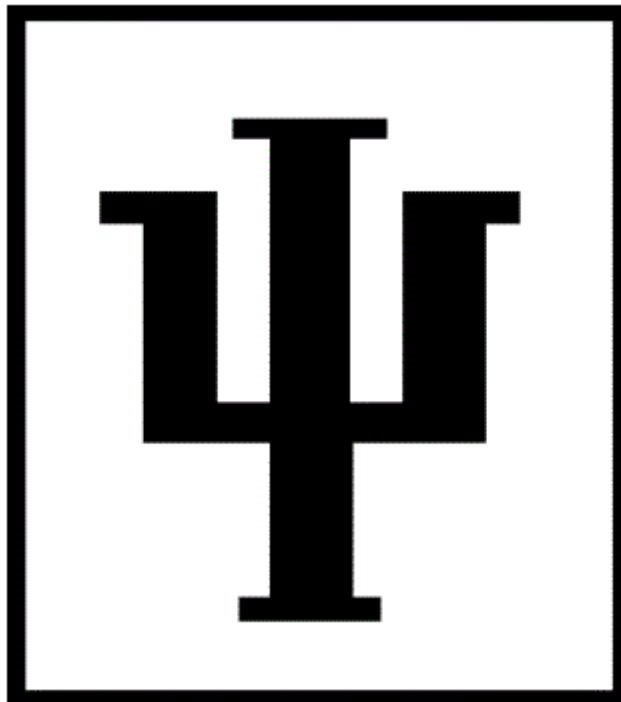


THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO

MEETING MATERIALS

**College Council
December 14, 2018
2018.04**



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

COUNCIL MEETING AGENDA

2018.04

December 14, 2018

9:00 AM to 4:00 PM

Agenda Item	Topic	Action	Page #	Strategic Direction*
.00	CALL TO ORDER			
.01	APPROVAL OF AGENDA & MINUTES			
.01a	Review & Approval of Agenda	Decision	2	
.01b	Declarations of Conflicts of Interests	Discussion	--	M8
.01c	Review & Approval of Minutes - Council Meeting 2018.03 September 21, 2018	Decision	3	
.01e	Review of Action List	Discussion	13	
.02	CONSENT AGENDA ITEMS		Information	
.02a	President's & Executive Committee Report		15	
.02b	Registrar's & Executive Director's Report <ul style="list-style-type: none"> • New OPA President • Change of Council and Committee Members' Hotel • Update on Mental Health Strategy for members • Update Communication Strategy and Modernization Project • Offices of the College of Audiologists and Speech Language Pathologists (CASLPO) 		16	
.02c	Staff Presentations		18	
.02d	Committee Reports		--	
	(1) Discipline Committee		19	
	(2) Quality Assurance Committee		20	
	(3) Client Relations Committee		22	
	(4) Fitness to Practice Committee		23	
	(5) Finance & Audit Committee Report		24	
.03	POLICY ISSUES			
.03a	Use of Title <i>Psychologist</i> - Update	Information	--	
.03b	Policy I-10: Authority to Speak on Behalf of the College	Decision	27	M8
.03c	Policy I-12: <i>Registrar's Performance</i>	Decision	30	M8
.03d	Policy III A-6: <i>Integrated Risk Management</i>	Decision	39	M9
.04	BUSINESS ISSUES			
.04a	(1) Election of Public Member to the Executive Committee (2) Election of Vice President	Decision	44	M9
.04b	Registration Committee Quarterly Report	Information	45	M1
.04c	Inquiries, Complaints and Reports Committee Quarterly Report	Information	47	M2
.04d	Integrated Risk Management Report	Information	50	M9

Agenda Item	Topic	Action	Page #	Strategic Direction*
.04e	Directors of Clinical Training Programs Meeting Report	Oral Report	--	M4
.05	STRATEGIC ISSUES			
.05a	Strategic Direction Implementation: Chart Update	Discussion	51	All
.05b	Generative Discussion: David Lamb, MOHLTC Health Workforce Planning 10:30AM – 12:00PM	Discussion	--	M9
.06	OTHER BUSINESS			
06a	Set Election in 2019 Proposed Date: March 29, 2019	Decision	--	
.06a	Next Council Meeting: March 28-29, 2019- ½ day training Council Dinner Evening of March 28	Information	--	
.06b	Proposed Council Meeting: <ul style="list-style-type: none"> June 14, 21 or 28, 2019 	Decision	--	
.07	ADJOURNMENT			

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

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



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

**COUNCIL MEETING
2018.03
September 21, 2018**

Present:

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

Regrets:

Donna McNicol, Public Member
Patricia Minnes, Ph.D., C.Psych.

