 cases where retraining was required for supervised practice members;
- 1 application for removal or modification of a limitation and/or condition;
- 9 requests for change of area of practice.

January 25, 2018: Plenary Session

The Committee reviewed and discussed the HPARB decisions related two registration matters. The Committee updated the *Guidelines for Change of Area of Practice*.

January 26, 2018: Panel A

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

These cases included:

- 7 academic credential reviews;
- 26 cases where retraining was required for supervised practice members;
- 2 cases regarding oral examination outcome;

- 1 application for removal or modification of a limitation and/or condition;
- 10 requests for change of area of practice;
- 2 requests for return from inactive to autonomous class of certificate.



Marnee Maroes, Ph.D., C.Psych.
Chair, Registration Committee

Terms

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



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

Discipline Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

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

There was one referral made to the Discipline Committee in the 3rd Quarter. This matter is currently at the Pre-hearing Conference stage. The Notice of Hearing is available on the College website at: https://members.cpo.on.ca/public_register/show/21556?section=discipline#ui-tabs-12.

In addition to the abovementioned matter referred to the Discipline Committee in this Quarter, there are four outstanding matters before the Discipline Committee. The Notices of Hearing for these matters are available on the College website at:

1. https://members.cpo.on.ca/public_register/show/20259?section=discipline#ui-tabs-12
2. https://members.cpo.on.ca/public_register/show/2302?section=discipline#ui-tabs-12
3. https://members.cpo.on.ca/public_register/show/754?section=discipline#ui-tabs-12
4. https://members.cpo.on.ca/public_register/show/21494?section=discipline#ui-tabs-12

Pre-hearing teleconferences were held in relation to one of these matters on January 9, February 13 and February 21, 2018. Another pre-hearing conference is scheduled for this matter on March 1, 2018.

A pre-hearing conference was held in relation to another of these matters on December 12, 2017. Additional pre-hearing conferences for this matter are scheduled for March 26, 2018 and April 16, 2018.

A hearing in relation to one matter is scheduled for April 11, 2018. The current hearing schedule is available at: http://www.cpo.on.ca/Upcoming_Hearing_Schedule.aspx.

One Discipline Hearing was held during the 3rd Quarter, on February 14, 2018. The final disposition related to this matter is available on the College website at:

https://members.cpo.on.ca/public_register/show/3067?section=discipline#ui-tabs-12.

Respectfully submitted,

Robert Gauthier, M. Sc., M.Ed., C.Psych.Assoc.

Discipline Committee Chair

February 22, 2018



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

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

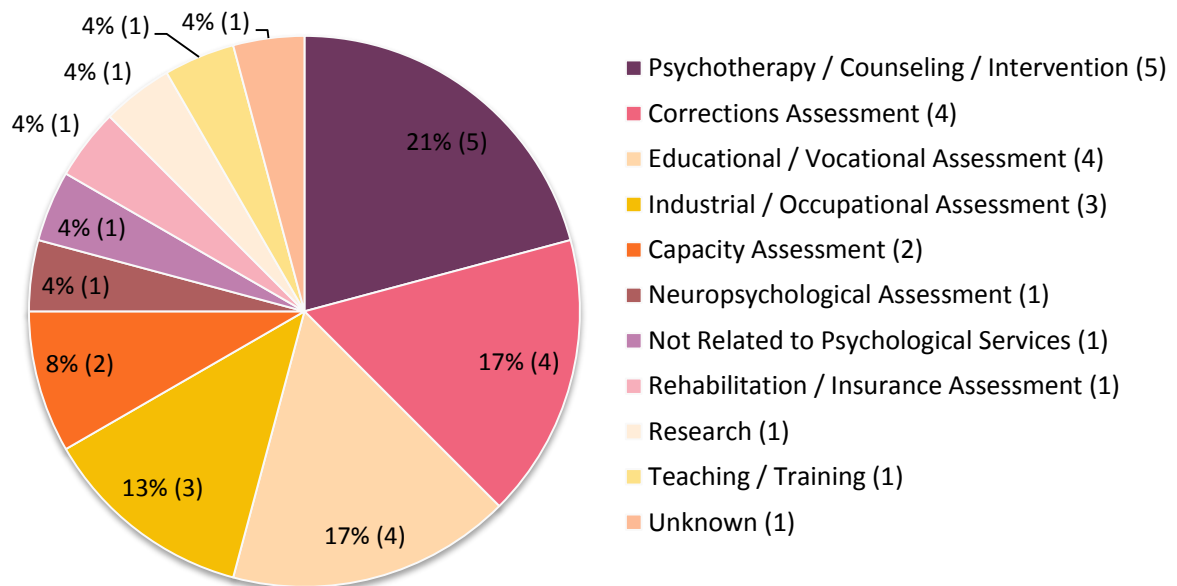
Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

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

New Complaints and Reports

In the 3rd Quarter, the College received 23 new complaints and opened one new Registrar's Investigation, for a total of 24 new matters. The nature of service in relation to these matters is shown below:



ICRC Meetings

The ICRC met on December 15, 2017, January 19, 2018 and February 20, 2018, to consider a total of 15 cases. Ten teleconferences also were held to consider 11 cases, in addition to 2 standing teleconferences held on December 4, 2017 and February 7, 2018, to consider 4 cases.

The next ICRC meeting will take place on March 22, 2017 with 10 cases scheduled to be considered. A Plenary meeting is scheduled for April 20, 2018 for all ICRC members.

ICRC Dispositions

The ICRC disposed of 18 cases during the 3rd Quarter, as follows:

Disposition	Number of Occurrences in 18 Cases	Percentage (out of 18 Cases)
Take No Further Action	6	33%
Take No Further Action (F&V†)	2	11%
Advice	5	28%
Undertaking	5	28%
Caution	1	6%
SCERP‡	1	6%
Referral to Discipline	1	6%
Total*	21	117%

* Percentage and number values reflect an overlap in some case dispositions. Two cases were disposed of by way of Advice and Undertaking, and one case by way of Caution and SCERP.

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

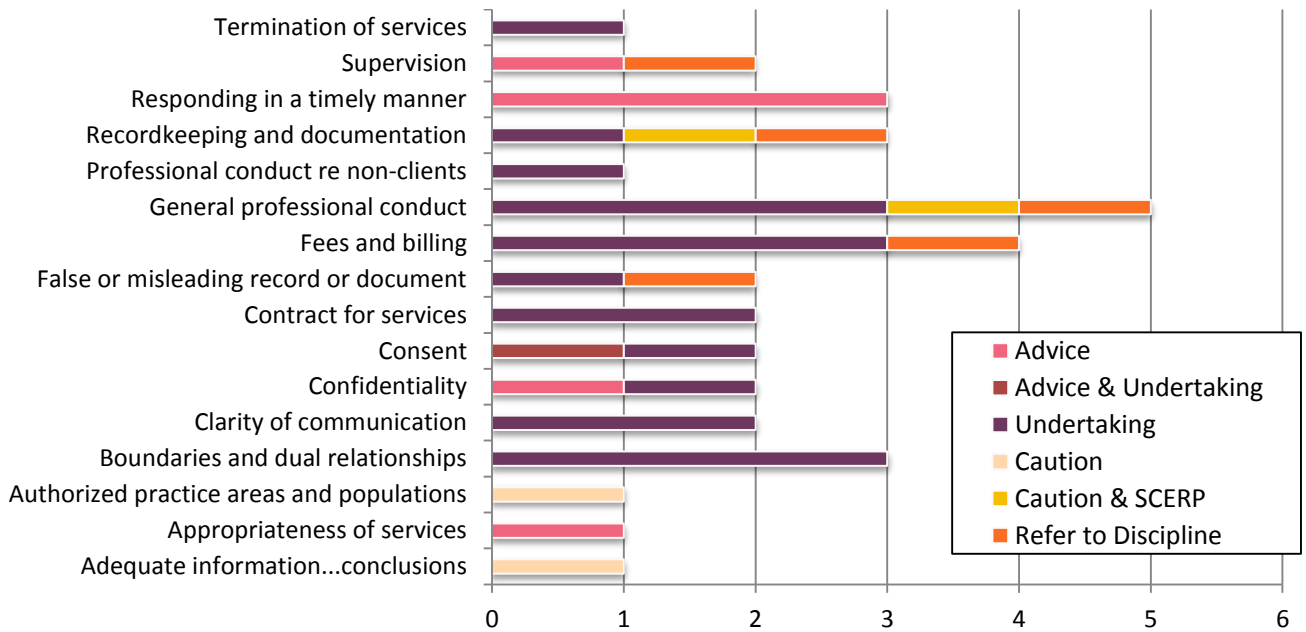
‡ SCERP: Specified Continuing Education and Remediation Program

Disposition of Allegations

In the 3rd Quarter, the 18 cases disposed of included the consideration of 66 allegations.

The most common allegations related to: general professional conduct (14); responding to a request in a timely manner (5); fees and billing (5); confidentiality (4); false or misleading record or document (4); objectivity and bias/appearance of bias (4); and recordkeeping and documentation (4).

The ICRC took some remedial action with respect to 35 of these allegations. The ICRC provided Advice with respect to 7 allegations, one of which also included an Undertaking. In addition, the ICRC sought Undertakings with respect to 19 allegations. Two allegations were disposed of by way of a Caution, with an additional 2 allegations disposed of by a Caution and SCERP. Five allegations were referred to the Discipline Committee. The substance of these allegations is illustrated below.



Health Professions Appeal and Review Board (HPARB)

In the 3rd Quarter, no ICRC decisions were appealed to HPARB. One HPARB appeal was concluded, and the College is following up on that matter with HPARB at this time.

Respectfully submitted,

Sara Hagstrom, Ph.D., C.Psych.
 Chair: Inquiries, Complaints and Reports Committee
 February 22, 2018



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

Quality Assurance Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

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

The Committee met on February 15, 2018.

Self-Assessment Guide and Continuing Professional Development Plans

The Committee reviewed three Self-Assessment Guides and Continuing Professional Development (SAG) plans which had not been submitted during the 2017-2018 cycle. Following consideration of the submissions, the Committee decided to *Take No Further Action* with respect to two and issued a reminder to one member who works outside of Ontario that if authorized to provide psychological services in Ontario, one must remain up to date with respect to relevant Ontario legislation. The Committee also decided to *Take No Further Action* with respect to another member who resigned his membership with the College after notification that he was required to provide his outstanding SAG.

Peer Assisted Reviews

A total of 69 members have been selected for Peer Assisted Review (PAR) during 2017-2018. This includes 27 who were deferred or carried over from the previous year. The Committee has reviewed reports for 25 completed reviews and another 14 reviews have been deferred due to the personal circumstances of the members. All remaining reviews are either in progress or are currently being arranged.

The Committee reviewed six PAR reports for reviews conducted since the last meeting. In five cases, the Committee decided to notify the member that the report did not indicate any significant concerns and that it would *Take No Further Action* with respect to the review. In one case, the Committee decided to seek further clarification regarding an area of possible concern.

The Committee reviewed a new PAR Report Form developed in response to a concern about consistency of detail provided across cases. The new form asks that reviewers indicate whether the member meets standards without any qualification, would meet standards with minor modifications, or is practicing significantly below standards. It also prompts reviewers to address the suggested areas for consideration identified in the *PEER ASSISTED REVIEW PROCESS; Information for Members Participating in the Review and Reviewers* which is provided to participants in the process and available on the College Website.

Reviewer Eligibility

The Committee further considered its recent decision to formalize the criteria for eligibility to conduct a Peer Assisted Review. The Committee reconsidered the requirement that the reviewer not be a current member of Council or a College Committee. It was decided that this was a redundant requirement as a member of the Committee would ordinarily be required to recuse himself or herself in a matter before the Committee or any other Committee if they had previous Committee involvement, or any other association, with the member that could affect their objectivity in carrying out their duties.

Peer Assisted Review Deferrals and Exemptions

The Committee discussed ensuring consistency with respect to requests for deferrals and/or exemptions and directed staff to draft a policy which would permit staff to grant deferrals for up to six months if the request is based upon illness, family illness, changes in practice, out of jurisdiction practice, a declared intention to retire or become inactive, or current involvement in a College investigation or hearing process. If the request is to defer the review for a period longer than six months, or is for a reason other than those listed above, the Committee directed that the proposed policy require that the request be brought to the Committee for consideration.

The Committee will be holding a Plenary Session on March 12, 2018 to review the components of the Quality Assurance Program in light of the recent introduction of the Mandatory Continuing Professional Development Program and to consider mechanisms for auditing member participation in the program.

Donna Ferguson

Chair: Quality Assurance

Committee February 22, 2018



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

Client Relations Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

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

The Client Relations Committee held no meetings during the third quarter.



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

Fitness to Practice Committee Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

Glenn Webster (Chair) College
Christine DiZazzo Council
Marilyn Keyes Council

Jaffar Hayat Public Member
Sandra Jackson College

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



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

Finance and Audit Report to Council

Third Quarter, December 1, 2017 – February 28, 2018

Committee Members:

Lynette Eulette (Chair)	Council	Gilles Hébert	College
Dorothy Cotton	Council	Donna McNicol	Public Member
D'Arcy Delamere	Public Member		

The Finance and Audit Committee (FAC) met by teleconference on January 23, 2018. The Committee reviewed the Unaudited Financial Statements, the Variance Report, and the Investment Report, all to November 30, 2017, the end of the second quarter.

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

The Committee voted to receive these reports.

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period September 1, 2017 to November 30, 2017 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.

2018-2019 Budget

The FAC reviewed the proposed budget for 2018-2019 which is provided separated for this meeting. The FAC recommended approval of the budget as submitted.

Attachments

1. Statement of Revenue and Expenses to November 30, 2017
2. Balance Sheet to November 30, 2017 (unaudited)

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STATEMENT OF REVENUE & EXPENSES
6 Periods Ended 30/11/2017

	2017-2018 Budget	Budget YTD	2017-2018 YTD	2017-2018 % To Date	Expected % To Date	% Variance YTD	\$ Variance YTD	Year-End 31-May-18
REVENUE	3,412,450	1,632,000	1,675,229	49%	48%	3%	43,229	3,404,150
COST OF SALES	258,000	129,000	130,915	51%	50%	1%	1,915	270,000
GROSS MARGIN	3,154,450	1,503,000	1,544,313	49%	48%	3%	41,313	3,134,150
EXPENDITURES:								
Governance	101,200	51,100	44,005	43%	51%	-14%	-7,095	95,936
Registration	95,000	47,500	36,514	38%	50%	-23%	-10,986	90,000
Client Relations, Communications & Education	33,450	47,725	19,616	59%	62%	-59%	-28,109	31,550
Quality assurance	29,750	14,875	15,343	52%	50%	3%	468	25,750
Investigations and resolutions	112,100	57,800	57,837	52%	52%	0%	37	121,305
Hearings	249,400	132,850	188,305	76%	53%	42%	55,455	300,309
Government relations	0	-	-		-			0
Liaison (Professional Organizations)	35,675	19,275	15,669	44%	54%	-19%	-3,606	36,686
Administration	2,534,135	1,267,068	1,171,131	46%	50%	-8%	-95,937	2,366,459
Total Expenditures	3,190,710	1,638,193	1,548,419	49%	51%	-5%	-89,773	3,067,995
EXCESS OF REVENUE OVER EXPENDITURES	(36,260)	(135,193)	(4,106)	11%	50%	-97%	131,086	66,155

THE COLLEGE OF PSYCHOLOGISTS

Balance Sheet
As Of November 30, 2017

Unaudited

<u>ASSETS</u>	Current Year	Prior Year
Current assets:		
Petty Cash	200.00	200.00
Bank	404,719.96	1,272,181.68
Cash Equivalents	726,667.07	2,202,376.84
Short Term Investments	6,219,280.74	3,296,347.91
Accounts Receivable Control	36,984.91	27,670.65
Interest Receivable	4,780.20	4,786.39
Prepaid Expenses	28,852.11	34,838.70
Total current assets	7,421,484.99	6,838,402.17
Fixed assets:		
Furniture & Equipment	54,210.55	51,385.55
Computer Equipment	70,785.32	61,304.85
Leasehold Improvements	197,547.38	197,547.38
Website & Database Development	288,308.51	264,257.85
Less accumulated depreciation	468,751.49	383,218.31
	142,100.27	191,277.32
Other assets:		
Long Term Investment	97,595.06	514,585.91
	97,595.06	514,585.91
	7,661,180.32	7,544,265.40
<u>LIABILITY AND SHAREHOLDER'S EQUITY</u>		
Current liabilities:		
Accounts Payable Control	73,113.76	71,705.98
Accounts Payable Other	171,044.43	189,713.09
Employee Tax Deductions Payab	17,647.03	18,374.69
Prepaid Fees	1,536,716.40	1,509,796.13
Total current liabilities	1,798,521.62	1,789,589.89
Long term liabilities:		
	0.00	0.00
Shareholder's equity:		
Current Year's Profit	224,938.07	308,532.44
Retained Earnings	1,461,944.58	2,048,287.58
Investigations & Hearings Reserve Fund	850,000.00	748,672.00
Contingency Reserve Fund	1,000,000.00	979,000.00
Fee Stabilization Reserve Fund	1,000,000.44	1,075,000.00
Website & Database Development Reserve Fund	243,810.25	243,810.25
Premises Reserve Fund	1,000,000.00	152,453.00
Fair Registration Practices Reserve Fund	80,000.00	80,000.00
Profit (loss) for period	1,965.36	118,920.24
Total shareholder's equity	5,862,658.70	5,754,675.51
	7,661,180.32	7,544,265.40



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

Briefing Note – Council Meeting March 2018

Policy II 10(i): Jurisprudence and Ethics Examination Committee: Terms of Reference/Role

Strategic Direction Reflection

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

Motion for Consideration – Recommendation from Executive Committee

That the amendment to *Policy II-10(i) Jurisprudence and Ethics Examination Committee: Terms of Reference/Role* be approved.