Guests:

Mr. Doug Ross, MOHLTC
Liana Bell, Hilborn LLP

Staff:

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

2018.03.00 Call to Order

The President called the meeting to order at 9:00AM.

2018.03.01 Approval of the Agenda and Minutes

.01a Approval of Agenda

The following changes were made to the agenda:

It was MOVED Levin

That the agenda be approved as presented.

CARRIED

.01b Declarations of Conflicts of Interests

Professional members acknowledged a conflict with the review of .03b *Policy III-5 Expense Reimbursement* and item .03e *Shaping the Future*.

47 **.01c Minutes Council Meeting 2018.02 on June 22, 2018**

48

49 **It was MOVED Delamere**

50 **That the minutes from the Council Meeting 2018.02 of June 22, 2018 be approved as presented.**

51

CARRIED

52

53 **.01e Review of Action List**

54 The Council reviewed the Action List from the minutes of the previous meeting and noted items that
55 were completed, outstanding or on the agenda at this meeting.
56

57

2018.03.02 Consent Agenda

58

59 At the Council Training Day the previous day Council decided to move the Registration Committee and
60 the Investigations, Complaints and Reports Committee quarterly reports from the consent agenda to the
61 regular agenda.
62

63

2018.03.03 Policy Issues

64

65 **.03a Policy I-2: Council & Committee Orientation and Training (Code of Conduct)**

66 At its June 2018 meeting, the College Council approved a revision to *Policy I – 2 Council and Committee*
67 *Orientation and Training*, to include a *Code of Conduct for Council and Committee Members*. The
68 Executive Committee discussed this policy at their Training Day on August 27 and agreed that, similar to
69 the policy on conflict of interest, all Council and Committee members should sign a Declaration
70 indicating that the *Code of Conduct* has been reviewed and accepted.
71

72

73 **It was MOVED Cotton**

74 **That the revision to *Policy I – 2 Council and Committee Orientation and Training*, to include a**
75 **Declaration and Agreement form for the *Code of Conduct for Council and Committee Members* be**
76 **approved. **CARRIED****

77

Action Item Staff

78 To amend *Policy I-2: Council & Committee Orientation and Training*, to include the Declaration and Agreement for
79 the *Code of Conduct for Council and Committee Members* in the College's *Policies and Procedure Manual*.

80

81 **.03b Policy III F-5: Expense Reimbursement**

82 The current policy on reimbursement for meals appears ambiguous as to whether the "Meal Allowance"
83 is to be interpreted as the maximum amount to be "reimbursed" for a meal or an allowance eligible to
84 be claimed regardless of the amount spent. This lack of clarity has led to inconsistency in claiming for
85 meal expenses among those undertaking work for the College. It was reported that some individuals
86 submit expense claims for the actual cost of the meal while others claim the "allowance" amount. To
87 ensure consistency and transparency, and to confirm that the interpretation is for "reimbursements" of
88 meals, it was recommended that the policy be amended to require receipts for meals claimed. This
89 would be in keeping with the standard in the 'not-for-profit' and 'for-profit' sectors and the practice
90 among most other regulatory Colleges. Council discussed the proposed amendments.
91

92

93 **It was MOVED DiZazzo**
 94 **That *Policy III: F – 5 Expense Reimbursement* amended to require that expense claims, greater than**
 95 **\$10.00, for reimbursement for meals be accompanied by receipts.**

96 **7 In Favour**
 97 **5 Opposed**
 98 **1 Abstained**
 99 **CARRIED**

100
 101 In discussing the “meal reimbursement”, it was reported that it can be difficult to have breakfast at a
 102 hotel, when staying over on College business. It was agreed that the breakfast allowance should be
 103 increased from \$25 – \$30.

104
 105 **It Was MOVED DiZazzo**
 106 **Breakfast “reimbursement to be increased to \$30.**

107 **9 In Favour**
 108 **2 Opposed**
 109 **2 Abstained**
 110 **CARRIED**

111
 112 Council agreed this would be effective October 1, 2018. Staff were directed to send out notices to
 113 Council and Committee members informing them of the change. Chairs of Committees will also be asked
 114 to put this as an item on their next agenda.

115
 116 **It was MOVED Cohen**
 117 **That the amended *Policy III: F – 5 Expense Reimbursement* will come into effect October 1, 2018.**

118 **CARRIED**
 119

120 **Action Item Staff**
 121 To amend *Policy III: F – 5 Expense Reimbursement* to include in the *College’s Policies and Procedure Manual*.

122
 123 **.03c *Policy I-10: Authority to Speak on Behalf of the College***

124 The Executive Committee conducts routine review of policies for which it is responsible. In the course of
 125 this review the Executive considered *Policy I-10: Authority to Speak on Behalf of the College* at their
 126 meeting on August 28. In reviewing procedure 7, it was suggested that the wording was overly
 127 complicated and could be simplified to communicate the intent. To accomplish this, the Executive
 128 recommended an amendment to procedure 7 as outlined in the Briefing Note provided to Council.

129
 130 The Council discussed the proposed amendments and decided that further work needed to be done on
 131 the policy before a decision could be taken. The issue of concern related to the expectation that Council
 132 members should be required to publicly support the decisions of Council without being able to express
 133 their own, and possibly dissenting, opinions. It was recommended that the policy be returned to the
 134 Executive Committee for further review.

135
 136 **It was MOVED Grand**
 137 **That this issue be sent back to the Executive Committee for further conversation.** **CARRIED**

138
 139

Action Item Executive Committee

To bring *Policy I – 10: Authority to Speak on Behalf of the College* to the Executive Committee for further discussion.

.03d *By-law 5: Selection of Committee Chairs and Committee Members and By-law 21: Committee Composition*

At the June 22, 2018 meeting of Council, amendments to *By-law 5: Selection of Committee Chairs and Committee Members* and *By-Law 21: Committee Composition* were approved for circulation to the membership, for the required 60 days. The consultation was distributed on July 4, 2018 and a reminder published in the July 2018 e-Bulletin. The deadline for responses was September 4, 2018. The consultation was sent to 4383 people. The College received 7 responses.

The Council reviewed and discussed the responses which, for the most part, were positive.

The Executive Committee reviewed the feedback at their meeting in August and suggested a change to *By-law 5: Selection of Committee Chairs and Committee Members* which would require the Registration Committee to have co-Chairs instead of a Vice-Chair. The Executive recommended that the revised section 5.6 read:

5.6 a. Each Committee will have a Chair and each Statutory Committee will have a Vice-Chair, one of whom is a Council member; with the exception of the Registration Committee which will have Co-Chairs sharing the duties outlined in this policy.

It was MOVED Grand

That the amendments to *By-law 5: Selection of Committee Chairs and Committee Members and By-law 21: Committee Composition* be approved. CARRIED

Action Item Staff

To amend *By-law 5: Selection of Committee Chairs and Committee Members and By-law 21: Committee Composition*

.03e *Shaping the Future*

For many months, the College Council have been discussing the issue that has come to be known as *Shaping the Future* and whether there was a need to reconsider the decision taken by a previous Council. *Shaping the Future* refers to the direction approved by Council in the motion of March 22, 2013 to:

Discontinue master's level registration, grandparent Psychological Associates as Psychologists and develop a mechanism for evaluating internationally trained applicants.

- a. Cease to accept master's level applications as of a set date
- b. Register all Psychological Associates as Psychologists on a fixed date, or within a fixed time period.
- c. Develop a mechanism for evaluating internationally trained applicants' competencies for substantial similarity to a CPA accredited program and remediation as needed.

186 The Registrar provided a Briefing Note to assist Council in understanding the options available. To
 187 facilitate a final outcome, the Executive proposed that Council undertake decision-making in a
 188 sequential, stepwise fashion. A chart entitled *Shaping the Future – Decision-Making Chart* was provided
 189 to Council providing a visual map of the 3 decision-making points.
 190

191 The first decision for Council consideration was whether to *Rescind* or *Reaffirm* the motion of March
 192 2013 currently in place. The *Decision-Making Chart* noted that if Council were to rescind the motion
 193 they could then choose not to do anything further. That is, continue the current registration processes.
 194 It was noted that there has been no response from the Ministry of Health and Long-Term Care
 195 (MOHLTC) with regards to a Briefing Note sent to them for comment in 2016 regarding the proposed
 196 changes outlined in the March 2013 motion.
 197

198 The Registrar explained that if the Council voted to reaffirm the March 2013 motion, this would provide
 199 College staff with direction to continue in its efforts with the MOHLTC on implementing that decision.
 200 Council discussed that the landscape of the profession had changed since 2013 and queried whether it
 201 was still relevant to move forward with closing a class of registration in Ontario. It was noted that if
 202 Council decided to move forward with closing the Masters level class of registration, this would not
 203 result in eliminating Masters level practitioners in Ontario as, under the Agreement on Internal Trade,
 204 the College would be required to register Masters level practitioners from other provinces. Regardless of
 205 what decision the Council makes in this regard, the College would still have to determine how
 206 internationally trained candidates would be evaluated for registration.
 207