Moved By TBD

Background

An external audit of the Jurisprudence and Ethics Examination (JEE) Program was completed in April 2014. The audit concluded that the JEE program was sound, however the auditor made some recommendations for the Committee's consideration; recommendations which the JEE Committee have been addressing. One of the recommendations was to include a schedule for reviewing/revisiting the methodology of the JEE. As an example, the JEE Committee is currently reviewing the method used for determining the passing cutscore. It was suggested that every 5 years was a reasonable review period.

Attachments

1. *Policy II-10(i) Jurisprudence and Ethics Examination Committee; Terms of Reference/Role*

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
SECTION: COUNCIL and COMMITTEES			POLICY #: II – 10(i)
POLICY: Jurisprudence and Ethics Examination Committee: Terms of Reference/Role		COVERAGE: Jurisprudence and Ethics Examination Committee	
CREATED: May 2001	REVISED: June 2010, December 2015, March 2018	NEXT REVIEW: 2018/2019	PAGE #: 1 of 3

POLICY STATEMENT:

The College shall maintain a Jurisprudence and Ethics Examination Committee to provide advice to Council related to management of the Jurisprudence and Ethics Examination and to be responsible for item development, test construction and standard setting.

PROCEDURE:**Background:**

The College instituted the Jurisprudence Examination as a distinct part of the Oral/Jurisprudence Examination in 1995. The Jurisprudence Examination became an independent written examination in 1999. The purpose of the examination is to ensure that all persons becoming members of the College of Psychologists of Ontario are familiar with, and able to apply, legislation, standards of practice, ethical codes and guidelines appropriate to their practice. Continuing familiarity and application are monitored through the Quality Assurance Program.

The Jurisprudence Examination Committee was formed in 2000 to monitor and evaluate the examination program. The name of the examination Committee was changed to the Jurisprudence and Ethics Examination Committee in 2001. The Committee provides advice to the Council of the College of Psychologists of Ontario related to management of the Jurisprudence and Ethics Examination and is responsible for item development, test construction, and standard setting.

Composition:

The Jurisprudence and Ethics Examination Committee members should include 7-9 members, all of whom must be members in good standing of the College. Committee members should have a variety of experiences and backgrounds and include: academics involved in graduate training programs, both psychologists and psychological associates, members from different areas of the province, and a member registered within the past decade. All members must have been registered with the College for a minimum of three years. The Committee functions within the Guidelines of the Conflict of Interest policy.

Members are appointed by the Executive Committee of the College which will also appoint the Committee Chair. The Chair is normally a member who has been on the Committee for a minimum of one year. A public member will be appointed to the Committee as an “observer”. The Registrar or the Registrar’s designate will attend the business part of the Committee meetings during which time the Committee shall discuss any policy matters or issues with budgetary implications.

Recruitment and Appointment:

Prospective members of the Committee may be identified by current Committee members, members of Council, or through self-expressed interest in the Committee. Formal recruitment strategies by the Committee may be necessary in order to fulfill the composition goals outlined above. Timing of

College of Psychologists Policy and Procedure Manual			
SECTION: COUNCIL and COMMITTEES			POLICY #: II – 10(i)
POLICY: Jurisprudence and Ethics Examination Committee: Terms of Reference/Role		COVERAGE: Jurisprudence and Ethics Examination Committee	
CREATED: May 2001	REVISED: June 2010, December 2015, March 2018	NEXT REVIEW: 2018/2019	PAGE #: 2 of 3

Committee vacancies and new appointments is staggered to allow continuity between experienced and novice members.

Term of Office:

Three years. Members may be re-appointed for additional terms.

Roles and Responsibilities:

The Jurisprudence and Ethics Examination Committee provides advice to the Council on matters respecting the examination and on monitoring and evaluating the examination.

More specifically, the Jurisprudence and Ethics Examination Committee will:

1. Oversee the Jurisprudence and Ethics Examination process.
2. Maintain responsibility for item-generation for the examination, including:
 - (a) Writing of items;
 - (b) Organization of item-writing workshops to take advantage of knowledge and expertise outside the Committee;
 - (c) Review of items for accuracy, relevance, and psychometric properties;
3. Establish and review standard-setting procedures and statistics (e.g., cut-score).
4. Approve examinations prior to printing.
5. Establish timelines with respect to exam development.
6. Establish and review a process for obtaining feedback from candidates.
7. Respond to queries from the Registration Committee regarding Candidate complaints.
8. Consult with staff regarding the development of and periodic review of written materials, including the following documents:
 - (a) Examination Blueprint;
 - (b) Examination Administration Manual;
 - (c) Administrator Manual;
 - (d) Candidate Manual.
9. Monitor changes in legislation, standards of practice, and appropriate codes and update exam accordingly.
10. Monitor the literature on standards of competency assessment and credentialing examinations.
11. Recommend policies and procedures to Council regarding the Jurisprudence and Ethics Examination.
12. Establish and review Committee roles and composition.
13. Recruit new members to the Committee, as needed.
14. Report to Council regarding the activities of the Committee.
15. Advise Council on substantive issues relating to the examination and, in particular, anything with additional budgetary implications such as proposed research or validation studies.
- ~~16.~~ [17. Review/revisit the methodology used for the Jurisprudence and Ethics Examination every 5 years beginning in 2018.](#)

College of Psychologists Policy and Procedure Manual			
SECTION: COUNCIL and COMMITTEES			POLICY #: II – 10(i)
POLICY: Jurisprudence and Ethics Examination Committee: Terms of Reference/Role		COVERAGE: Jurisprudence and Ethics Examination Committee	
CREATED: May 2001	REVISED: June 2010, December 2015, March 2018	NEXT REVIEW: 2018/2019	PAGE #: 3 of 3

Meeting Format:

The Committee will meet in person for one or two days on a semi-annual basis linked to the timing of the semi-annual examination. Additional telephone or electronic meetings may also take place from time to time on an as-needed basis. A quorum for any decisions required of the Committee is defined as 50% + 1 members in attendance. All meetings of the Committee will be attended by a staff member appointed to/ supporting the committee of by his/her designate. For greater certainty, all policy discussions will occur with the staff member present.

Accountability:

The Jurisprudence and Ethics Examination Committee is accountable to the Council of the College of Psychologists of Ontario.



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

Briefing Note – Council Meeting March 2018

Policy II-4(i): Discipline Committee: Terms of Reference/Role

Strategic Direction Reflection

Advancing the Council's Governance Practices

Motion for Consideration – Recommendation from Executive Committee

That the amendments to *Policy II-4(i) – Discipline Committee: Terms of Reference/Role* be approved.

Moved By TBD

Background

At its November 30, 2017 plenary meeting, the Discipline Committee reviewed the Committee's *Terms of Reference/Role* and is recommending the deletion of Section 2. This section restricts the Chair of the Discipline Committee from serving on a panel of the Committee. In addition, a minor editing/housekeeping change is being suggested to Section 1.

Rationale

The prohibition against the Chair of the Discipline Committee serving as a panel member was established in 2007 when this policy was first introduced. At that time, there was concern that should there be a conduct issue with a panel member, only the Chair could intervene and if the Chair was on the panel, it was thought that no one would be able to intervene. Independent legal counsel clarified that this concern should not bar the Chair from serving on a panel of the Committee, if appropriate. Should a concern arise regarding the conduct of a panel member, the panel as a whole, could address the issue. Legal counsel confirmed that there was no legal impediment to the Chair of the Discipline Committee assigning himself or herself to a panel of the Committee, to his knowledge, no other College employs this kind of restriction.

Attachments

1. *Policy II-4(i) – Discipline Committee: Terms of Reference/Role* - with tracked changes

Contact for Questions

Zimra Yetnikoff, Director, Investigations & Hearings

College of Psychologists Policy and Procedure Manual			
SECTION: COUNCIL and COMMITTEES			POLICY #: II – 4(i)
POLICY: Discipline Committee: Terms of Reference/Role		COVERAGE: Discipline Committee	
CREATED: June 2007	REVISED: March 2018	NEXT REVIEW: 2015/2016 2019/2020	PAGE #: 1 of 1

POLICY STATEMENT:

The College shall maintain a Discipline Committee to fulfil its responsibilities as set out in the *Regulated Health Professions Act, 1991* and this policy.

PROCEDURES:

1. In addition to its statutory responsibilities and authority~~ies~~, the Committee will deal with other matters including, but not limited to:
 - a) development of policies and procedures relevant to the work of the Committee.
- ~~2. The Chair of the Discipline Committee shall not serve on a panel of the Committee during his/her term as Chair.~~
- ~~3.~~2. The Committee shall meet, as necessary, at the call of the Chair.



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

Briefing Note – Council Meeting March 2018

Policy II-4(ii): Discipline Committee: Rules of Procedure

Strategic Direction Reflection

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

Motion for Consideration – Recommendation from Executive Committee

That the amendments to *Policy II-4(ii) – Discipline Committee: Rules of Procedure* be approved.

Moved By TBD

Background

At its November 30, 2017 plenary meeting, the Discipline Committee reviewed the *Rules of Procedure* policy. This policy prescribes the way the Committee conducts its business. The review resulted in several recommended changes. The Committee is proposing to remove the current section 3.1.2 which permits the parties to examine a witness before a hearing. As well, the Committee is recommending the addition of two new sections which pertain to reprimands, and to access to hearing records. In addition, some necessary formatting and numbering changes are included.

Rationale

Formatting and renumbering changes were recommended by the Committee to make the policy more easily readable and internally consistent.

The Committee recommends the removal of section 3.1.2 (page 3 of 6) which currently allows either party to make a motion before a hearing, for the oral or written examination of a party. This is not currently part of the College's process, and legal counsel for both the College and the Committee confirmed that such examinations do not occur before a hearing.

The Committee reviewed its practice of issuing reprimands in private, that is, with only the member and the panel present. This practice is inconsistent with other health regulatory Colleges' practice of issuing reprimands in public. The Committee decided that reprimands should be issued in public and has included the procedures for this in the policy changes being recommended (page 5 of 6).

The Committee recommends adding, by way of policy, the procedure for making requests for hearing records. Currently, when members of the public, including members of the press, make a request for a record of a discipline proceeding, it is assumed only information entered into evidence is public. Currently, in considering a request, staff in consultation with legal counsel, confirm that the information was indeed entered into evidence and there was no publication ban or other reason why the requested information should not be released. The new provision would make the Discipline Committee Chair or a

panel of the Committee responsible for this decision; a decision which would be made in consultation with the Discipline panel's independent legal counsel. This new section also specifies that costs shall be borne by the person making the request.

Budgetary Implications

Proceeding with a formal process for requests of a hearing record may have some per diem budgetary implications when the Chair or a panel of the Discipline Committee must consider these requests. Fees for producing hearing records would be collected by the College.

Attachments

1. *Policy II-4(ii): Discipline Committee Rules of Procedure* with tracked changes

Contact for Questions

Zimra Yetnikoff, Director, Investigations & Hearings

College of Psychologists Policy and Procedure Manual			
SECTION: Council and Committees			POLICY #: II – 4(ii)
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POLICY STATEMENT:

The Discipline Committee shall conduct its business according to approved rules of procedure.

PROCEDURE:**1. Pre-Hearing Conferences**

- ~~1.1~~[1.1a](#)(a) The Chair of the Discipline Committee may direct the parties to participate in a pre-hearing conference.
 - ~~1.1~~[1.1b](#)(b) If a party fails to attend a scheduled pre-hearing conference, the Discipline Committee panel may make an order with respect to the costs of the pre-hearing conference.
 - ~~1.1~~[1.1c](#)(c) The presiding individual(s) appointed by Rule ~~1.3-2~~ shall, after consultation with the defense counsel and the prosecutor, schedule a date for the pre-hearing conference to be held, and shall notify the parties of the date. At least 30 days notice of the pre-hearing conference will be provided, unless the parties agree to an earlier date.
1. ~~2.1~~ Matters to be addressed at a Pre-hearing Conference shall include the following:
- ~~1.2.1~~[1.2.1](#)(a) issues related to the disclosure and exchange of information;
 - ~~1.2.2~~[1.2.2](#)(b) identification and simplification of issues, including legal and jurisdictional questions;
 - ~~1.2.3~~[1.2.3](#)(c) identification of any preliminary motions, and motions to be raised during the hearing;
 - ~~1.2.4~~[1.2.4](#)(d) procedural matters related to the form of the hearing (e.g. oral, electronic, written), requests for adjournment, etc.;
 - ~~1.2.5~~[1.2.5](#)(e) identification of facts or other evidence upon which the parties are in agreement;
 - ~~1.2.6~~[1.2.6](#)(f) settlement of any or all of the issues; and
 - ~~1.2.7~~[1.2.7](#)(g) other matters that may assist in the timely disposition of the proceeding.
1. ~~3.2~~ The Chair of the Discipline Committee shall appoint one or more individuals to preside at the pre-hearing conference, at least one of whom will be a member of the Discipline Committee. The Chair of the Discipline Committee shall not preside at the pre-hearing conference.
- ~~1.3.1~~[1.3.1](#)(a) the individual(s) presiding at a pre-hearing conference will facilitate dialogue between the parties on any matters identified in the notice of the hearing, or that arise in the course of the conference
 - ~~1.3.2~~[1.3.2](#)(b) the individual(s) presiding at a pre-hearing conference may express opinion on the matters being addressed, in order to assist the parties in reaching a settlement
 - ~~1.3.3~~[1.3.3](#)(c) the individual(s) presiding at a pre-hearing conference may make any orders necessary or advisable with respect to the conduct of the pre-hearing conference
 - ~~1.3.4~~[1.3.4](#)(d) the individuals presiding may also make orders with respect to the conduct of a hearing not otherwise specifically dealt with in the *Health Professions Procedural Code* or the

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Statutory Powers and Procedures Act, subject to review by the panel of the Discipline Committee conducting the hearing, or on consent of the parties

~~1.3.5~~(e) individuals who participate in a pre-hearing conference will not become members of the panel constituted to hear the matter, without the express written consent of the parties.

1.43 Any discussions with respect to settlement of the matter(s) at issue will be without prejudice.

~~1.4.1~~(a) If an Agreed Statement of Facts and a Joint Submission on Penalty result from a prehearing conference;

~~1.4.1~~(a) (i) The final versions of Agreed Statement of Facts and Joint Submission on Penalty may be provided by the parties (College Counsel and Member Counsel or Member) to Independent Legal Counsel, who will provide these to the Prehearing Conference Chair.

~~1.4.1~~(b) (ii) The Prehearing Conference Chair may provide a written view of the Agreed Statement of Fact and Joint Submission on Penalty to Independent Legal Counsel who will then provide such written view to the parties.

1.54 An agreement at the pre-hearing conference to settle any or all of the issues will be binding upon the parties, subject to the review and approval of the settlement by a panel of the Discipline Committee, following a written, electronic or oral hearing.

2. Pre-Hearing Disclosure

2.1 Upon request by the Chair of the Discipline Committee, and after disclosure of the prosecution case to the defense, the parties shall provide to each other and to the Chair of the Discipline Committee or another designated member of the Discipline Committee, a complete summary of:

~~2.1.1~~(a) procedural matters which the parties intend to raise at the hearing; and

~~2.1.2~~(b) any preliminary motions, including those addressing constitutional issues, which the parties intend to make at the hearing.

2.2 Disclosure shall occur within 30 days of the request by the Chair of the Discipline Committee, or prior to a later date specified in the request for disclosure.

2.3 At the discretion of the Chair of the Discipline Committee, the summary materials of procedural matters and preliminary motions provided in accordance with 2.1.1 and 2.1.2 will be provided to:

~~2.3.1~~(a) the individual or individuals empowered to conduct a pre-hearing conference; and

~~2.3.2~~(b) members of a panel of the Discipline Committee constituted to hear the matter.

3. Disclosure at a Hearing

3.1 Either party may make a motion before the panel of the Discipline Committee constituted to hear the matter for disclosure of evidence or other information, including but not limited to the following:

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[3.1.1\(a\)](#) the exchange of documents;

~~3.1.2 — the oral or written examination of a party~~

[3.1.3\(b\)](#) the exchange of witness statements and reports of expert witnesses; and

[3.1.4\(c\)](#) the provision of particulars.

- 3.2 Prior to making an Order for disclosure under this rule, the panel will hear representations from both parties on the matter.
- 3.3 If disclosure is required under this Rule, all or some of the disclosed information may be provided to non-participants, to the extent the panel determines is appropriate in the circumstances.

4. Written Hearings

- 4.1 Either party to a proceeding, the presiding individual(s) at a pre-hearing conference or the panel constituted to hear a matter, may propose that a pre-hearing conference or a hearing be conducted entirely or partially through written submissions. Such a proposal may be made prior to a hearing or pre-hearing conference, at a pre-hearing conference, or at any point during the course of the hearing.
- 4.2 A written hearing will only be conducted upon the consent, in writing, of the parties.
- 4.3 Upon consent, a date will be established by which submissions must be received at the College offices. Members of the panel constituted to hear the matter will then review the submissions, and arrive at a binding decision.
- 4.4 The written submissions will be available at the College offices for public review at the same time as the materials are made available to the Panel, which will normally be no later than five business days after the date established for submission of the material.

5. Electronic Hearings

- 5.1 Either party to a proceeding, the presiding individual(s) at a pre-hearing conference or the panel constituted to hear a matter, may propose that a pre-hearing conference or a hearing be conducted entirely or partially through electronic means. Such a proposal may be made prior to a hearing or pre-hearing conference, at a pre-hearing conference, or at any point during the course of a hearing.
- 5.2 Conducting a hearing electronically will normally require the written consent of the parties.

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- 5.3 The individual(s) presiding at a pre-hearing conference or the panel constituted to hear a matter may require that a hearing be conducted entirely or partially through electronic means, when this is desirable in order to achieve a timely disposition of the matter. When a hearing has been scheduled or is underway, notice of the decision to conduct the hearing electronically will be given at least 30 days prior to the scheduled start or resumption of the hearing. When no date for the start or resumption of the hearing has yet been set, the date will be established after consultation with the parties.
- 5.4 A party to the proceeding may provide a written objection to the order for an electronic hearing within 5 working days of the notice of the decision to conduct the hearing electronically. Upon receiving a written objection to the order for an electronic hearing, the panel shall, in its discretion, either reschedule the proceeding to an oral hearing, or schedule an oral or electronic hearing to hear arguments on the matter, after which it will render a decision with respect to the form of the hearing. The panel shall not hold an electronic hearing if a party satisfies the panel that holding an electronic hearing rather than an oral hearing is likely to cause the party significant prejudice.
- 5.5 When an electronic hearing is to be conducted, and upon consent of or after consultation with the parties, a date and mechanism will be arranged for conduct of the electronic hearing.
- 5.6 The College will provide a facility in Toronto through which any party to the proceeding may participate in an electronic hearing, and through which members of the public may observe and/or hear the proceeding.
- 6. Withdrawal of a Notice of Hearing**
- 6.1 If a matter has been referred to the Discipline Committee, before the notice of hearing can be withdrawn, the matter must be presented to the Executive Committee for a decision.
- 7. Motions Before a Plea is Entered**
- 7.1 A motion shall be made by Notice of Motion that specifies the relief requested and the grounds for the motion.
- 7.2 All procedural or interlocutory matters and issues shall be raised as soon as possible and shall be heard on a day fixed by the Chair of the Discipline Committee panel. The motion may be heard by means of an electronic hearing unless the Chair of the Discipline Committee panel determines that the motion should be heard at an oral hearing.
- 7.3 The party or person bringing a motion shall deliver the Notice of Motion, all material in support of the motion, and brief written argument, at least 10 days before the motion is to be heard.

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7.4 Any other motion participant who wishes to reply shall deliver responding material three days before the motion is scheduled to be heard.

8. Reprimands

8.1 When an order of the Discipline Committee includes a reprimand, the reprimand will be delivered in public.

8.2 When an appeal of the panel's decision is waived, the reprimand will be delivered at the conclusion of a hearing.

8.3 If not delivered on the date of the hearing, the reprimand will be delivered on a date fixed by the College after the appeal period expires, or after an appeal is finally disposed of and the Courts uphold the decision of the Discipline Committee.

8.4 The reprimand will be delivered by the Chair of the hearing panel, or any other member(s) of the panel, professional or public, that the panel agrees would be appropriate.

8.5 If the reprimand is delivered at the conclusion of the hearing, the entire hearing panel is present for the reprimand. All those in attendance at the hearing will have the option of remaining to hear the reprimand.

8.6 If the reprimand is delivered at a later date, all available members of the hearing panel, or at minimum, a quorum of the hearing panel, are present. If a quorum of the hearing panel is not available, a quorum of any Discipline Committee panel, as appointed by the Chair of the Discipline Committee, are present. The date fixed for the reprimand will be public information, and the delivery of the reprimand open to the public.

8.7 The reprimand will be recorded by the court reporter.

8.8 Upon delivery of the reprimand the Discipline Committee hearing is concluded.

8.9 Copies of the transcript of the reprimand will be provided to the member and the College as soon as they are available.

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9. Review of Decision and Order

- [9.1](#) The panel of the Discipline Committee that issues a decision or order may review all or part of its decision or order, and may confirm, vary, suspend, or cancel its decision or order, upon application by either party or by a non-party participant.
- [9.2](#) An application to review shall be in writing and shall set out fully the submissions of the party, or non-party participant, that applies for the review. The application to review must be made within a reasonable time following the issuance of the decision or order sought to be reviewed.
- [9.3](#) If the panel decides to review the matter, the other party and non-party participant, if any, may make submissions in writing in response to the application, and the applicant may make brief reply submissions, within the time periods prescribed by the Chair of the panel.

10. Access to a Hearing Record by the Public

- [10.1](#) If a member of the public wishes to have access to all or part of the record of the Discipline Committee, other than the notice of hearing or the transcript of evidence, he or she shall bring a motion before the Discipline Committee, upon notice to the parties, and such motion shall be made, considered and decided in writing by the Chair of the Discipline Committee or by a panel of the Discipline Committee appointed by the Chair, without an oral hearing.
- [10.2](#) The provision of the transcript of evidence and any other part of the record of the Discipline Committee shall exclude any part of the hearing, and corresponding record, from which the public was excluded, as well as that part of the transcript and record that is the subject of an order prohibiting publication. The Chair or panel of the Discipline Committee shall determine those parts of the transcript and record requested that are subject to an order excluding the public or to an order prohibiting publication.
- [10.3](#) A member of the public granted access to all or part of the transcript or record of the Discipline Committee shall first pay to the College the cost of the transcript requested, the expense of redaction, as required, of the transcript or record or part thereof that is requested, and the cost of reproducing the record, before any part of the record and transcript are released to the member of the public.



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

Briefing Note – Council Meeting March 2018

By-law 25: The Register and Related Matters

Strategic Direction Reflection

Communicating clearly and effectively with stakeholders, particularly applicants, members and the public; Acting in a responsibly transparent manner; Advancing the Council's Governance Practices

Motion for Consideration – Recommendation from Executive Committee

That the amendments to *By-law 25: The Register and Related Matters* be approved for circulation to the membership.

Moved By TBD

Background

At its November 30, 2017 plenary meeting, the Discipline Committee reviewed its Rules of Procedure in light of the recent amendments to the *Regulated Health Professions Act, 1991 (RHPA)*. As a result of this review, the Discipline Committee recommended several amendments to *By-law 25: The Register and Related Matters*.

Section 23(14)(a) of the Health Professions Procedural Code now requires publication on the public register of a “synopsis” of any reprimand made in a Discipline proceeding. Rather than posting a synopsis, the Committee believed it to be reasonable and appropriate to post the entire text of a reprimand. As this change goes further than what the *RHPA* requires, such a change must be implemented through the Register By-law.

There are several deletions to the By-law being recommended for sections which deal with items that are now captured in the recent amendments to the *RHPA*. As they are part of the legislation, they no longer need to be captured in By-law. In addition, there are some matters related to the transparency initiatives and other items that have been brought to the College's attention, as well as some housekeeping changes which can be addressed while the By-law is being circulated to the membership.

Rationale

The main matter relates to the posting of reprimands. Many Colleges post the entirety of reprimands issued by the Discipline Committee. In one recent case this College, as part of its decision, ordered that the entire reprimand be posted. At its plenary meeting, the Discipline Committee expressed the opinion that full reprimands should consistently be posted on the public register as this is the most transparent approach. If only a summary is posted, it could give rise to concerns regarding the decisions made as to which parts of the reprimand are to be posted and which are to be withheld. The Committee expressed its preference in proceeding to make this change by way of by-law, rather than policy. This would

ensure that full reprimands will be posted in every case, without each panel of the Discipline Committee having to consider the issue and make a specific order through reference to policy.

A review of the By-law suggests that several sections are redundant and no longer necessary as the matters are now captured in the amendments to the *RHPA*. Finally, some minor changes throughout the By-law are suggested, such as with respect to public register terminology and the citation of legislation, as well as the re-ordering of sections. Attached is a two-column copy of *By-law 25: The Register and Related Matters*, showing the changes to the By-law for consideration and the rationale for the change.

Attachment

1. Two-column copy of *By-law 25: The Register and Related Matters* with tracked changes and rationale for change

Contact for Questions

Zimra Yetnikoff, Director, Investigations & Hearings

BY-LAW 25: THE REGISTER AND RELATED MATTERS

[Approved by Council December 2003; amended March 2007, March 27, 2009, September 25, 2009, March 21, 2014]

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

By-law Wording	Rationale for Change
<p>25.1 (1) A member's name in the register shall be the member's name as provided in the recorded evidence used to support the member's initial registration.</p> <p>(2) The Registrar shall direct that a name other than as provided in subsection (1) be entered in the register if such a request is made by the member and the Registrar is satisfied that the member has validly changed his or her name and that the use of the name is not for an improper purpose.</p> <p>25.2 (1) Unless otherwise approved by the Registrar, a member's business address in the register shall be the address of the location in Ontario where the public may contact the member.</p> <p>(2) A member's business telephone number in the register shall be the telephone number of the location in Ontario where the member principally engages in psychological practice or, if the member does not practise in Ontario, the telephone number of the location designated in subsection (1).</p>	<ul style="list-style-type: none"> • No Changes
<p>25.3 In addition to the information required under subsection 23(2) of the Health Professions Procedural Code, being schedule 2 to the <i>Regulated Health Professions Act, 1991</i>, the register of the College shall contain the following information with respect to each member:</p> <ol style="list-style-type: none"> 1. The member's name and any changes to the member's name which have been made in the register since he or she first became registered with the College; 2. The member's registration number; 3. The member's gender and date of birth; 4. The date when the member's certificate of registration was first issued by the College; 5. If the person ceased to be a member as a result of his or her resignation or death, the date upon which the person ceased to be a member; 6. The highest degree in psychology held by the member and on which registration is based; 7. The name of the educational institution from which the member received his or her 	<ul style="list-style-type: none"> • Added for accuracy

<p>highest degree in psychology upon which registration was based, and the year in which the degree was obtained;</p> <p>8. The classes of certificates of registration held by the member, the date on which each was issued and, if applicable, the termination or expiration date of each;</p> <p>9. The member's authorized Area(s) of Practice and <u>authorized</u> Client Groups served;</p> <p>10. The address and telephone number of each location in Ontario where the member engages in psychological practice;</p> <p>11. The member's home address and home telephone number;</p> <p>12. The member's preferred mailing address for communication by the College;</p> <p>13. The member's preferred e-mail address for communication by the College;</p> <p>14. An optional e-mail address for use by the public;</p> <p><u>15.</u> If the member is a shareholder, officer or director of a health profession corporation which holds a certificate of authorization issued by the College, the name of the health profession corporation and what position or title, if any, the member holds with that corporation;</p> <p>15.<u>16.</u> <u>The full name of every direct supervisee, who is not a member of the College;</u></p> <p>16.<u>17.</u> <u>In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, the names of the member's supervisors, <u>current or past</u>;</u></p> <p>17.<u>18.</u> <u>The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death, <u>or if the member is no longer practicing in Ontario</u> This information will only be made available to the public in the actual event of a member's incapacity or death <u>or in the case of a member no longer practicing in Ontario, if that information has been provided to the College.</u></u></p> <p>18.<u>19.</u> <u>The registration status of a member with every health regulatory body, inside and outside of Ontario;</u></p> <p>19.<u>20.</u> <u>If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member and is outstanding,</u> (a) a notation of that fact and whether the allegations are for professional</p>	<ul style="list-style-type: none"> • Added to clarify that client groups as well as Area(s) of Practice must be authorized • Provides additional transparency for the public with respect to non-members who provide services under supervision and is consistent with current requirement for posting names of Supervised Practice supervisors • 17. was moved from 25. with and addition to note that all supervisors will be noted • Moved from 26. with addition of providing contact information in the case where the member leaves Ontario • Approved by Council in September 2016 but inclusion deferred until other by-law changes necessitated circulation • Reference to posting of allegations and notice of hearing no longer needed as now required by RHPA
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~~misconduct or incompetence,~~

~~(b) the Notice of Hearing,~~

~~(e)(a)~~ the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced, and,

~~(d)(b)~~ if the hearing has been adjourned *indefinitely*, a notation of that fact;

~~20.21.~~ If the question of the member's capacity has been referred to the Fitness to Practice Committee and not yet decided, a notation of that fact;

~~21.22. If the person ceased to be a member as a result of his or her resignation after a referral to the Discipline Committee, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;~~

~~22.23.~~ If, prior to January 1, 1994, the person ceased to be a member as a result of his or her resignation after a referral to Discipline, a brief summary of the allegations against the member, and the fact that the resignation occurred in the face of such allegations, or such other notations as may be agreed to by the member and the Registrar;

~~23. If the member has been required to attend before the Inquiries, Complaints and Reports Committee to be cautioned, a notation of that fact;~~

24. If a finding of professional misconduct, incompetence or incapacity has been made against a member by any other regulatory body, in or outside of Ontario, or in any other health profession,

(a) a notation of that fact,

(b) the date of the finding and the name of the governing body that made the finding,

(c) a brief summary of the facts on which the finding was based,

(d) the penalty, if any, and

(e) where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of;

~~25. In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, the names of the member's supervisors;~~

~~26. The name(s) and contact information of the individual(s) who will have custody of the member's client records in the event of a member's incapacity or death. This information will only be made available to the public in the actual event of a member's incapacity or death.~~

- Reference to posting of a summary of the allegations against a member who resigned in the face of a referral to Discipline and the notation of this no longer needed as now required by RHPA

- Reference to posting of the fact of attendance before ICRC to be cautioned no longer needed as now required by RHPA

- Moved to 17

- Moved to 18 with some additional wording added

<p>27.<u>25.</u> If an application for reinstatement has been referred to the Discipline Committee and is outstanding,</p> <p>(a) a notation of that fact, and</p> <p>(b) the date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced;</p> <p><u>26.</u> The result, including a synopsis of the decision, of any reinstatement proceeding before the Discipline Committee.</p> <p><u>27. The text of any reprimand delivered by a panel of the Discipline Committee, unless otherwise prohibited by law;</u></p> <p><u>28. In respect of the elements of an Undertaking & Agreement entered into with the Inquiries, Complaints or Reports Committee or Discipline Committee, a notation of each of the elements that has been completed while the Undertaking & Agreement remains in effect, and, where applicable, a notation that the decision has been appealed;</u></p> <p><u>29. In respect of a Specified Continuing Education or Remediation Program ordered by the Inquiries, Complaints and Reports Committee, a notation of each of the elements that has been completed, and, where applicable, a notation that the decision has been appealed;</u></p> <p><u>30. In respect of a caution required by the Inquiries, Complaints and Reports Committee, the date the caution was issued and, where applicable, a notation that the decision has been appealed.</u></p>	<ul style="list-style-type: none"> • Posting of full text of reprimand to ensure accuracy and transparency as well as consistency with regard to whether or not full text is posted • Posting of the details with respect to Cautions, Undertakings and SCERPs issued by the ICRC/ Discipline Committee. Provides transparency and clarity as well as fairness to member
<p>25.4 In addition to the information under subsection 23(2) of the Health Professions Procedural Code, being schedule 2 to the <i>Regulated Health Professions Act, 1991</i>, the register shall contain, in respect of each health profession corporation to which a certificate of authorization has been issued by the College, the following information:</p> <ol style="list-style-type: none"> 1. The certificate of authorization number; 2. The mailing address of the health profession corporation if different from the member's business address; 3. The date upon which the certificate of authorization was first issued; 4. If the certificate of authorization has been revoked, a notation of the fact, the date when the revocation occurred and a brief summary of the reasons for the revocation; 	<ul style="list-style-type: none"> • Added for accuracy

<ol style="list-style-type: none"> 5. If the certificate of authorization was revised or a new certificate of authorization was issued to the health profession corporation, a notation of that fact and the date when that occurred; 6. The name, as set out in the College register, of each of the officer and director of the health profession corporation and the title or office held by each; 7. The practice name(s) or business name(s), if any, used by the health profession corporation; 8. The address and telephone number of each location at which the health profession corporation carries on business; 9. A brief description of the business activities carried on by the health profession corporation. 	
<p>25.5 Subject to section 25.2 and 25.5.(1), all information contained in section 25.3, excluding information in paragraphs 2, 3, 11, 12, 13, 17, 20, 21, 23; and all information in section 25.4 shall be information available to the public from the register of the College under subsection 23(5) of the Health Professions Procedural Code, <u>being Schedule 2 to</u> of the <i>Regulated Health Professions Act, 1991</i>.</p> <ol style="list-style-type: none"> (a) At the discretion of the Registrar, information designated as public in the register may be provided to any person in printed, electronic or oral form. (b) The College will not provide a member's registration number but may verify the number upon request. (c) In the case of a member holding a Certificate of Registration Authorizing Supervised Practice, information respecting <u>authorized</u> Area(s) of Practice and <u>authorized</u> Client Populations <u>Groups</u> served will not be made available to the public. <p>(1) At the discretion of the Registrar, a member's previous name or names shall not be information available to the public from the register of the College.</p> <p>(2) Information which, but for the commencement of an appeal or other legal proceeding, would have been available to the public from the register of the College of subsection 23(5) of the Health Professions Procedural Code, <u>being Schedule 2 to</u> of the <i>Regulated Health Professions Act, 1991</i>, shall be available to the public from the register of the College as if no appeal or legal proceeding had been commenced.</p>	<ul style="list-style-type: none"> • Exclusions from posting revised as insertions and deletions changed numbering. • Added for accuracy • Added to reflect wording in Registration Regulation and consistency with 25.3 9. • Added for accuracy

<p>25.6 (1) A member shall immediately provide to the College, upon request, the following:</p> <ul style="list-style-type: none">(a) information described in sections 25.3 and 25.4, and(b) any other information which the College may be required to collect at the request of the Minister, for the purpose of health human resources planning as per section 36.1 of the Health Professions Procedural Code, <u>being Schedule 2 to</u> of the <i>Regulated Health Professions Act, 1991</i>. <p>(2) A member shall notify the Registrar within thirty (30) days of a change in his/her name. If there has been a change in any of the other information required to be provided under subsection (1) the member shall notify the Registrar in writing of the change within thirty (30) days of the effective date of the change.</p>	<ul style="list-style-type: none">• Added for accuracy
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**THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
L'ORDRE DES PSYCHOLOGUES DE L'ONTARIO**

Briefing Note – Council Meeting March 2018

Evaluating Impact of the EPPP-2 on the College's Registration Process

Strategic Direction Reflection

Developing, establishing and maintaining standards of qualifications for individuals seeking registration

Motion for Consideration

This Briefing Note is provided as information only. There are no Council decisions required at this time.