208 Public members expressed appreciation for the continued discussion and commented that they feel
 209 more informed to make a decision on these issues. In terms of public interest and protection it was the
 210 view of some that closing a class of registration would result in fewer qualified regulated psychology
 211 practitioners in Ontario at a time where the demand for services is high.
 212

213 Concern was expressed that continued registration at the Masters level results in lesser trained
 214 practitioners and that it may be viewed as a quick route to registration. In discussing the required four
 215 years of post-Masters supervised practice, it was noted that this cannot be taken as equivalent to the
 216 experience gained through the doctoral practicum and internship. In discussing the academic level for
 217 entry into the profession, it was noted that the educational degree requirements only set out the
 218 minimum requirement for entry level practitioners. It was noted that the College has been registering
 219 Masters level practitioners for approximately 25 years with the same scope of practice as doctoral level
 220 practitioners. While it was recognized that the training received was not equivalent, both practitioners
 221 with a Masters degree plus four years and their doctoral trained counterparts both were able to meet
 222 the College standards for initial registration.
 223

224 **It was MOVED DiZazzo**

225 **That the motion taken by Council on March 22, 2013 be rescinded.**

226 **9 In Favour**

227 **4 Opposed**

228 **CARRIED**

229 **Grand Opposed**

230 **Milovan Opposed**

231 **Keyes Opposed**

232

233 Having rescinded the motion taken on March 22, 2013, Council considered whether to maintain or
 234 amend the current registration/title process. Council discussed that in continuing with Masters level
 235 registration, the College could undertake a review of the current process to examine where there may
 236 be room for improvement. It was noted for example, that the four years of post-Masters supervised
 237 experience could be more closely aligned with and monitored by the College.
 238

239 **It was MOVED Cotton**

240 **That the College amend its current registration/title process.**

241 **10 In Favour**

242 **3 Opposed**

243 **CARRIED**

244 **Grand Opposed**
 245

246 Having decided to amend the current registration/title process, Council considered the nature of this
 247 change and considered the implications of granting the title *Psychologist* to those currently registered as
 248 *Psychological Associates*. In response to a question, the Registrar noted that any change to the current
 249 use of titles would require extensive consultation and would not be something that could come into
 250 effect immediately. The College would need to explore the way in which this could be done and what
 251 authority the College would have to make this title change. The next steps would include discussions
 252 with the MOHLTC on the most appropriate avenues to investigate in implementing a change.
 253

254 As part of the discussion, Council noted that as a result of the AIT, Masters level psychologists from
 255 other Canadian jurisdictions are being registered in Ontario as psychologists and that a number of
 256 Ontario registered psychological associates are using the AIT to gain access to the title in Ontario. The
 257 issue of public misunderstanding regarding the two titles was noted. With regard to the public interest
 258 and public understanding, the view was expressed that since psychologists and psychological associates
 259 have both qualified to practice in Ontario with the same scope of practice, one title should describe all
 260 psychological practitioners.
 261

262 **It was MOVED Cotton**

263 **That the College continue registration of individuals with a Masters degree plus 4 years of supervised**
 264 **experience but grant them the title of *Psychologist* and investigate a mechanism to accomplish this.**

265 **9 In Favour**

266 **4 Opposed**

267 **CARRIED**

268 **Grand Opposed**

269 **Milovan Opposed**
 270

271 **.03f EPPP Discussion with ASPPB Representatives**

272 In October 2017, the Association of State and Provincial Psychology Boards (ASPPB) announced that,
 273 beginning in January 2020, jurisdictions will be required to use both the current EPPP and the enhanced,
 274 competency examination, known as the EPPP2. This would preclude the College from continuing to use
 275 the current EPPP unless it also incorporated the new examination into its registration process. The
 276 College had undertaken numerous discussions regarding the implications of this for the registration
 277 process.
 278

279 On August 17, 2018, a letter was received from ASPPB stating that the Board of Directors reconsidered
 280 its previous position and had rescinded the August 2017 decision to make the Enhanced EPPP (including
 281 both knowledge and skills portions) a single licensure examination.

282
 283 As a result of this decision, the College can continue to use the current EPPP as it has done for many
 284 years and leave any decisions regarding use of the enhanced EPPP2 for future discussion, once more
 285 information is available.

286
 287 The Registrar summarized the discussions undertaken by Council to this point and suggested that
 288 further discussion be tabled at this time. After the launch of the EPPP2 in 2020, Council can then make a
 289 more informed decision with regards to the future use of this exam. To maintain a current
 290 understanding of the EPPP2 development, this topic will be added to the Spring Executive Committee
 291 meeting agenda.