Background

As discussed at the Council meeting of December 1, 2017, the Association of State and Provincial Psychology Boards (ASPPB) announced that beginning January 1, 2020 the EPPP would become a two-part examination; Part 1 being the current knowledge examination, and Part 2 being a competency examination, which is currently under development. In making this announcement, it was indicated that the current knowledge examination would not be available as a standalone examination and candidates would be required to complete both parts. Information was also provided to suggest that ASPPB is considering termination of French language support for the current examination. It was recognized that these changes could have significant implications for the College's registration process. In response, Council directed that the Registrar, together with the Director, Registration and the Chair of the Registration Committee develop an action plan to consider the implications of these changes.

On January 12, 2018, Dr. Marnee Maroes, Registration Chair, Ms. Lesia Mackanyn and Dr. Rick Morris met to discuss the development of a plan for considering the implications of the changes to the EPPP to the College's registration process.

To begin the process of determining the impact on the College's registration process, several steps will be taken:

1. The College will write to ASPPB and request a formal confirmation that:
 - a. the new examination will not be available in French; and
 - b. support for the French language version of the current examination is ending. The date as to when this will occur will also be requested.
2. The College will request a formal opinion from the College's legal counsel regarding the requirement that registration examinations be available in both French and English. If the College is required to accommodate individuals requesting a French language and examination, possible other means for accommodating this request will be discussed.

If it is determined that a French language examination is required and that other possible meanings of accommodation are not reasonable, then a decision will be required regarding the termination

the use of the EPPP. This will require a discussion of other evaluation mechanisms already in place or needed to be put in place to replace the information currently obtained through the EPPP.

3. If it is determined that French language is not an issue for our College, that is, either ASPPB will offer the examinations in French or the legal advice suggests examinations may be offered in English only, then the College will need to determine whether it intends to incorporate the full EPPP, that is Parts 1 and 2 in the registration process. If the decision is “yes”, then no further discussion is required and the College will continue to monitor the development of the EPPP-2.

If, regardless of the language issue, the decision is to not implement the full EPPP, then an evaluation of the current information gained using the EPPP-1 will be necessary in order to determine what other evaluation mechanisms are already in place or may be put in place.

To answer the above questions, it will be necessary to evaluate the following:

- a. What are the strengths and weaknesses of EPPP-2 (competency examination) we can determine from the information available? Will it be redundant with the oral examination?
- b. Would the EPPP-2 add to our College’s knowledge of a candidate’s competency or would it be redundant given our current requirements?
- c. What information does the current EPPP (knowledge examination) provide in addition to what is already gathered? This will require a review of the College’s *Core Competency* document in the Registration Guidelines with a view to determining if the same competencies are already being assessed in other ways, e.g., coursework.
- d. Is the current EPPP a necessary and effective screening examination for new candidates? How many candidates does the current EPPP screen out each year? Are we requiring 100% of our candidates to take this examination to find the 1% who may be lacking in foundational knowledge. A review the results of the EPPP over the past 5-10 years may provide some answers.
- e. If the EPPP is no longer available, can the oral examination be modified to be more standardized with respect to competency evaluation, e.g., standard vignettes

In addition to the above, information gathered in answering questions may be useful for the decision-making process.

- a. Do other health professions have a general knowledge examination or general competence examination similar to EPPP? Do their examinations effectively screen out unqualified candidates?
- b. How do other regulators assess international applicants? Do they require an examination that assesses general knowledge or competency or is this the purpose of a required bridging program, for those that have one?

Update

Section 86 of the *Health Professions Procedural Code (Code)* being schedule 2 of the *Regulated Health Professions Act, 1991* suggests that the College would have an obligation to take reasonable measures to use French in their dealings with their members. This would include examinations used to meet entry to practice requirements. If the EPPP is not available in French and its continued use is desirable, consideration would need to be given as to whether there are “reasonable steps” the College can take to meets it obligation. For example, is the use of a translator or some other methodology feasible?

The College has been informed that the ASPPB Board of Directors undertook further discussions regarding the French translation of the current EPPP and has decided that a translated version will be maintained as the organization moves toward the implementation of the EPPP2. In addition, the ASPPB Board will be considering the feasibility of a French language version. The College has written to ASPPB asking for confirmation of these recent Board decisions. In particular, given ASPPB's decision to introduce the single examination in January 2020, ASPPB has been informed that the College will require a decision regarding this shortly as significant lead time would be required. This lead time would be necessary to either consider "reasonable steps" to meet its French language obligations or to find alternative evaluation measures, should it be determined that French language versions will not be available.

A reply was received from ASPPB in which they expressed their appreciation for the College's letter and the position outlined and also recognized our desire for a timely resolution. While wishing to accommodate the needs of Ontario and New Brunswick, it is currently very costly for ASPPB to support the French language examinations and there is very little demand. Their records indicate that over the past many years, related to the current EPPP, on average there are only 1.3 requests for the French version. They noted that ASPPB is still gathering information and will have a formal decision as soon as possible.

Contact for Questions

Rick Morris, Registrar & Executive Director



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

Briefing Note – Council Meeting March 2018

ABA Regulation Update

Strategic Direction Reflection

Collaborating in shaping the regulatory environment

Motion for Consideration

This Briefing Note is provided as information only. There are no Council decisions required at this time.

Background

At its meeting of December 1, 2017, Council discussed the referral letter by the Minister of Health and Long-Term Care to the Health Professions Regulatory Advisory Council (HPRAC) regarding the regulation of Applied Behavioural Analysts. HPRAC invited Colleges to make submissions on this matter. At the Council's direction, the Registrar drafted a response from the College and to circulate it to the Executive Committee prior to submission. A copy of the submission is attached.

The deadline for HPRAC to report to the Minister was January 31, 2018 however, to date there has been no information regarding the nature of HPRAC's report or the current status of this matter.

Contact for Questions

Rick Morris, Registrar & Executive Director

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

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By E-mail: hpracsubmissions@ontario.ca

December 8, 2017

Mr. Thomas Corcoran, Chair
 Health Professions Regulatory Advisory Council
 56 Wellesley Street West
 12th Floor
 Toronto, ON M5S 2S3

Dear Mr. Corcoran:

Re: *Submission to the Health Professions Regulatory Advisory Council regarding Applied Behavioural Analysis (ABA)*

The College of Psychologists of Ontario welcomes the opportunity to make a submission in response to the questions posed in the letter of October 17, 2017 regarding Applied Behavioural Analysis (ABA). I believe you will find this response to be consistent with the information shared with you during our meeting yesterday as well as providing some additional or elaborated comments.

The College of Psychologists is the regulatory body for the profession of Psychology in Ontario. As such, the College regulates the registration of, and services provided by, *Psychologists* and *Psychological Associates*. Our members work in hospitals, school boards, universities, agencies, correctional services, clinics and in private practice, and provide a variety of psychological services to clients of all ages and backgrounds. There are currently about 3755 *Psychologists* and 484 *Psychological Associates* actively providing services in Ontario.

Given the statutory role of the College as a regulatory body, the College is not able to directly address the questions posed in your letter related to the risk of harm of applied behavioural analysis. These questions would be more appropriately directed to individuals and groups working directly in the field; a number of whom are registered with the College of Psychologists. Having said that however, a review of information obtained from subject matter experts suggests that harm can result from both the improper or misapplication of applied behavioural analysis treatment and from the omission of such treatment when it is warranted. It is also understood that such services are generally provided to vulnerable individuals, further highlighting the potential for harm.

The Council of the College of Psychologists has discussed the potential regulation of applied behavioural analysis with a scope of practice and title reflective of the expertise of this profession. The Council believes, as applied behavioural analysis is based on psychological principles and intervention methods, such oversight would fit within the College's public protection mandate. Should ABA regulation proceed in Ontario, the Council of the College of Psychologists is prepared to undertake this process within its governance structure. The Council also appreciates that there are currently many well trained and experienced professionals working in the field and a well developed and organized professional association with whom the College should and would collaborate.

L. Eulette, Ph.D., C.Psych., *President*
 R. Berman, Ph.D., C.Psych., *Vice President*

D. Cotton, Ph.D., C.Psych.
 C. DiZazzo, M.Ps.,
 C.Psych.Assoc.
 M. Grand, Ph.D., C.Psych.
 M. Keyes, Ph.D., C.Psych.
 E. Levin, Ph.D., C.Psych.

D. Milovan, Ph.D., C.Psych.
 P. Minnes, Ph.D., C.Psych.
 G. Webster, M.Ed., C.Psych.Assoc., *non-voting*
 K. Bisbee
 J. Cohen

D. Delamere
 J. M. Hayat
 E. Hussain
 D. McNichol
 C. Richman
 E. Teitelbaum

Rick Morris, Ph.D., C.Psych., *Registrar/Executive Director*
 Barry Gang, MBA, Dip.C.S., C.Psych.Assoc., *Deputy Registrar/Director, Professional Affairs*

In discussing potential regulation, the Council recognizes there are many questions to be considered in developing an appropriate oversight mechanism; the details of which would require further study as well as fulsome discussion with the ABA community. Areas requiring further detailed review and consideration would include, but are not limited to:

- The nature of regulation required and the relationship with the College ranging from full membership to a registry administered by the College;
- The requirements needed for registration. The Council is aware that there is currently a certification process through the international Behavior Analyst Certification Board (BACB). As yet, this certification process has not been reviewed nor has there been the opportunity to discuss its efficacy with the ABA community.
- The need for, and or benefits of, title protection; clarification a scope of practice, and/or the need to consider a “holding out as qualified” restriction
- It is understood that there are many individuals involved in the provision of ABA services including those who provide direct service to clients and those whose roles include clinical supervision of services offered. Consideration needs to be given to whether all providers should be included in some form of a regulatory schema or only those qualified to supervise these services. The College already has rigorous supervision expectations for members and how these might apply to the delivery of ABA would require study.
- Regulation would require the development/adoption of appropriate standards of practice and a mechanism to review concerns raised regarding practitioners. While the College has *Standards of Professional Conduct* to which Psychologists and Psychological Associates must adhere, it is understood that standards also currently exist Applied Behavioural Analysts. The current ABA standards have not been reviewed and there have been no discussions with the ABA community regarding these.
- In addition to considering the regulation of individuals involved in ABA, the Council appreciates that there would need to be appropriate involvement of the ABA community in the governance of the profession. This could include consideration of representation on the College Council, as well as extensive involvement and discussion in registration, standards setting, adjudication of complaints, quality assurance and continuing professional development requirements.

The Council recognizes that there are many individuals, with varying levels of education, training and skill who provide ABA services in a variety of settings and with a variety of clients. It is recognized that regardless of the regulatory scheme developed, a well-planned transition period will be necessary which considers, and mitigates, the potential impact of regulation on the clients, service providers and employers across many sectors.

Thank you for the opportunity to provide these comments.



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

cc: Dr. Lynette Eulette, President
College of Psychologists of Ontario



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

Briefing Note – Council Meeting March 2018

Draft Budget 2018 - 2019

Strategic Direction Reflection

Advancing the Council's Governance Practices

Motion for Consideration re - Recommendation from Executive Committee

That the Budget for 2018 – 2019 be approved.

Background and Rationale

The proposed Budget for the period June 1, 2018 to May 31, 2019 is attached. In planning for the budget, Senior Staff were encouraged to consider the actual spending from previous years, the 2017-2018 budget as well as the projected spending this year to May 31, 2018. It was recognized however, that due to the lengthy budget planning and approval process, the “projections” are based on only six months of financial data. Staff were asked not to “over-budget” as a way of ensuring they did not overspend to budget, but rather to consider and budget for the needs they are identifying for their particular areas of responsibility.

The proposed budget was reviewed and approved by the Finance and Audit Committee (FAC) at its meeting of January 23, 2018. The Executive Committee also reviewed the proposed budget at its February 2, 2018 meeting and approved it for consideration by the Council.

The budget for 2018-2019 anticipates a deficit of \$170,284. While there are increases and decreases in each area, the main contributors to the increased spending are Investigations and Hearings:

- **Increased costs for Investigations and Hearings**
The main increase in this area relates to meetings. The ICRC held two plenary sessions in the current year in response to Bill 87 issues and the budget reflects this recurring in the coming year. As well, in an effort to make the overall process more efficient, additional teleconferences are being used to deal with matters in a more timely fashion and this will continue.
- **Increased costs for Hearings**
It is very difficult to predict the number of pre-Hearing Conferences and full Discipline Hearings that will be required. In the current year, activity, and therefore costs, for both of these areas exceeded what was budgeted. Based on current ICRC activity it is anticipated that expenditures in this area will continue at a similar, if not increased, level. While the cost of the pre-Hearing Conferences and Hearings are expected to rise, the most substantial increase relates to legal fees incurred at each step in the ICRC/Discipline process.

- **Staffing Changes**

Included in the proposed budget, in Salaries, are funds to move the part-time (3/5) Administrative Assistant in the Hearings and Resolutions area to full-time. As well, the budget anticipates the addition of a part-time (3/4) Administrative Assistant in Registration. Both of these additions are being made due to increasing administration work in these areas.

Attachment

Draft Budget 2018 - 2019

Contact for Questions

Rick Morris, Ph.D., C.Psych.

Registrar & Executive Director

The College of Psychologists of Ontario
Proposed Budget: 2018 - 2019

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	YEAR-END	BUDGET
								2017-2018	2018-2019
REVENUE	2,983,381	3,151,017	3,248,043	3,336,866	3,380,747	3,386,949	3,412,450	3,400,150	3,503,250
COST OF SALES	158,105	224,787	267,711	272,053	269,801	276,027	258,000	270,000	295,000
GROSS MARGIN	2,825,276	2,926,230	2,980,332	3,064,813	3,110,946	3,110,922	3,154,450	3,130,150	3,208,250
EXPENDITURES:									
Governance	77,422	96,770	107,975	86,923	90,895	79,680	101,200	91,036	94,734
Registration	52,564	43,860	79,035	57,327	98,882	70,148	95,000	90,000	98,000
Client relations, communication and education	66,378	42,927	44,604	78,333	96,011	22,660	33,450	31,550	36,150
Quality assurance	24,903	15,240	16,391	7,310	5,501	36,378	29,370	25,750	38,450
Investigations and resolutions	57,859	58,721	90,850	122,493	83,368	114,477	121,075	141,650	147,700
Hearings	159,252	186,562	348,129	175,297	163,390	147,970	249,400	325,084	357,900
Liaison (Professional Organizations)	26,856	25,104	28,850	32,295	32,420	30,616	35,675	36,861	36,600
Administration	2,203,287	2,109,173	2,160,167	2,322,140	2,292,667	2,384,061	2,534,135	2,430,089	2,569,000
Total Expenditures	2,668,521	2,578,357	2,876,001	2,882,118	2,863,134	2,885,990	3,199,305	3,172,020	3,378,534
REVENUE LESS EXPENSES	156,755	347,873	104,331	182,695	247,812	224,932	- 44,855	- 41,870	- 170,284
VARIANCE AS PERCENT OF REVENUES	5%	11%	3%	5%	7%	7%	-1%	-1%	-5%

Projections for the 2017-2018 fiscal year are based on end of November 2017 figures.



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

Briefing Note – Council Meeting March 2018

Enhancing Services Working Group

Strategic Direction Reflection

Supporting and assisting members to meet high standards (M5); Acting in a responsibly transparent manner (M8)

Motion for Consideration - Recommendation from Executive Committee

To confirm the recommendation of the Enhancing Services Working Group to pursue a project directed toward updating and improving the way in which the College communicates with the public, members, and other stakeholders. This would involve the development and implementation of a formal Communication Plan.

Moved By: TBD

Background and Rationale

At the Council meeting in September, Council passed a motion creating a “Future Projects” Working Group whose mandate was to consider ways in which the College could provide enhanced services to the public, members and other stakeholders. A request for interest was tabled resulting in a working group composed of Council members Lynette Eulette (Chair), Dorothy Cotton, Elizabeth Levin, and Ethel Teitelbaum with staff support through the Office of the Registrar.

The Terms of Reference developed by the Working Group included:

- Development of a list of criteria to use to evaluate any ideas that are considered;
- Develop a prioritized list of recommendations that would be above and beyond those that would or will be undertaken in the course of the College’s regular operations; and,
- Consideration of “ballpark” costs for these ideas as part of the recommendations.

The criteria were developed in the form of questions to be applied to the possible projects.

1. Does the proposal relate to the Strategic Directions of the College? Which Strategy and how?
2. Is the proposal possible/realistic from both a timing and a financial perspective?
3. Which constituency is the proposal directed towards – members, public, stakeholders?
4. Is the proposal fulfilling or addressing an area/need that is not being addressed in some other way by some other body or organization?
5. Should the proposal be an operational item to be included in regular budget planning or is it an enhancement or special project?
6. Is the proposal time limited requiring one-time funding or would it result in ongoing expenditures that would have implications for the annual budget?
7. Are the necessary human resources currently available or will funding need to go towards human resources?
8. Would the proposal be a large single project or would it be one of a few smaller projects?

The Working Group brainstormed a list of possible proposals and then asked Council members for input regarding the criteria and the ideas generated by the Working Group, as well as for any other suggestions they may have. In addition, the Registrar consulted with the Senior Management Team about possible proposals that would enhance services from their perspective. The Working Group received responses from both Council members and staff. The ideas, in no specific order, are:

- Buying a building for future use and investment purposes
- Specific education for members – some type of content-related training like the Barbara Wand Symposium, e.g., ideas included assisting members with technology issues, ethical issues, etc.
- Website enhancement – improving communication and information – for all stakeholders (members, public, other professional colleges)
- Bridging program for internationally trained individuals seeking registration
- Public education about psychology, psychotherapy, and psychiatry
- Review of the registration process which could include information that would inform the EPPP decision-making; review the ways in which re-training plans are used, etc.
- Review and revise College policies, by-laws, and procedures, to ensure consistency and clarity to assist in College functioning and in the Council's governance role.

In evaluating these ideas using the established criteria, the Working Group decided that 'buying a building' idea would probably not be supported since it had been considered and rejected in the past. Further, the group considered that the last two ideas were more operational and, if they are deemed important, should be funded via the regular budget. The Bridging program idea seemed to be dependent upon the potential outcome of a review of registration. The remaining ideas appeared to fall into two categories – Education and Communication. The Committee thought that the Education and Communication ideas had merit but considered that education for public, members, and stakeholders might be best supported if the College had better mechanisms for communication with these groups. As such, the Working Group is recommending the development and implementation of a Communication Plan for the College. This plan would be comprehensive and could include recommendations and actions associated with the website, public education, and social media, among others.

Budgetary Implication

The Working Group is investigating ballpark costs for this proposal but does not yet have that information. To undertake this project would require contracting with a Communication Consultant to develop the plan. Subsequent costs would be dependent upon the recommendations within the Communication Plan.

Next Steps

Contact Communication Consultants to obtain estimates of project costs.

Contact for Questions

Lynette Eulette, Chair, Enhancing Services Working Group



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

Briefing Note – Council Meeting March 2018

Risk Management Update

Strategic Direction Reflection

Advancing the Council's governance practices

Motion for Consideration

This Briefing Note is provided as information only. There are no Council decisions required at this time.

Background

Staff have begun to utilize the Risk Management System developed by the Healthcare Insurance Reciprocal of Canada (HIROC). The first step was to identify potential risks. As recommended by both HIROC and other users, identification was limited to 12 as a reasonable number with which to begin the process.

The HIROC system requires not only the identification and labelling of the risk but also a number of additional elements. Each risk is identified in the attached chart and with the following information/descriptors completed for each.

In considering possible risks, three major groupings were used:

Risk to Staff/Office – risks to College staff as well as to the physical office and operation

Risk to College (Reputation/Self-Regulation) – risk to the proper functioning of the College

Risk to the Public by Members – risks of harm by members for the College is accountable and can play a role in prevention/mitigation

With each major group, each risk is identified and explained using the following information/descriptors:

Risk Category – the overall label from the HIROC system used to categorize the risk

Risk Name (Standard) - the HIROC system provides standard Risk names

Risk Name – this is the name applied to the risk by the College Risk Management Team

Description – description of risk

Senior Lead – Senior staff with overall responsibility for management of risk

Lead – Senior staff with direct responsibility for management of risk

Likelihood (Current) – College Risk Management Teams assessment of the likelihood that this event could occur. The scale is a 5-point scale ranges from very low, low, moderate, high and very high.

Impact (Current) – College Risk Management Teams assessment of the impact this event would have were it to occur. The scale is a 5-point scale ranges from very low, low, moderate, high and very high.

Current Controls – a brief statement of the controls in place to mitigate the occurrence of this event

Future Mitigation Strategies – actions to be taken to lessen the likelihood of occurrence

Example: Violence and harassment toward staff has been identified as one of the ***Risk to Staff/Office***. This is a ***Human Resources*** risk with a similar standard HIROC name and College name of ***Violence/Disruptive***. The ***Description*** indicates that this is violence or harassment of staff by not only other staff, but also members or the public. The Registrar, ***RM*** is identified as the ***Senior Lead*** and the Manager, Administration, ***SM***, whose responsibilities include H/R identified as the ***Lead***. At this time the likelihood of occurrence is assessed to be ***Low***. While the risk of violence/disruptive behaviour from within the staff group is considered very low, there have been occasions when threats have come from outside of the College. While the likelihood is ***Low***, the assessed impact should it occur is felt to be ***High***.

To mitigate the occurrence, the College has a number of controls in place. These include ***Compliance with workplace safety legislation; a current violence and harassment program; regular training for staff; controlled access to the office suite, and annual review of the physical building security***. While it would be impossible to remove any possibility of risk, future mitigation strategies to maintain the risk at its ***Low*** include ***Continuing to provide training and relevant and timely information to staff and the creation and implementation of an employee handbook with relevant sections to address this area***.

Also attached is a memo to staff from the Registrar & Executive Director. It is considered to be part of the “regular training for staff”. It sets out the expectations on staff to ensure a safe and respectful work environment.

Work continues on all of the identified risks to undertake the ***Future Mitigation Strategies***. As work on some risks is completed, others will be added to the risk management workplan.

Contact for Questions

Rick Morris, Registrar & Executive Director

Risk Category	Risk Name (standard)	Risk Name	Description	Senior Lead	Lead	Likelihood (current)	Impact (current)	Current Controls	Future Mitigation Strategies
Risks to Office/Staff									
Financial	Other	Loss of Assets; Theft/Break In	Loss of Assets; Theft/Break In	RM	RM	Very low	Medium	Current assets database updated regularly. Building security reviewed annual. Insurance policies in place.	Annual audit of asset database.
Human Resources	Wrongful dismissal	Wrongful Dismissal	Termination of an employee resulting in legal action against the College.	RM	SM	Low	Medium	Dismissal is done on a case by case basis, with legal advice where needed. The process is fully documented including any performance development plans.	The process to be formalized through documentation and an employee code of conduct created.
Facilities	Plant/systems failure	Major Diaster	Risk of major disaster (e.g. building fire etc.) and our ability to recover and maintain our operations.	RM	SM	Very low	Very High	Disaster recovery and emergency recovery plan in place. The College has the appropriate insurance policies.	Put in place an annual review and training schedule of the emergency recovery plan. Have an annual review of the insurance policy.
Human Resources	Violence/disruptive	Violence/Disruptive Behaviour	Violence and harassment towards staff by members, public, families or other staff members that could result in significant physical and/or psychological harm.	RM	SM	Low	High	Compliance with workplace safety legislation; a current violence and harassment program; regular training for staff; controlled access to the office suite, and annual review of the physical building security.	Continuing to provide training and relevant and timely information to staff and the creation and implementation of an employee handbook with relevant sections to address this area.
Financial	Fraud	Financial Maleficence	Financial Maleficence	RM	RM	Very low	Very High	Financial controls and audit in place.	Maintenance of controls. Development of new controls as needed.
Information Management/ Technology	Systems/technology failure	Cybersecurity	Cybersecurity - Risk of major security failures leading to theft or loss of confidential data, or inability to meet statutory requirements. eg. public register availability.	RM	GF	Low	Very High	Moved everything to external servers where security is strong. Internal firewalls and virus/malware protection in place.	Ensuring that the external servers are updated and maintained. Creating a schedule for review of servers. Asking for security updates from external hosting companies. And ensuring internal updates. Creation of a change your password policy. Implementation and staff training on the use of technology policy.

Risks to College (Reputation/Self-Regulation)									
Regulation – Professional	Registration/licensure	Registration/Licensure	Certifying incompetent professionals.	RM	LM	Low	High	Rigorous registration and certification process. Applicants must meet registration regulation; academic requirements, supervision, and examinations.	
Regulation – Professional	Complaints/resolution	Complaints/Resolution	Complaints received regarding members are not resolved in a timely and adequate manner.	RM	ZY	Low	High	Legislation is in place and followed when a complaint is received. Documentation of key process is provided to committee members ICRC determines merits of a complaint - Director of Investigations/Hearings monitors the investigation to ensure adequacy. Experienced investigators are used. Decisions can be appealed if it is felt that the case was not dealt with in a satisfactory manner. Use of external investigators where warranted in potential or perceived conflict of interest situations.	Ongoing ICRC plenary sessions to identify future issues.
Leadership	Governance	Governance - Council Members	Insufficient and/or inappropriate skills and competencies of Council and Executive members leading to risk of self governance and regulation	RM	RM	Very low	Very High	All new Council members go through an orientation process. The orientation entails and introduction to CPO, the role of self-regulating Colleges, the mandated activities of the College, the finances of the College and any other areas specific to CPO.	Creation of a Governance Manual. Continuation of Council training.
Leadership	Governance	Attracting New Council Members	Difficulty attracting members to run for Council.	RM	RM	Medium	High	Email communications with members regarding vacancy.	Creation of communications plan with members and public.

Regulation – Professional	Privacy	Breach of Member or Client Information	Privacy breach of member information or of client information. Unauthorized use, disclosure, copying, modification, and disposal.	RM	BG	Medium	Very High	General College privacy policy in place. Confidentiality agreements for staff, Council and committee members. Use of SharePoint to distribute council and committee materials. Secure maintenance and disposal of complaint and registration files. HPE access controls.	Implementation of the use of technology policy.
Regulation – Professional	Registration / licensure	Oral Examiners/Observers	Examiners or observers asking questions or making comments during oral exams that could be construed as creating or contributing to a negative, biased or unfair interview and a negative "first" impression of the College.	RM	LM	Low	Very High	Oral examiner briefing and instructions provided every session.	Registration Committee plenary to discuss further mitigation strategies and controls.
Human Resources	Agency issues	Whistle-blowing Policy	Whistle-blowing - Reporting inappropriate / illegal activities	RM	SM	Low	High	Discussion and advice to staff on reporting a safe and respectful work environment.	Development and implementation of a whistle-blower policy for the employee handbook.
Risks to Public (from Members)									
Regulation – Professional	Complaints / resolution	Professional Misconduct of Members	Professional Misconduct of Members	RM	BG	Medium	Very High	Maintenance of Standards of Professional Conduct. Education materials for members. QA program.	Ongoing educational initiatives for members. Ongoing review of standards of professional conduct and updating practical applications. Practice advice service.
Regulation – Professional	Complaints / resolution	Supervision	Members supervising non-members inadequately and/or for the sole purpose of third party payment.	RM	BG	Low	High	Maintain the Standards of Professional Conduct and practical application. Education of members	Ongoing education for members and maintain current controls.
Regulation – Professional	Quality assurance of clinical / medical practice	Quality Assurance - Practice Advice	Inadequate / incorrect practice advice provided by the College.	RM	BG	Low	High	Database and tracking system of previous advice. Extensive consultation among staff and legal counsel advice as appropriate.	Maintain ongoing controls.
Regulation – Professional	Quality assurance of clinical / medical practice	Quality Assurance - Continuing Professional Development	Inappropriate service delivery as a result of inadequate continuing professional development	RM	BG	Low	High	Monitoring of continuing professional development.	Maintain ongoing controls.
Regulation – Professional	Complaints / resolution	Sexual Abuse by Members	Sexual abuse of clients by members.	RM	ZY	Low	Very High	Education and materials for members regarding mandatory reporting, sexual abuse and compliance.	Ongoing educational initiatives for members.

From: Dr. Rick Morris
Sent: Thursday, February 22, 2018 1:33 PM
To: Staff
Cc: Lynette Eulette; Dr. Rick Morris
Subject: Workplace Safety

Good afternoon,

As indicated at our staff lunch today, I want to provide you with contact information for the College Council President, Dr. Lynette Eulette. Her e-mail address is (address removed). I have also copied her on this e-mail. For those of you who couldn't attend our staff lunch, I want to tell you what we discussed at lunch and why I am forwarding Dr. Eulette's address.

Last week we all were asked to complete, anonymously, a health and safety survey that Stephanie distributed. The survey wasn't triggered by any incident or concern but rather to inform the annual workplace safety report that we submit to the Ministry of Labour. Given all the recent attention in the media to workplace inappropriateness or harassment, we felt it would be important to get everyone's input on how things are in our office.

The feedback from the survey indicates that we all feel we have a safe work environment; both with regards to feeling physically safe and also, and very importantly, safe from harassment or other kinds of inappropriate behaviour. It's very important to me that we have a safe and respectful work environment and the survey suggests we do.

It's important that thinking about this is not a once a year thing, but something we are alert to, all the time. I want to say, emphatically, that if you feel you are experiencing harassment or any other kind of behaviour here in the office that makes you feel unsafe, it's really important to let someone know.

The usual way to do this would be to take your concerns to your manager or to Stephanie as our HR person. If, for any reason however, that doesn't feel OK or appropriate, please come directly to me. If, for whatever reason, that doesn't feel OK and safe then I want you to feel free to reach out directly to the Council President, Dr. Lynette Eulette at the e-mail address above.

As I said, it's very important to me that everyone feel that we have a safe and respectful work environment, which I think we do, but if that changes at all for you, please let someone know.

Rick

Rick Morris, Ph.D., C.Psych. | Registrar & Executive Director | The College of Psychologists of Ontario
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Regulating Psychologists and Psychological Associates



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

Briefing Note – Council Meeting March 2018

College Website Analytics

Strategic Direction Reflection

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

Motion for Consideration

This Briefing Note is provided as information only. There are no Council decisions required at this time.

Background

At the December Council meeting, a question was raised as to whether the College could track the level of interest of the public in the online public register. In addition, Council members asked if it is possible to track how often the website is visited.

Google Analytics is available to provide a variety of information on visits to the College website. Activity or interest in the public register however, is not available through this Google function. While the online public register is accessed through the College website, the register database is not located on the website. For privacy and security reasons, the public register is “hidden” from Google and other search engines and therefore analytics available through Google are not available. It was possible however, to obtain some limited information on the use of the public register through other counting measures.

In the period January 1, 2018 to February 28, 2018, the Member Search function on the website was used 102,323 times. If one accesses the Member Search page, one can search the member database using a variety of criteria including name, location, area/populations of practice, etc. The count reveals the database was searched over 100,000 times. Having entered the desired search criteria, one is provided with a list of members who match the specified criteria. The available data suggests that once presented with this list, individual member pages were then accessed 44,738 times. There is no information available as to why over 60,000 initial ‘member searches’ did not then lead to a viewing of a particular member’s page. One can speculate that some searches are undertaken to determine if an individual is a member of the College. Should search of a name produce no matches, indicating the individual is not a member, there would be no reason to proceed. Similarly, if one finds the name one is looking for, this confirms membership, and there may be no reason to continue. One could also surmise that if one is only looking for the contact information of a member, this would be found in the initial list of matches, and so, once again, there would be no reason to go further.

With regard to access and visits to the other information on the website, *Google Analytics* data is attached for the two-month period January 1 to February 28, 2018.

The left-hand side of the chart indicates that the website had 17,544 total visitors and this is broken down by *new* (29%) and *returning* (71%) visitors. The chart also shows the total number of pages

viewed, the average pages viewed per visit and the average length of time a visitor spent on the website.

The bottom of the left-hand column lists the top ten “pageviews”. That is the number of times the most frequently accessed pages were visited. Understandably, the homepage, represented by “/” is the most frequent. The other *frequently visited pages* are those for which there is a button or other notation on the homepage.

The graph in the top middle presents the number of visits by day. It is generally consistent from day to day with the dips being weekends. There is a spike on January 31st which is the date on which the most recent e-Bulletin was made available. The analytics also presents visits by device. Overwhelmingly, most visits to the website are done on desktop computers (80.1%) with many fewer on mobile devices (15.6%) or tablets (4.4%).

The world map at the bottom shows the locations from which the website was accessed. Understandably most visitors were from Canada although any area shown in a shade of blue indicates access from that country.