292

293 **2018.03.04 Business Issues**

294

295 **.04a Annual Reports**

296 The Council reviewed the Annual Reports for the Committees for the 2017-2018 year. While reviewing
 297 the Annual Report of Council activities it was suggested that the performance review of the Registrar &
 298 Executive Director be included.

299

300 **It was MOVED Hayat**

301

That the Annual Reports for 2017-2018 be approved.

CARRIED

302

303 **Action Item Staff**

304

To include the annual review of the Registrar & Executive Director in the Council's Annual Report.

305

306 **.04b Audit 2017-2018**

307

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

308

309 The President welcomed Ms. Liana Bell, Auditor with Hilborn LLP, to the Council meeting and invited her
 310 to present the Audited Financial Statements for the year ending May 31, 2018. The Finance and Audit
 311 Committee (FAC) and the Executive Committee had reviewed the draft Audited Financial Statements
 312 with Ms. Bell at their meeting on August 27, 2018. Ms. Bell discussed the following documents that had
 313 been provided to Council:

314

- Audit Findings Report

315

- Draft Audited Financial Statements

316

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

319

320 Ms. Bell commented that the College staff and management were well prepared for the audit. The
 321 College has appropriate internal controls and that all accounting estimates were appropriate and
 322 reasonable. There were no unusual transactions and no disagreements with management.

323

324 **It was MOVED Delamere**

325

That the draft Audited Financial Statements for 2017-2018 be accepted.

CARRIED

326
 327 **It was MOVED Grand**
 328 **That the firm of Hilborn LLP be appointed as the Auditors for the College for the year 2018-2019.**
 329 **CARRIED**
 330

331 **.04c Barbara Wand Seminar Report**

332 Council received and reviewed the report on the Barbara Wand Seminar which took place in June 2018
 333 in London. The next Barbara Wand Seminar will be held in Toronto on Monday, January 21, 2019. The
 334 recording of the London Seminar is available for viewing. The topic for the next seminar is “Addressing
 335 Cultural Diversity in Psychological Practice”.
 336

337 **2018.03.05 Strategic Issues**

338
 339 **.05a Strategic Direction Implementation Update**

340 The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. Items
 341 added since the Council Meeting of June 22, 2018 were shown in **Bold**.
 342

343 **.05b Council Self-Assessment Follow Up**

344 In follow-up to the conversations held at the Training Day, the Council discussed the ongoing use of the
 345 Government Centre for Excellence’s (GCE) Self-Assessment Survey and agreed that this should be done
 346 every two years rather than annually.
 347

348 **It was MOVED DiZazzo**

349 **That the Council would like to do the Self-Assessment Survey every two years.** **CARRIED**
 350

351 **.05c Generative Discussion: Mental Health Strategy for Members**

352 The College has experienced a recent increase in complaints and reports where mental health and
 353 capacity were at issue; either independently or in conjunction with professional conduct concerns. In
 354 the course of the Investigations and Hearings process, concerns about a members’ safety and/or the
 355 impact on his/her family and colleagues have become issues which the College has had to navigate.
 356

357 Council considered whether it was within the purview and responsibility of the College to consider a
 358 mental health strategy for members. It was noted that such a strategy would assist College staff in
 359 addressing mental health issues in the regulatory context, so that these matters are addressed in as safe
 360 and effective a manner as possible. It could also assist members to face their mental health issues in an
 361 appropriate and timely manner; before there is client impact. Council agreed that a mental health
 362 strategy for members was worthy of further investigation and requested staff to conduct further
 363 research.
 364

365 **Action Item Staff**

366 To conduct further research into a mental health strategy for members.
 367

368 **2018.03.06 Other Business**

369
 370 **.06a Next Meetings of Council**

- 371 ○ Friday, December 14, 2018

- 372 ○ Council Training: Thursday, March 28, 2019
- 373 ○ Council Meeting: Friday March 29, 2019

374

2018.03.07 Adjournment

376

There being no further business,

378

It was MOVED Cohen

379

That the Council Meeting be adjourned.

CARRIED

380

381

The Council Meeting was adjourned at 2:23PM

382

383

384

385

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

386

387

388

389

390

391

TBD, Vice-President

392

393

Minutes approved at the Council Meeting on December 14, 2018



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

Action List

College Council 2018.03 – September 21, 2018

Item:	Responsibility:	Action:	Status:
2017.03.04f	Rick Morris	Include a copy of the regulation amendment in the next Council materials, if available at that time.	In Process
2017.04.05b	Rick Morris	In the call for elections include an article with an appeal that encourages members with diverse skills and background to run.	Deferred
2018.01.04b	Rick Morris	To begin the development and implementation of a formal Communications Plan.	In Process
2018.02.03b	Council	To discuss the issue related to posting the full name of every direct supervisee, who is not a member of the College at a future date.	Deferred
2018.02.04a	Rick Morris	Work with the Committee Chairs and liaison staff to plan and implement the audits for 2018-2019.	In Process
2018.02.05a	Rick Morris	Inquire if the Governance Centre for Excellence has a standard audit review process for Committees.	In Process
2018.03.03a	Staff	To amend Policy I-2: Council & Committee Orientation and Training, to include the Declaration and Agreement for the Code of Conduct for Council and Committee Members in the College's Policies and Procedure Manual.	Completed
2018.03.03a	Staff	To amend Policy III: F – 5 Expense Reimbursement to include in the College's Policies and Procedure Manual.	Completed