Contact for Questions

Rick Morris, Registrar & Executive Director

Audience Overview

Jan 1, 2018 - Feb 28, 2018

Visitors

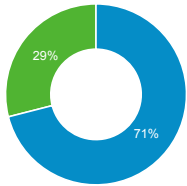
17,544

% of Total: 100.00% (17,544)



Type of Visitors

■ New Visitor ■ Returning Visitor



Pageviews

67,710

% of Total: 100.00% (67,710)



Average Pages per Visit

2.27

Avg for View: 2.27 (0.00%)



Average Visit Duration

00:02:22

Avg for View: 00:02:22 (0.00%)



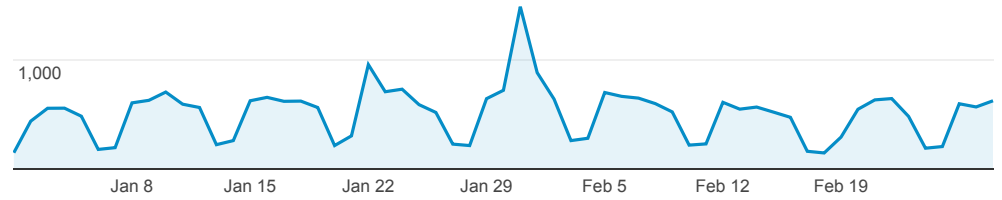
Top Pageviews

Page	Pageviews
/	26,255
/faqs.aspx	3,812
/Become_a_Member.aspx	3,315
/Resources.aspx	2,715
/About_the_College.aspx	1,975
/Contact_Us.aspx	1,822
/Standards_of_Professional_Conduct.aspx	1,467
/Professional_Conduct_and_Concerns.aspx	1,395
/News_and_Announcements.aspx	1,238
/Becoming_a_Member.aspx	1,051

Visits

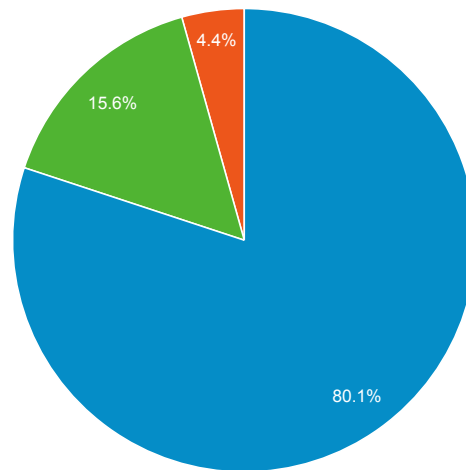
● Sessions

2,000

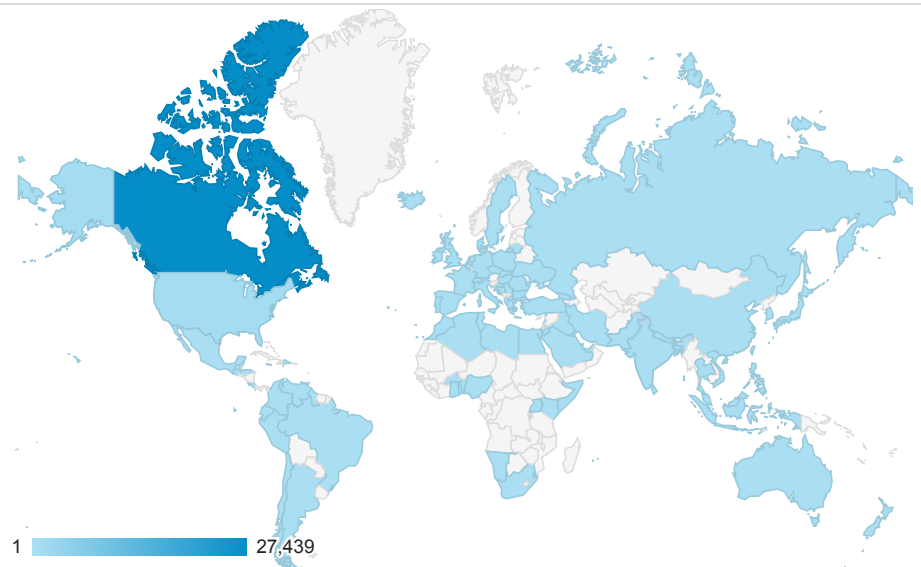


Visits by Device

■ desktop ■ mobile ■ tablet



Visits by Location



BY-LAW 4: ELECTION OF MEMBERS OF EXECUTIVE COMMITTEE

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

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

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

- 4.12 The order for the elections to the Executive Committee will be: President, Vice-President, Member of the College, Public Member of Council. Unsuccessful candidates in an election, who have indicated their interest in candidacy for other Executive Committee positions as per 4.3 and 4.4, will be included in subsequent elections unless they choose to withdraw their name.
- 4.13 The election of the members of the Executive Committee shall be by secret ballot and, where more than two members of Council are running for any position, the member of Council who receives the lowest number of votes on each ballot shall be deleted from candidacy unless one member of Council receives a majority of the votes cast. This procedure shall be followed until one member of Council receives a majority of the votes cast.
- 4.14 The ballots will be counted by the Registrar and a member of Council not seeking election to office.
- 4.15 In the event of a tie vote, Council will be afforded the opportunity to question candidates for ten minutes, and then vote again. In the case of a second tie, the Registrar will flip a coin to decide the outcome of the election. The member of Council who has been assisting in counting the ballots will call the toss (“heads – candidate A; tails – candidate B”) prior to the toss.
- 4.16 If the office of the President becomes vacant the Vice-President shall become the President for the unexpired term of the office and the office of Vice-President thereby becomes vacant.
- 4.17 A position of the Executive Committee becomes vacant if the holder of the office dies, resigns, ceases to be a member of Council or is disqualified from sitting on the Council by a vote of Council at a special meeting called for that purpose. In addition, the position of Vice-President may become vacant, in accordance with subsection 4.16.
- 4.18 The Council shall fill a vacancy in the office of Vice-President or any other Executive Committee position at a special meeting which the President shall call for that purpose as soon as feasible after the vacancy occurs.

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

[Approved by Council on June 11, 1994; amended on March 4, 1995, December 2002, March 14, 2003, September 2007, March 27, 2009]

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

- 5.1 The Council may by resolution establish committees additional to those established through Section 10 of the Code.
- 5.2 At least two months prior to first meeting of Council following the annual election, College members will be notified of the opportunity to put their names forward for possible appointment to a committee of the College. In addition to other information, College members, interested in appointment to a committee will be required to submit a resume.
- 5.3 At the meeting of Council preceding the annual election prescribed in the Bylaws, the President will advise the Council of the process for Committee appointments and for indicating their committee preference. At least one month prior to first meeting of Council following the annual election, all Council members will be notified of the opportunity to submit their preferences for appointment to committees of the College.
- 5.4 The Nominations and Leadership Development Committee will prepare a list of suggested appointees from the College membership to the committees of the College. This list will be provided to the Executive Committee at the first meeting of Council following the annual election.
- 5.5 During, or in the 24 hours immediately following the first meeting of Council following the annual election, the Executive Committee shall appoint the Chairs and the members of the committees identified in subsection 5.1 as well as those designated in section 10 of the Code.
- 5.6 The Executive Committee will advise Council of the committee appointments within five business days of the first meeting of Council following the annual election.
- 5.7 A majority of the members of a committee, other than a committee prescribed in section 10 of the Code, constitutes a quorum.
- 5.8 Where one or more vacancies occur in the membership of a committee during the year, so long as the number is not fewer than the prescribed quorum, the committee may continue to conduct its business.
- 5.9 The Executive Committee may and, if necessary for a committee to achieve its quorum, shall appoint members of the Council, or of the College where required, to fill any vacancies which occur in the membership of a committee to take effect immediately and to be reported to Council at its next meeting.
- 5.10 Every appointment to a committee automatically expires at the first meeting of Council following the annual elections unless otherwise prescribed in subsection 3(d) of By-law 21: Committee Composition; or any provision to the contrary in the Code, the By-laws or the policies of the College.
- 5.11 Both registration titles will be represented on all statutory committees.

COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STRATEGIC DIRECTION 2017 - 2022
Updated January 16, 2018

Vision *[What we aspire to be]*

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

Mission *[Why we exist]*

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

Strategies *[How we accomplish our Mission]*

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

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

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

Fairness

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

Accountability

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

Integrity

The College acts honestly, ethically, and responsibly.

Respect

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

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

		<ul style="list-style-type: none"> • 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) 	
M5	<ul style="list-style-type: none"> • Supporting and assisting members to meet high standards 	<ul style="list-style-type: none"> • Practice advisor service (ongoing) • Barbara Wand Symposium (December 2016) • Revision of the Self-Assessment Guide (May 2017) • Continuing Professional Development Program Implementation • Examination and Corporation Fee Reductions (June 2017) • Practical Applications within new <i>Standards</i> will be continuously updated (June 2017) • Barbara Wand Symposium in Ottawa (June 2017) • Updated Policy II-3(ii) Release of the Member's Response to the Complainant (June 2017) • Frequently Ask Questions for the new <i>Standards</i> and CPD 	<ul style="list-style-type: none"> • French translation of the new <i>Standards</i> almost complete (August 2017)

		<p>Program continuously updated (August 2017)</p> <ul style="list-style-type: none"> • Barbara Wand Seminar (January 2018) 	
M6	<ul style="list-style-type: none"> • Responding to changing needs in new and emerging practice areas 	<ul style="list-style-type: none"> • New technological standard within the revised <i>Standards of Professional Conduct 2017</i> 	
M7	<ul style="list-style-type: none"> • Collaborating in shaping the regulatory environment 	<ul style="list-style-type: none"> • Participation in ASPPB, ACPRO, FHRCO • College participation in inter-College 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) 	<ul style="list-style-type: none"> • Discussions with the MOHLTC with regards to the regulation of ABA (November 2017)
M8	<ul style="list-style-type: none"> • Acting in a responsibly transparent manner 	<ul style="list-style-type: none"> • Posting of Council materials package before meetings on website (June 2016) • Council Meetings to begin with a Declaration of Conflicts of Interest (June 2017) 	

		<ul style="list-style-type: none"> • Amendments to By-law 18: Fees (December 2017) 	
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 By-law 20: Elections to Council (December 2017) 	<ul style="list-style-type: none"> • Two Committee Audits Planned for 2017-2018 • HIROC Risk Management System (September 2017)

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 Registrar since December 2017 as activities undertaken in service of the College's Strategic Directions 2017 - 2022



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

Briefing Note – March 2018 Council Meeting

GCE Board Self-Assessment Toolkit 2017- Board Responses by Sector

Strategic Direction Reflection

Advancing the Council's Governance Practices

In August – September 2017, the College Council completed the Governance Centre of Excellence Board Self-Assessment with discussion at the September Council Training Day.

Recently the College received the attached “Board Self-Assessment Results by Sector Report” which summarizes the results for all organizations that participated in the 2017 survey. This report is intended to supplement the initial report Council received as it includes the average board response by sector, for each question in the survey.

Note: The College Council is one of the ten Boards in the “Other” category.

For your convenience we have included, in red, the average score the Council received in each category so that a comparison to the other boards can readily be made.

It is anticipated that the current Council will complete the 2018 survey in the period from March to June 2018. The results of the new survey, in comparison to this first one, can inform Council's decision as to whether there are identified areas of functioning and governance about which specific goals should be set.

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

GCE Board Self-Assessment 2017 – Board Responses by Sector

The below report is intended to supplement the initial report you received upon completion of the Board Self-Assessment Toolkit by including the average board response by sector, for each question in the survey. Use this data to benchmark your sector's results to a variety of not-for-profit organizations across the province.

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Resource Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
#1. Performing Board Roles (Guide Chapter 4)									
Providing Strategic Direction									
1.1 The current Strategic Plan for your organization provides a clear set of relevant and realistic goals and strategic directions to the organization.	4.8	4.6	4.5	4	4.1 4.1	4.6	4.5	4.5	4
1.2 The board is adequately involved in the process of developing the Strategic Plan.	4.6	4.6	4.5	4.2	4.2 4.5	4.6	4.6	4.5	4.3
1.3 The board encourages the identification and assessment of initiatives to create a more integrated local health services system.	4.5	4.2	4.4	4.4	3.8 N/A	4.4	4.4	4.3	4.1
1.4 The board regularly monitors and evaluates progress towards strategic goals and directions.	4.8	4.2	4.6	4.2	4 4.4	4.5	4.4	4.4	3.8
1.5 The board provides meaningful direction to program/service quality in its Strategic Plan and annual goals and priorities.	4.5	4.5	4.4	4.3	4 4.0	4.4	4.4	4.3	4
Monitoring Financial Viability and Quality Performance									
1.6 The board effectively oversees the development of the annual budget and financial plans for the organization.	4.8	4.5	4.6	4.5	4.4 4.5	4.5	4.5	4.5	4.1

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Re source Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
1.7 The performance measurement system is helpful to board members and uses contemporary methods (e.g., dashboards and balanced scorecards).	4.8	4.6	4.5	4.4	3.8 N/A	4.4	4.1	4.4	3.7
1.8 The performance measures and other information received by the board permit directors to monitor results and identify areas of concern.	4.6	4.5	4.5	4.4	4 4.0	4.5	4.2	4.4	3.8
1.9 When there are significant financial and/or quality performance variances, management provides the board with acceptable explanations and plans for dealing with those variances.	4.8	4.7	4.7	4.3	4.3 4.7	4.6	4.5	4.4	4.2
1.10 The board is informed about significant risk issues in a timely manner.	4.7	4.6	4.6	4.3	4.1 4.2	4.5	4.5	4.4	4.3
Overseeing the CEO (and Chief of Staff if applicable)									
1.11 There is an effective process for establishing the CEO's annual goals.	4.5	4.4	4.5	4.1	4 4.2	4.4	4.2	4.2	3.7
1.12 There is an effective process for measuring the CEO's performance.	4.7	4.4	4.5	4.2	4 3.9	4.4	4.2	4.2	3.7
1.13 There is an effective process for establishing the Chief of Staff's annual goals.	4.4	4	4.4	3.9	3.4 N/A	4.1	3.9	4	3.4
1.14 There is an effective process for measuring the Chief of Staff's performance.	4.2	4.5	4.4	3.9	3.3 N/A	4.1	3.9	4	3.4
1.15 The board has a sound plan for the CEO's development and succession.	4.1	4.1	3.9	3.8	3.2 4.2	3.8	3.6	3.7	3.1

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Resource Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
1.16 The board has a sound plan for the Chief of Staff's development and succession.	4	4.3	3.9	3.9	3 N/A	3.6	3.4	3.6	3.1
Overseeing Stakeholder Relations									
1.17 The board ensures that the organization communicates its performance and plans to its key stakeholders in an effective and transparent fashion.	4.4	4.3	4.5	4.2	4 3.9	4.4	4.2	4.2	3.8
1.18 The board speaks with 'one voice' in all communications with stakeholders.	4.8	4.5	4.7	4.6	4.4 4.5	4.6	4.5	4.6	4.2
1.19 The board ensures that the organization engages relevant stakeholders when considering strategic planning and services integration opportunities.	4.5	4.4	4.5	4.5	4.1 4.2	4.5	4.4	4.4	3.9
#2. Board Role and Management Relationship (Guide Chapter 3)									
2.1 The board understands and performs its governance role and does not become overly involved in operational issues.	4.7	4.2	4.6	4.4	4.1 4.4	4.5	4.4	4.4	4
2.2 The board members are adequately informed about the programs, services, operations and administration of the organization in making governance decisions.	4.5	4.5	4.6	4.3	4.2 4.3	4.6	4.5	4.4	4.3
2.3 The board's goals, expectations and concerns are openly communicated to the CEO and management.	4.8	4.6	4.6	4.5	4.3 4.3	4.5	4.5	4.4	4.3

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Re source Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
2.4 The CEO communicates with the board in an open, candid, respectful and timely manner. (*Select N/A for this question if you are the CEO)	4.9	4.6	4.9	4.5	4.5 4.7	4.7	4.7	4.5	4.4
#3. Board Quality (Guide Chapter 7)									
3.1 The board is the right size. It is small enough for effective board discussions, yet large enough to have an appropriate breadth of skills and experience and the ability to carry the committee workload.	4.4	4.4	4.4	4.5	4.3 4.3	4.4	4.5	4.4	4.1
3.2 The membership of the board has sufficient diversity of skills, experience and backgrounds for good governance.	4.5	4.3	4.2	4.4	4 3.9	4.2	4.3	4.3	3.7
3.3 The board membership is sufficiently independent to ensure good governance of the organization.	4.6	4.5	4.6	4.6	4.4 4.3	4.5	4.6	4.5	3.9
3.4 New board members receive adequate orientation to prepare them to contribute effectively to the board.	4.5	4.1	4.4	4.4	4 4.1	4.2	4.2	4.2	3.5
3.5 The board receives in-depth, ongoing continuing education.	4.8	3.9	4.5	4.2	3.8 4.4	4.3	3.9	4.2	3.3
#4. Board Structure (Guide Chapter 8)									
4.1 The board has the appropriate number of committees to support the work of the board.	4.6	4.4	4.5	4.4	4.3 4.4	4.5	4.3	4.4	3.8

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Re source Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
4.2 Committee meetings involving board members and staff are constructive and there is open communication, meaningful participation, critical questioning and timely resolution of issues.	4.9	4.5	4.6	4.5	4.4 4.5	4.5	4.5	4.5	4.2
4.3 The board respects the work of its committees and does not redo committee work.	4.8	4.4	4.8	4.6	4.5 4.3	4.5	4.6	4.6	4.1
4.4 Committee reports are effective in providing the necessary information to the board.	4.6	4.3	4.5	4.5	4.3 3.9	4.5	4.5	4.5	3.9
4.5 The Finance Committee or equivalent (Resources, Stewardship) effectively performs its role and fulfills the responsibilities of its terms of reference.	4.7	4.7	4.6	4.7	4.5 4.7	4.5	4.6	4.6	4.1
4.6 The Quality Committee effectively performs its role and fulfills the responsibilities of its terms of reference.	4.7	4.5	4.7	4.6	3.8 N/A	4.5	4.4	4.6	4.1
4.7 The Governance Committee (or equivalent) effectively performs its role and fulfills the responsibilities of its terms of reference.	4.6	4.5	4.6	4.5	4.3 4.0	4.4	4.4	4.5	3.8
#5. Meeting Processes (Guide Chapter 8)									
5.1 Board meetings are well organized and the Chair manages them to allow sufficient time for discussion of major issues and to ensure appropriate participation by all.	4.7	4.3	4.7	4.5	4.4 4.6	4.5	4.6	4.5	4.2
5.2 The board has a well-conceived and realistic annual work plan.	4.6	4.2	4.6	4.4	4.1 3.7	4.4	4.3	4.4	3.9

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Re source Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
5.3 Board materials are sufficiently informative so that board members can participate in discussions and make decisions.	4.7	4.5	4.7	4.6	4.3 4.5	4.6	4.6	4.5	4.3
5.4 Board materials arrive sufficiently in advance to allow for board members to prepare properly for the meetings.	4.7	4.5	4.6	4.4	4.3 4.6	4.5	4.4	4.4	4.1
5.5 The board uses in-camera sessions appropriately.	4.6	4.4	4.7	4.6	4.4 4.7	4.6	4.5	4.4	4.1
5.6 The board uses a consent agenda practice that conserves board time without compromising board oversight.	4.6	4	4.8	4.6	4.3 4.7	4.6	4.4	4.5	3.9
5.7 Minutes accurately reflect board discussions and decisions.	4.7	4.4	4.8	4.6	4.5 4.7	4.6	4.6	4.6	4.4
5.8 The board's 'meetings without management' focus on the governance process and support from management.	4.7	4.3	4.5	4.5	4.1 N/A	4.2	4.2	4.2	3.8
#6. Overall Board Functioning (Guide Chapters 6 to 8)									
6.1 Directors work well together, seeking consensus, and treat each other with respect and courtesy.	4.8	4.4	4.8	4.6	4.6 4.4	4.6	4.7	4.6	4.5
6.2 Directors ask constructive questions and express their views in a respectful manner.	4.7	4.3	4.7	4.5	4.6 4.1	4.5	4.7	4.6	4.5
6.3 Once decisions are taken by the board, all members support the position.	4.8	4.4	4.5	4.7	4.4 3.3	4.5	4.7	4.6	4.4
6.4 Directors respect the confidentiality of board in-camera discussions.	4.9	4.7	4.7	4.7	4.7 4.7	4.6	4.7	4.7	4.5
6.5 Directors declare conflicts of interest, where appropriate.	4.8	4.6	4.6	4.7	4.5 4.5	4.6	4.6	4.6	4.4

Assessment Criteria	Average (Mental Health Boards) n=2	Average (Long-Term Care/Home Care Centres Boards) n=2	Average (CCC/Rehab Boards) n=3	Average (CAHO Boards) n=4	Average (Other Boards) n=10	Average (Small Hospital Boards) n=12	Average (Community Services/Re source Centres Boards) n=13	Average (Community Hospitals Boards) n=24	Average (Family Health Team Boards) n=26
6.6 The board has sufficient opportunities to go into adequate depth on critical issues from time to time (retreats or 'deep dives' at regular meetings).	4.5	4	4.5	4.2	4 4.2	4.4	4.4	4.3	4
6.7 The board has effective evaluation tools to help it make modifications in its governance processes.	4.4	4.1	4.4	4.3	3.9 3.4	4.3	4	4.2	3.6
6.8 The board balances its time well between considering future issues and dealing with current governance matters.	4.4	4.1	4.4	4.2	3.9 4.0	4.3	4.2	4.2	3.9
6.9 The board addresses important issues and decisions at a sufficiently early stage.	4.5	4.3	4.4	4.2	4 4.1	4.3	4.3	4.3	4.1
6.10 On balance, the board allocates its time effectively between important issues and those of lesser importance.	4.5	4.2	4.5	4.4	4.1 4.2	4.4	4.4	4.3	4.2
#7. Individual Director's Functioning									
7.1 I have a good understanding of the difference between the board's governance role and the role of the CEO and management.	4.9	4.5	4.7	4.7	4.6 4.6	4.6	4.6	4.7	4.4
7.2 I have a good understanding of the organization's strategic plans, activities and operations.	4.6	4.5	4.6	4.4	4.4 4.5	4.5	4.6	4.5	4.1
7.3 I have a good understanding of the challenges in the external environment affecting the organization.	4.6	4.4	4.5	4.4	4.4 4.2	4.5	4.5	4.5	4.2
7.4 I feel good about my level of contribution to the board's deliberations.	4.5	4.3	4.5	4.3	4.4 4.5	4.5	4.5	4.4	4.1



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

Briefing Note – March 2018 Council Meeting – Generative Discussion

Possible Code of Conduct for Council and Committees

Strategic Direction Reflection

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

This is provided to inform a Generative Discussion regarding a Council and Committee *Code of Conduct*.

Background

On a number of occasions, the College Council has discussed the idea of introducing an explicit *Code of Conduct* for Council and Committee members, however these discussions usually concluded without a specific action. Research conducted by College staff suggests that many of the other health Colleges have introduced formal *Codes of Conduct* for their Council and Committee members.

Rationale

Some elements of a *Code of Conduct* for Council and Committee members have already been implemented by the College through policies on Confidentiality and Conflict of Interest (Policies I-5 and I-6), for example. There are many other elements of a *Code* contained in place in other Colleges which are not set out as explicitly. These would include elements such as being prepared for meetings, regularly attending meetings and communicating in a respectful manner, etc.

The introduction of a standard *Code of Conduct* would provide transparency and accountability to members of the public and members of the College who do not serve on Council or any committees, regarding the conduct expected from its elected members and volunteers. As well, a *Code* could describe the route by which concerns regarding conduct could be addressed.

Drawing on the policies currently in place for other health Colleges (see attachments), a draft *Code* is provided as an example of the elements such a Code could contain and how these might be worded.

Attachments

1. Sample Draft *Code of Conduct* for Council and Committees
2. *Codes of Conduct* from other Colleges
 - a. College of Chiropractors Code of Conduct
 - b. College of Nurses Code of Conduct
 - c. College of Opticians Code of Conduct
 - d. College of Pharmacists Code of Conduct
 - e. College of Physicians and Surgeons Council Code of Conduct
 - f. College of Physiotherapists Code of Conduct
 - g. College of Chiropodists Code of Conduct
 - h. College of Respiratory Therapists Code of Conduct

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO
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Code of Conduct for Members of Council and its Committees

1. Council and Committee members shall:
 - a. be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991*, its regulations and the Health Professions Procedural Code, the *Psychology Act, 1991* and its regulations, and the by-laws and policies of the College;
 - b. be prepared to participate in Council meetings and Committee work, including reading background materials and briefing documents;
 - c. diligently take part in Committee work and actively serve on Committees as elected by the Council or appointed by the Executive;
 - d. regularly attend meetings, arriving on time and participating constructively in discussions;
 - e. respond to communications from Council and Committee members and staff regarding Council and Committee business, in a timely manner;
 - f. offer opinions and express views on matters before the College, Council and Committees, when appropriate;
 - g. 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;
 - h. uphold the decisions made by Council and Committees regardless of the level of prior individual disagreement;
 - i. place the interests of the College, Council and Committees above self-interest;
 - j. avoid and, where that is not possible, declare any appearance of, or actual, conflicts of interest, in accordance with the College's Policy on Conflict of Interest and Reasonable Perception of Bias;
 - k. refrain from including or referencing Council or Committee positions held at the College in any personal or business promotional materials, advertisements or business cards (although referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner);
 - l. preserve confidentiality of all information before Council or Committees, in accordance with Section 36 of the *Regulated Health Professions Act, 1991* and the College's Policy on Confidentiality Obligations & Handling of Confidential Materials;

- m. refrain from attempting to influence a statutory decision unless one is a member of the panel or, where there is no panel, of the Committee dealing with the matter;
 - n. respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members;
 - o. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment;
 - p. recognize the right of the public and of members to be heard and respected.
2. It is the responsibility of each Council and Committee member to hold himself or herself 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*.
 3. If a Council or Committee member has concerns that the behaviour of another Council or Committee member did not reflect the *Code of Conduct*, the member is expected to:
 - a. discuss her or his concern with the Council or Committee member whose conduct was perceived to be inappropriate;
 - b. if such a discussion would not be appropriate under the circumstances, or if the member does not recognize the problem and take appropriate action or the behaviour continues, discuss the concern with the President (for behaviours at Council) or Committee chair (for behaviours at Committee).
 4. After a review of the conduct regarding a Council member, the President may meet with the Council member whose conduct is at issue and provide individual coaching. At any time, the President may seek advice from the Executive Committee and/or the Registrar.
 5. After a review of the conduct regarding a Committee member, the Committee chair may either meet with the Committee member whose conduct is at issue and provide individual coaching, or refer the matter to the President.
 6. If a matter regarding the conduct of a Committee member is referred to the President, the procedure will follow that outlined in section 4, above.
 7. If the inappropriate behaviour is confirmed and continues after a meeting with the President, the Council or Committee member whose behaviour is being addressed will be asked to meet with the full Executive Committee to discuss her or his behaviour.

CCO CODE OF CONDUCT FOR ELECTED AND PUBLIC MEMBERS OF COUNCIL AND NON-COUNCIL COMMITTEE MEMBERS



Executive Committee

Approved by Council: September 28, 2012

Amended: February 23, 2016, April 19, 2016

Elected and public members of Council and non-Council committee members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:

1. be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991 (RHPA)*, its regulations and the *Health Professions Procedural Code*, the *Chiropractic Act 1991*, its regulations, and the by-laws and policies of the College;
2. diligently take part in committee work and actively serve on committees as elected and appointed by the Council;
3. regularly attend meetings on time and participate constructively in discussions;
4. offer opinions and express views on matters before the College, Council and committee, when appropriate;
5. participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing the diverse background, skills and experience of members on Council and committees;
6. uphold the decisions made by Council and committees, regardless of the level of prior individual disagreement;
7. place the interests of the College, Council and committee above self-interests;
8. avoid and, where that is not possible, declare any appearance of or actual conflicts of interests;
9. refrain from including or referencing Council or committee positions held at the College in any personal or business promotional materials, advertisements and business cards;¹

¹ This section does not preclude the use of professional biographies for professional involvement.

10. preserve confidentiality of all information before Council or committee unless disclosure has been authorized by Council or otherwise exempted under s. 36(1) of the *RHPA*;
11. refrain from communicating to members, including other Council or committee members, on statutory committees regarding registration, complaints, reports, investigations, disciplinary or fitness to practise proceedings which could be perceived as an attempt to influence a statutory committee or a breach of confidentiality, unless he or she is a member of the panel or, where there is no panel, of the statutory committee dealing with the matter;
12. refrain from communicating to members and stakeholder² on behalf of CCO, including on social media, unless authorized by Council³;
13. respect the boundaries of staff whose role is not to report to or work for individual Council or committee members; and
14. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

Potential Breaches of the Code of Conduct

15. An elected or appointed member of Council or non-Council committee member who becomes aware of any potential breach of this code of conduct should immediately advise the President and Registrar, or if the potential breach involves the President, advise the Vice President and Registrar; and
16. Potential breaches will be addressed first through informal discussion with the Council member(s) or non-Council committee member(s), and subsequently by written communication expressing concerns and potential consequences.

I, _____, Council member or non-Council committee member of the College of Chiropractors of Ontario undertake to comply with the CCO Code of Conduct for Elected and Public Members of Council and Non-Council Committee Members.

Signature: _____ Witness: _____

Date: _____

² Stakeholders include professional associations, societies, and other organizations related to the regulation, education and practice of chiropractic.

³ This does not preclude Council members from communicating about CCO, provided they are not communicating on behalf of CCO.



Code of Ethical Conduct for Council and Committee Members

DEFINITION

The Code of Ethical Conduct is a guideline for appropriate individual and collective behaviour of Council and committee members, at and away from the College.

GUIDING PRINCIPLES

Council and committee members, in their corporate capacity, have a responsibility to effectively regulate the profession of nursing in the interests of public protection. In doing so, members are expected to comply with, support and promote the guiding principles set out in this Code.

The guiding principles are consistent with the College's vision, mission, values, guidelines, by-laws and legislation. They also embrace the philosophy of lifelong learning, which encourages self-reflection, peer feedback, continuous learning and ongoing individual and group evaluation.

It is expected that all Council and committee members support and promote the following principles by leadership and example.

Accountability

Council and committee members are accountable for their decisions and actions to the public. This is demonstrated by:

- reflecting a working knowledge of the Code of Ethical Conduct and the supporting documents
- recognizing and respecting confidential information learned in the course of College activities
- participating in constructive debate by attending meetings, being prepared, and being clear, concise and respectful of the time of others
- remaining flexible and open to change
- supporting the final decisions made by Council and committees
- actively participating in ongoing self and group evaluation and improvement
- contributing to positive Council and committee member functioning by supporting one another
- discussing behavioural conflicts and concerns with appropriate individuals so as to work through them

Respect

Council and committee members respect diversity of opinion, ideas and debate. This is demonstrated by:

- recognizing the equal right of all public, RN and RPN members to be heard and respected
- recognizing, promoting, valuing and encouraging awareness of the diverse expertise, experience and knowledge that exists among Council, committee members and staff and the benefit of such to constructive debate, the democratic process and effective decision-making
- promoting collaborative, collegial behaviour characterized by mutual respect and efficient use of time
- avoiding personal or group criticism of fellow members or staff in discussion or through innuendo both at and away from Council and committee meetings

Integrity

Council and committee members do not place themselves under any obligation to outside individuals or organizations that might influence them in the performance of their official duties with the College. This is demonstrated by:

- making decisions in the public interest
- maintaining boundaries and avoiding personal and competing professional interests

Openness

Council and committee members are as open as possible about all the decisions and actions that they take. This is demonstrated by:

- identifying, disclosing and acting appropriately on conflicts of interest
- being transparent in providing all reasons and supporting rationale for decisions made by Council or committees

Council and committee members will hold themselves and each other accountable for meeting the behaviours of the Code of Ethical Conduct.

PROCESS FOR HOLDING COUNCIL AND COMMITTEE MEMBERS ACCOUNTABLE TO THE CODE

It is the responsibility of each and every Council and committee member to hold herself/himself accountable for behaving in accordance with the Code of Ethical Conduct. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the Code.

If a Council or committee member has concerns that the behaviour of another Council or committee member did not reflect the Code of Ethical Conduct, the member is expected to:

- discuss her or his concern with the Council or committee member whose conduct was perceived to be inappropriate;
- if the member does not recognize the problem and take appropriate action or the behaviour continues, discuss the concern with the President (for behaviours at Council) or committee chair (for behaviours at committee); and
- if the inappropriate behaviour is confirmed and continues after a meeting with the President or committee chair, the member whose behaviour is being addressed is asked to meet with the full Executive Committee to discuss her or his behaviour.

OR

"If a member has been subjected to insult or abuse, he or she may interrupt the meeting to raise a point of personal privilege" (Wainberg's, Rule 21.2) and raise her or his concern about the behaviour with the Council or committee as a whole.

Approved by Council
June 2003

Page last reviewed July 26, 2012

College of Nurses
of Ontario

101 Davenport Road Toronto, ON Canada M5R 3P1

Leading in regulatory excellence.
Regulating nursing in the public interest.

Schedule D to the By-Laws

CODE OF CONDUCT

FOR COUNCIL AND APPOINTED NON-COUNCIL MEMBERS

1. This Schedule applies to members of Council, Appointed Non-Council members and members of all Committees of the College.
2. Council, Appointed Non-Council members and Committee members shall at all times use their best efforts to provide progressive, collective leadership and direction to the affairs of the College of Opticians of Ontario (COO) in support of its mandate to protect the public through the regulation of Opticianry.
3. Council, Appointed Non-Council members and Committee members shall adhere to the COO's established governance model.
4. Council, Appointed Non-Council members and Committee members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:
 - (a) be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991* and its regulations, the *Health Professions Procedural Code*, the *Opticianry Act*, other related statutes, their regulations, and the by-laws and policies of the College;
 - (b) be prepared to participate in Council meetings and Committee work including reading background materials and briefing documents;
 - (c) diligently take part in Committee work and actively serve on Committees as appointed by the Council;
 - (d) regularly attend meetings on time (including not missing two (2) or more consecutive meetings without reasonable cause) and participate constructively in discussions and decision-making;
 - (e) offer opinions and express views on matters before the College, Council and Committee, when appropriate;
 - (f) participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of Council and Committee members;
 - (g) uphold the decisions made by a majority of Council and Committees (where the Committee makes a final decision on behalf of the College)¹, regardless of the level of prior individual disagreement;

¹ For example, where a Committee makes a recommendation to the Council, a member of the Committee who disagrees with the recommendation can express his or her dissenting views at the Council meeting. In addition, this provision does not prevent a Committee member from issuing a dissenting report (e.g., in a Discipline Committee case) so long as the dissenting

- (h) place the interests of the public, the College, Council and Committee above other, competing interests;
- (i) avoid and, where that is not possible, declare any appearance of or actual conflicts of interest;
- (j) refrain from including or referencing Council or Committee titles or positions held at the College in any personal or business promotional materials, advertisements and business cards use for economic gain (although referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner);²
- (k) preserve confidentiality of all information before Council or Committee unless disclosure has been authorized by Council or is otherwise exempted under s. 36(1) of the *RHPA*;
- (l) refrain from attempting to influence a statutory decision unless one is a member of the panel or, where there is no panel, of the Committee dealing with the matter;
- (m) respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members including not contacting staff members directly, except on matters where the staff member has been assigned to provide administrative support to that Committee or the Council or where otherwise appropriate³;
- (n) be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

Committee member thereafter accepts the majority decision (e.g., when it comes to the penalty phase of the discipline hearing) and does not speak out against the majority decision later on.

² This provision will require some good faith on the part of Council and committee members. For example, if you are asked to participate in a media interview, you would not deny that you are on the Council of the College if asked. However, if you purchase an "advertorial" and encourage the interviewer to ask about your College involvements, that would be a breach of the provision. Also keep in mind the proposed by-law provisions relating to the acceptance of invitations for speaking engagements in your capacity as a representative of the College.

³ For example, a member of the Registration Committee can contact the staff support person for that Committee if they are missing pages for the package for an upcoming meeting. But, if the member of the Registration Committee wanted copies of a personal submission to Council to be copied for a Council meeting, he or she would approach the Registrar, not the Committee staff person (as copying personal submissions for Council is not part of the duties of the Registration Committee staff support person). If the chair of the Registration Committee felt that the staff support person was consistently and inappropriately interfering with the decision-making of the Registration Committee, he or she would take that up with the President who would speak with the Registrar.