2018.03.03c	Executive Committee	To bring Policy I – 10: Authority to Speak on Behalf of the College to the Executive Committee for further discussion.	Completed
2018.03.03d	Staff	To amend By-law 5: Selection of Committee Chairs and Committee Members and By-law 21: Committee Composition	Completed
2018.03.04a	Staff	To include the annual review of the Registrar & Executive Director in the Council's Annual Report.	Completed
2018..03.05c	Rick Morris	To conduct further research into a mental health strategy for members.	In Process



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

President & Executive Committee Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

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

I attended the Annual Meeting of the Association of State and Provincial Psychology Boards (ASPPB) in October with the Vice-President, Mr. D'Arcy Delamere and the Registrar and Executive Director, Dr. Rick Morris. One of the themes of the conference was competency assessment reflective of the move towards competency assessment across professions internationally. Since the Examination for Professional Practice in Psychology 2 (EPPP2) is a competency-based exam, there was more discussion about it, and how ASPPB is prepared to support its adoption. For the first time, ASPPB organized a half day meeting with the Board Chairs/Presidents offering an opportunity for an informal discussion about this role and some of its challenges. I found this meeting to provide a good forum for considering many of the issues that are unique to this position.

In preparation for the Executive meeting, the Finance and Audit Committee (FAC) met by teleconference on October 23, 2018. Please see the FAC report in the meeting materials.

The Executive Committee held the first of two planned out-of-town Member Receptions on November 1, 2018 in Windsor. The reception was very well-attended with good energy and good discussion, which was partly due to the large number of clinical graduate students who participated. Dr. Morris, Registrar and Executive Director, provided information about some of the current work of the College and encouraged questions in a 'town hall' format. We received positive feedback from participants about the reception and the town hall component. Our next Member Reception is planned for May 2019 in Thunder Bay.

The Executive Committee met the next day (November 2, 2018). We discussed some policy items that were referred to the Committee from the September Council meeting as well as a proposal from the Discipline Committee that the College consider the recovery of discipline costs. It was noted that the College and some members of Council had been receiving feedback from members about the September Council motion regarding the use of the title '*Psychologist*'. The Executive spent considerable time discussing next steps for this motion. It was generally agreed that the College would engage in broad consultation with members and other interested groups. The Executive also considered regular meeting items many of which are on the agenda for today.

In November, I attended the mid-year meeting of the Association of Canadian Psychology Regulatory Organizations (ACPRO). Representatives from both the Canadian Psychological Association (CPA) and ASPPB attended to give updates about their work. Considerable time was spent learning about the development of a pan-Canadian website for prospective international registrants. This work is being done with support from a federal grant. There were also discussions about the EPPP2 and its use in the various Canadian jurisdictions.

Respectfully submitted,
Lynette Eulette



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

Registrar & Executive Director's Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

New OPA President

At its recent convention, the Ontario Psychological Association elected Dr. Diana Velikonja as its new President; taking over for Dr. Sylvain Roy. The College wishes Diana much success in her new role and we look forward to working together on public interest matters of mutual concern.

Change of Hotel

Beginning in January 2018, the College will be using the Delta Chelsea Hotel (www.chelseatoronto.com) located at 33 Gerard Street West. This hotel is conveniently located on the Yonge subway line and is used by 16 other regulated health Colleges. The College's contract includes the "Club Room" rate which includes complimentary breakfast in the Club Lounge on the 27th floor, so it will not be necessary for College guests to purchase breakfast separately. On occasion, it may be necessary to reserve lower tier rooms depending on hotel availability, but it is anticipated this will not be the norm. The Delta Chelsea room rates are more affordable than those quoted by the other hotels we have used. In addition, the College will not encounter the problems with 'black out' periods or significantly higher room costs at particular times of the year. We anticipate a smooth transition to the Delta Chelsea and anticipate it will meet the needs of College guests.