College of Opticians Meeting Conduct Rules

All members of Council and committees will follow the following rules.

1. Only one person speaks at a time; no one will interrupt while someone is speaking. Always speak through the Chair and only when recognized by the Chair. He is there to preserve order; everyone will help him do his job.
2. Everyone will express their own views, rather than speaking for others at the table or attributing motives to them.
3. Everyone will avoid grandstanding (i.e., extended comments/speaking), so that everyone has a fair chance to speak.
4. No one will engage in personal attacks. Challenge ideas, not people. Treat others as you want them to treat you.
5. Everyone will make a strong effort to stay on track with the agenda and to move the deliberations forward. Side discussions with other members of Council and/or committee will be limited, because they are disruptive.
6. Everyone will focus on the merits of what is being said, making a good faith effort to understand the concerns, points of view and opinions of others. Questions of clarification are encouraged. Disparaging comments are discouraged.
7. Everyone will follow the "no surprises" rule. Concerns should be voiced when they arise, not later in the deliberations when a "surprise" objection is raised.
8. Everyone will seek to identify options or proposals that represent shared interests, without minimizing legitimate disagreements and to do their best to take account of the interests of the group as a whole.
9. Everyone reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodates their interests and the interests of others.
10. Everyone will come prepared and read the agenda material before the meeting. If a person has not prepared for the meeting they will declare so and limit their participation in the discussion.
11. No one will engage in a debate with members of the audience except in accordance with the Rules of Order adopted by Council.
12. Everyone will shut off their personal communication devices before the meeting.

Reminders

1. Shut off your Blackberry and cell phone. If it is an emergency, leave the room.
2. Don't chat with your neighbour. It's rude and disruptive. Pay attention to the debate.
3. Never engage in a discussion with the audience.
4. Always speak through the Chair and only when recognized by the Chair. He/She is there to preserve order. Help him/her do his job.

SCHEDULE B

THE “CODE OF CONDUCT” FOR COUNCIL AND COMMITTEE MEMBERS

Members of Council and Committees will,

- (a) be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991*, the *Health Professions Procedural Code*, the *Pharmacy Act*, the *Drug and Pharmacies Regulation Act* and their regulations, and the by-laws and policies of the College;
- (b) be prepared to participate in Council meetings and Committee work including reading background materials and briefing documents;
- (c) diligently take part in Committee work and actively serve on Committees as appointed by the Council;
- (d) regularly attend meetings on time (including not missing three (3) or more consecutive meetings without reasonable cause) and participate constructively in discussions;
- (e) offer opinions and express views on matters before the College, Council and Committee, when appropriate;
- (f) participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of Council and Committee members;
- (g) uphold the decisions made by a majority of Council and Committees, regardless of the level of prior individual disagreement;
- (h) place the interests of the College, Council and Committee above other interests;
- (i) avoid and, where that is not possible, declare any appearance of or actual conflicts of interest and remove oneself from discussing or voting on any issue where there is a conflict of interest;
- (j) refrain from including or referencing Council or Committee titles or positions held at the College in any personal or business promotional materials, advertisements and business cards (although referencing one’s titles or positions held at the College in one’s curriculum vitae is acceptable so long as the curriculum vitae is not overtly used in a promotional manner);
- (k) preserve confidentiality of all information before Council or Committee unless disclosure has been authorized by Council or is otherwise exempted under the *RHPA* (e.g., it is already in the public domain);
- (l) refrain from attempting to influence a statutory decision unless one is a member of a panel of the Committee or, where there is no panel, of the Committee dealing with the matter;

- (m) respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members including not contacting staff members directly, except on matters where the staff member has been assigned to provide administrative support to that Committee or the Council or where otherwise appropriate; and
- (n) be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

**Governance Practices and Policies
Council Code of Conduct**

Council Code of Conduct**Purpose**

In carrying out its objects, the College has a duty to serve and protect the public interest.

Council is committed to ensuring that in all aspects of its affairs it maintains the highest standards of public trust and integrity.

Application

This Code of Conduct applies to all members of Council and to all non-council members of Committees of Council.

Council Members' Duties

All members of Council and Committees of Council stand in a fiduciary relationship to the College and are bound by the obligations that arise out of their fiduciary duties. As fiduciaries, Council and Committee members must act honestly, in good faith and in the best interests of the College.

Members will be held to strict standards of honesty, integrity and loyalty. A member shall not put personal interests ahead of the best interests of the College.

Members must avoid situations where their personal interests will conflict with their duties to the College. Members must also avoid situations where their duties to the College may conflict with duties owed elsewhere. These obligations are set out in greater detail in the College's Conflict of Interest Policy.

Members must respect the confidentiality of information about the College. This duty is set out in greater detail in the College's Confidentiality Policy.

Best Interests of the College

Members must act solely in the best interests of the College. All members are held to the same duties and standard of care. Members who are appointed or elected by a particular group must act in the best interests of the College even if this conflicts with the interests of that group.

Confidentiality

It is recognized that the role of Council member may include representing the College in the community. However, such representations must be respectful of and consistent with the Council member's duty of confidentiality. Every Council member, committee members, officer and employee of the College shall respect the confidentiality of information about the College

Governance Practices and Policies Council Code of Conduct

whether that information is received in a meeting of the Council or of a committee or is otherwise provided to or obtained by the member, officer or employee.

A member is in breach of his/her duties with respect to confidentiality when information is used or disclosed for purposes other than those of the College. The duty of confidentiality owed by members is set out in greater detail in the College's Confidentiality Policy.

Council Spokesperson

The President is the official spokesperson for the Council. It is the role of the President to represent the voice of Council to all stakeholders.

Media Contact and Public Discussion

News media contact and responses and public discussion of the College's affairs should only be made through the authorized spokespersons. Any member who is questioned by news reporters or other media representatives should refer such individuals to the Communications and Government Relations Department of the College, as set out in the Media Relations Policy.

No member of Council or a Committee of Council shall speak or make representations on behalf of the Council or the College unless authorized by the President (or, in the President's absence, the Vice-President) and the Registrar. When so authorized, the member's representations must be consistent with accepted positions and policies of the College.

Respectful Conduct

It is recognized that members bring to the Council and its committees diverse background, skills and experience. Members will not always agree with one another on all issues. All debates shall take place in an atmosphere of mutual respect and courtesy.

The authority of the President of Council must be respected by all members.

Corporate Obedience – Council Solidarity

Members acknowledge that properly authorized Council actions must be supported by all members. The Council speaks with one voice. Those Council members who have abstained or voted against a motion must adhere to and support the decision of a majority of the members.

Council Member Commitments

In addition to these general obligations, each member commits to:

- regularly attending all Council and/or committee meetings, being on time and engaging constructively in discussions undertaken at these meetings;
- preparing prior to each Council/committee meeting so that he or she is well-informed and thus able to participate effectively in the discussion of issues and policies;
- recognizing the President of the College as the principal spokesperson for Council and referring all requests for information as set out in the Media Relations Policy of the College;
- promoting the objectives of the College through outreach activities;
- stating to fellow councillors, committee members and College staff the member's ideas and beliefs in a clear and respectful manner;
- where the views of a Council or committee member differ from the views of the majority of Council members, working together with Council toward an outcome in service of the highest good for the public, the profession and the College;
- upholding the decisions and policies of the Council;
- behaving in an ethical, exemplary manner;
- preserving confidentiality;
- being respectful of others in the course of a member's duties and not engaging in verbal, physical or sexually harassing behaviour;
- respecting the boundaries of College staff whose role is neither to report to nor work for individual Council members;
- respecting the Conflict of Interest Policy of the College, including declaring all conflicts of interest and deriving no personal gain from being a Council or committee member;
- participating fully in both a self-evaluation and a peer evaluation process and endeavouring to address developmental needs in the member's performance;
- willingly sharing committee work and actively stating the member's preference for the committees with which he or she wishes to work;

**Governance Practices and Policies
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- if a member becomes the subject of a hearing by the Discipline Committee or the Fitness to Practice Committee of the College, withdrawing from the activities of any committee on which the member serves until those proceedings are formally concluded.

Any member of Council or a Committee of Council who is unable to comply with this Code of Conduct, including any policies referenced in it, shall withdraw from the Council and/or Committees of Council.

Amendment

This Code of Conduct may be amended by Council.

Updated and approved by Council: November 24, 2006

Appendix C

CODE OF CONDUCT

Title:	Code of Conduct
Applicable to	Members of Council and Council Committees
Date approved:	December 2003
Date revised:	June 2006, March 2008, June 2010, February 2013, June 2014, March 2017

Purpose

Councillors and Committee members make decisions in the public interest, balancing this responsibility with an understanding of the profession and the settings in which it practices. They establish the College's goals and policies within its statutory mandate.

All Councillors and members of College committees are expected to exhibit conduct that is ethical, civil and lawful, in a manner that is consistent with the nature of the responsibilities of Council and the confidence bestowed on Council by the public and its registrants. The role of a non-Council committee member is considered comparable to that of a Councillor due to their direct participation in the committees that assist Council in fulfilling its statutory duties. Further, Councillors and members of Council committees are expected to aspire to excellence in their roles as governors.

This Code of Conduct serves to provide Council, and its Committees with high standard of conduct to guide and support their work in the best interests of the College, its legislative mandate, and the public. Each individual, and the group as a whole, is accountable for its conduct and performance.

Performance Expectations

In performing his/her role, each Councillor and Committee member will:

1. Promote the public interest in his/her contributions and in all discussions and decision-making.
2. Direct all activities toward fulfilling the College's objects as specified in the legislation.
3. Comply with the provisions of the Regulated Health Professions Act, the Physiotherapy Act, the regulations made under these acts and the by-laws of the College.
4. Conduct him/herself in a manner that respects the integrity of the College by striving to be fair, impartial and unbiased in his/her decision making.
5. Refrain from engaging in any discussion with other Council or committee members that takes place outside the formal Council or committee decision making process and that is intended to influence the decisions that the Council or a committee makes on matters that come before it.
6. Respect the power, authority and influence associated with his/her role and not misuse this for personal gain.

7. Recognize, understand and respect the roles and responsibilities of Council, committees and staff and maintain respectful working relationships with other Council members, committee members and staff members. This includes acknowledging the appropriate authorities of the Registrar and the President.
8. Acquire, apply and maintain knowledge of Council and committee policies, procedures, relevant legislation, College functions and current issues facing the College and the committees he/she participates in.
9. When personal circumstances may affect his/her ability to function objectively in his/her role, address the conflict situation by complying with the College by-laws that govern conduct in this situation by, as a minimum, declaring the conflict, abstaining from discussing or voting on the matter and removing oneself from the meeting.
10. Maintain the confidentiality of information coming into his/her possession in keeping with the provisions set out in the RHPA and the confidentiality policies of the College.
11. Maintain appropriate decorum during all Council and committee meetings by adhering to the rules of order adopted by the Council.
12. Review and consider the information provided for Council and committee meetings and identify any information to enhance effective Council and committee decision-making as needed.
13. Respect the views and the expertise of other Council and Committee members and appreciate the opportunity for varied viewpoints to be brought forward, considered and resolved through robust discussion.
14. Publicly uphold and support the decisions of Council and respect the President's role as Council spokesperson.
15. Attend meetings to the best of his/her ability and be available to mentor and assist new members.
16. Regularly evaluate his/her individual performance, and that of the collective to assure continuous improvement.
17. Promote general interest in the physiotherapy community for Council and non-Council positions.

Sanctions

1. All concerns related to the conduct or performance of a Councillor or of a Council committee member should be brought to the attention of the President of the College.
2. All concerns must be documented, specifically the questionable conduct or performance, in sufficient detail to enable it to be understood. The document should identify the element (s) of the Code that is of concern and include, where relevant, any supporting evidence.
3. After review of the material and dependent on the issue, the President has the discretion to either meet with the Councillor or Committee member and provide individual coaching, or to raise the matter for Council's consideration. At any time the President may seek advice from the Executive Committee and/or the Registrar. All decisions taken are to be recorded and kept in the member's corporate file.
4. When the President identifies that an alleged breach of this Code of Conduct may have occurred and raises it for Council's consideration, Council shall adopt a process to deal with the alleged breach that is consistent with the rules of order of Council and that provides the person whose conduct has been called into question with an opportunity to explain his/her actions.



Code of Conduct for Members of Council and Its Committees

For the College to command the confidence of the government, the public and the profession, it is necessary that Council, as the profession's governing body, adopt appropriate standards of conduct for members of Council and its Committees in order to ensure that they properly perform their duties with integrity and in a manner that promotes the highest standard of public trust.



Each member of Council and its Committees is therefore required to comply with the following Code of Conduct (Code) understanding that a breach of the Code could result in the Council member being removed from Council or the Committee member being removed from all Committees, in accordance with the By-laws of the College.

The Code

1. Council and Committee members shall be familiar with and comply with the provisions of the Regulated Health Professions Act, 1991 (RHPA), its Health Professions Procedural Code and its regulations, the Chiroprody Act, 1991 and its regulations, and the by-laws and policies of the College.
2. Council and Committee members, when acting in that capacity, shall act in a diligent manner, including preparing for meetings/hearings, attending meetings/hearings on time, and actively participating.
3. Council and Committee members, when acting in that capacity, shall participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing the diverse background, skills and experience of members on Council.

4. Council and Committee members, when acting in that capacity, shall conduct themselves in a manner that respects the integrity of the College by striving to be fair, impartial and unbiased in their decision making.
5. Council and Committee members shall place the interests of the College and Council above their personal interests.
6. Council and Committee members shall avoid any appearance of or actual conflict of interest or bias.
7. Council and Committee members shall uphold the decisions made by Council and its Committees, regardless of the level of prior individual disagreement. Where a member of Council or its Committees feels compelled to publicly oppose or speak against a policy adopted by Council, or a decision made by a Committee, the member should first resign from Council and/or its Committees.
8. Council and Committee members shall refrain from engaging in any discussion in relation to the business of Council and/or Committees with other Council or Committee members that takes place outside the formal Council/Committee decision making process.
9. Council and Committee members shall refrain from communicating with Committee members on Statutory Committees in circumstances where this could be perceived as an attempt to influence a member or members of a Statutory Committee, unless he or she is a member of the panel or, where there is no panel, of the Statutory Committee dealing with the matter. This would include, but not be limited to, matters involving the Registration of applicants and matters involving members involved with the Inquiries, Complaints and Reports Committee, the Quality Assurance Committee, the Disciplinary Committee or the Fitness to Practise Committee.
10. Council and Committee members shall respect the confidentiality of information identified as confidential and acquired solely by virtue of their Council/Committee member position.
11. Council and Committee members shall ensure that confidential information is not disclosed except as required for the performance of their duties, or as directed by Council or the Executive Committee acting on behalf of Council.
12. Council and Committee members shall not use their positions as members of Council or any Committee to obtain or attempt to obtain employment at the College or preferential treatment for themselves, family members, friends or associates.
13. Council and Committee members shall not include or reference Council or



Committee titles or positions held at the College in any business promotional materials, advertisement or business cards.

14. Council and Committee members shall respect the boundaries of staff recognizing that a staff member's role is not to report to or work for individual Council or Committee members. Council and Committee members will, therefore, not directly contact staff members, other than the Registrar, except on matters where the staff member has been assigned to provide administrative support to that Committee, without the prior approval of the Registrar or the Executive Committee.

15. Council and Committee members shall be respectful of each other and staff and not engage in conduct or behaviour towards fellow Council or Committee members or staff that might reasonably be perceived as verbal, physical or sexual abuse or harassment.



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COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Code of Conduct for Council Members and Non-Council Members of Committees**

Number: **CP-Code of Conduct-204**

Date originally approved:
September 13, 2002

Date(s) revision approved:
N/A

POLICY

In carrying out his or her duties as a Council or non-Council Member, and in serving on committees of the College, it is expected that each Council and non-Council member will use his or her best efforts to:

1. Uphold and promote the mission statement, goals and objectives of the College, and to uphold the public interest.
2. Act honestly, objectively and in good faith in all College matters.
3. Uphold the integrity and reputation of the College in all of his or her actions.
4. Attend meetings of the Council and Committees and perform responsibilities in accordance with the *Regulated Health Professions Act, Health Professions Procedural Code*, regulations, by-laws, and policies and procedures of the College.
5. Respond to communications from staff and Council and Committee members regarding Council and Committee business, in a timely manner.
6. Participate at meetings of the Council and Committees with courtesy, and respecting the views expressed and positions taken by others.
7. Maintain decorum in Council meeting debates including addressing all remarks through the Chair, confining remarks to the pending issue, refraining from attacking a Councillor's motives, refraining from speaking adversely on a prior issue not pending.¹
8. Refrain from taking any action in the name of the College, except those actions duly authorized by the Council or the Executive Committee.
9. Declare any real, perceived, or potential conflict of interest and to remove himself or herself from participating in any discussion involving such conflict, from receiving or viewing any related confidential correspondence, minutes or documents as appropriate concerning such conflict, as soon as the conflict is identified, and to refrain from any vote concerning such conflict.
10. Strictly abide by the confidentiality agreement with the College and the confidentiality policy and procedure of the College and the confidentiality provisions of the *Regulated Health Professions Acts and the Health Professions Procedural Code*.²

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¹Refer to Schedule 1 to the CRTO By-law, *Rules of Order of Council*.

²Refer to CRTO Policy and Procedure, *Conflict of Interest of Council and non-Council Members*, CP -133; Article 12.03 CRTO By-law.