Mental Health Strategy for Members

It was reported at the last Council meeting that the College would be investigating the development of a "Mental Health Strategy" to assist members who may be struggling with or beginning to experience mental health concerns. The strategy would consider ways in which the College's processes may impact members experiencing such concerns as well as potentially offering general assistance to members with mental health issues. To date, no further work has been undertaken with respect to this project.

Communication Strategy and Modernization Project

At the direction of Council, the College has undertaken to engage the services of a communications consultant to review our current communication processes to engage with members and other stakeholders. This review will include a recommended comprehensive plan directed at improvement and enhancement. It is recognized that the College's current communication strategy requires updating, including the capacity for a social media presence.

On November 23, 2018 an RFP was circulated to 7 potential contractors who may be interested in providing this service with the expectation that one will be chosen early in the new year, with work to begin shortly thereafter.

Offices of the College of Audiologists and Speech Language Pathologists (CASLPO)

The College has been informed that the offices of CASLPO, at Yonge and Finch, will be closed for the next several weeks. This is as a result of a burst pipe and sprinkler system malfunction in the floor above them which occurred during the last week of November. The side of the building in which their suite is located was seriously affected and they anticipate power will not be restored for some time. They are

making arrangements for their staff to work from home and hope this will permit the College to continue to function in a fairly complete way.

I have been in touch with the Registrar of that College offering our support. Specifically, I have offered them the use of our Council Chamber for their Council or other meetings should they find that to be of assistance.

This event prompted a review of the College's *Disaster Recovery Plan*. Should we have a catastrophic event as experienced by CASLPO, three areas of risk were identified. If there is a loss of power there would be no access to the telephone system or an ability to access data stored 'in the cloud'. Should there be significant water, fire or other damage, the paper registration files not yet scanned are vulnerable. Requirements to address the first and second items are being investigated and work will begin to finish the scanning of registration files.

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director



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

Staff Presentations Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

Dr. Rick Morris, Registrar & Executive Director

- September 28, 2018 – *Tricky Issues in Professional Practice*, GTA Internship Consortium, CAM-H, Toronto
- November 1, 2018 – *Town Hall Meeting*, Windsor Members/Students, Windsor
- November 19, 2018 - *Tricky Issues in the Professional Practice of Psychology*, Ethics and Professional Issues Course, Western University, London
- November 21, 2018 – *Regulation of Psychology in Ontario*, Ethics and Professional Issues Course, Queen's University, Kingston
- November 21, 2018 – *College Update and Tricky Issues in the Professional Practice of Psychology*, CSC, Kingston
- November 28, 2018 - *Tricky Issues in the Professional Practice of Psychology*, Ethics and Professional Issues Course, Ryerson University, Toronto
- November 29, 2018 - *Tricky Issues in the Professional Practice of Psychology*, Ethical Issues in Applied Psychology Course, OISE/UT, Toronto
- December 5, 2018 - *Oral Examiners' Briefing*, Toronto



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

Discipline Committee Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

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

Referrals

One matter was referred to the Discipline Committee in the 2nd quarter. This matter concerned Dr. Judith Pilowsky and it is currently at the Notice of Hearing stage.

https://members.cpo.on.ca/public_register/show/2644.

Hearings

One hearing was held by the Discipline Committee in the 2nd quarter. This hearing concerned Mr. Mohammad Dehganpour and was held on September 13, 2018.

https://members.cpo.on.ca/public_register/show/21494.

Ongoing Matters

There are three other outstanding matters before the Discipline Committee. The Notices of Hearing for these matters are available.

1. Ms. Elena Baskakova: https://members.cpo.on.ca/public_register/show/21556. This matter is at the pre-hearing stage.
2. Dr. Reuben Schnayer: https://members.cpo.on.ca/public_register/show/328. This matter is scheduled for a hearing on March 22, 2019.
3. Dr. Bonnie Seidman: https://members.cpo.on.ca/public_register/show/2652. This matter is currently in the pre-hearing conference stage.

Respectfully submitted,

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



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

Quality Assurance Committee Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

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

The Committee met on November 15, 2018. The planned focus of the meeting was preparation for the first audit of the Continuing Professional Development (CPD) program following the 2017-2019 CPD Cycle.

CPD Program – Audit Planning

At the Committee's request, Barry Gang contacted the 171 members of the College with "odd" registration numbers who had already made declarations that they had completed the requirements of the CPD Program which will be due on June 30, 2019. Seventeen of these members volunteered to provide their CPD documents for a simulated audit by the Committee, with the understanding that this review was for the sole purpose of assisting the Committee with planning.

The exercise was of great assistance to the Committee and the information obtained will be used to structure the actual audit process. While some members did provide documentation of successful completion of the requirements, others did not provide sufficient documentation to allow the Committee to conclude that the requirements had been met. For example, some members provided overly general information about events attended and activities undertaken, or ambiguous statements about time spent. The Committee will provide feedback to the members who submitted their materials and will use the information and experience to provide the membership with additional clarification regarding the CPD and documentation requirements, as well as to structure the actual audit to be undertaken after June 30, 2019. General information about the "findings" of the audit will be provided to the membership in an upcoming e-bulletin. The QA Committee wishes to thank those members who volunteered to participate in the exercise.

Peer Assisted Reviews

Peer Reviewer Training:

In regular surveys conducted with Peer Assisted Reviewers, most Reviewers indicated a desire for Reviewer training. Committee members have also indicated an interest in facilitating more consistency in approach among Reviewers. Based on information from these surveys, as well as from survey responses by Reviewees over the past five years, a Peer Reviewer training program was developed. Training was delivered by webinar by Barry Gang on November 1, 9 and 13 to a total of 40 individuals who registered for the training. An additional nine individuals who were unable to attend at one of the scheduled times were provided with a recording of the training.

Peer Assisted Reviews:

The following is a report of the Peer Assisted Review activity:

Peer Assisted Reviews 2018-19	
Carried over from previous years	16
Failure to comply with SAG requirements Fall/18	2
Random selection Fall/18	5
Stratified Random selection ('Solo' Private Practitioners) Fall/18	35
Total Reviews	58
Reviews completed	3
Total Reviews Remaining for 2018/19	55

The next meeting of the Committee will be held on January 11, 2019.

Judy Cohen, Chair
 Quality Assurance Committee
 December 5, 2018



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

Client Relations Committee Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

Christine DiZazzo (Chair)	Council	Janice Currie	Council
Kristin Bisbee	Public Member	Maya Hammer	College
Ester Cole	College	Emad Hussain	Public Member

Committee Meetings

The Client Relations has not met since the last Council meeting and is scheduled to meet next on December 17, 2019.

Funding for Clients Who Have Been Sexually Abused by Members

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

Respectfully submitted,

Christine DiZazzo, Chair
December 5, 2018



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

Fitness to Practice Committee Report to Council
Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

Marilyn Keyes (Chair)	Council	Jaffar Hayat	Public Member
Christine DiZazzo	Council	Sandra Jackson	College
Duncan Day	College		

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



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

Finance and Audit Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

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

The Finance and Audit Committee met by teleconference on October 23, 2018. The Committee reviewed the Unaudited Financial Statements, the Variance Report, and the Investment Report, all to August 31, 2018, the end of the first quarter.

In considering the *Statement of Revenue & Expenses* the Finance and Audit Committee reviewed the *Variance Report* which lists 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.

[Note from Registrar: The Statement of Revenue and Expenses to August 31, 2018 (attached), indicates an excess of revenue over expenses of \$20,248. The College has received month-end statements to October 31, 2018, the end of five months, which show a continued excess of revenue over expenses in the amount of \$79,595. These statements have yet to be reviewed by the Finance and Audit Committee.]

The memorandum confirming the remittances of Taxes to Canada Revenue Agency and the Ontario Employer Health Tax for the period June 1, 2018 to August 31, 2018 was received.

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

Attachments

1. Statement of Revenue and Expenses to August 31, 2018
2. Balance Sheet to August 31, 2018 (unaudited)

THE COLLEGE OF PSYCHOLOGISTS OF ONTARIO								
STATEMENT OF REVENUE & EXPENSES								
3 Periods Ended 31/08/2018								
	2018-2019 Budget	Budget YTD	2018-2019 YTD	2018-2019 % To Date	Expected % To Date	% Variance YTD	\$ Variance YTD	Year-End 31-May-19
REVENUE	3,503,250	886,438	854,035	24%	25%	-4%	(32,402)	3,503,250
COST OF SALES	295,000	118,875	107,658	36%	40%	-9%	(11,217)	295,000
GROSS MARGIN	3,208,250	767,563	746,377	23%	24%	-3%	(21,186)	3,208,250
EXPENDITURES:								
Governance	94,734	20,634	22,524	24%	22%	9%	1,891	94,734
Registration	98,000	24,500	17,216	18%	25%	-30%	(7,284)	98,000
Client Relations, Communications & Education	36,150	9,038	1,525	4%	25%	-83%	(7,513)	36,150
Quality assurance	38,450	9,613	2,252	6%	25%	-77%	(7,360)	38,450
Investigations and resolutions	147,700	36,925	20,927	14%	25%	-43%	(15,998)	147,700
Hearings	357,900	89,475	61,628	17%	24%	-31%	(27,847)	357,900
Government relations	0	0	0	0%	0%			0
Liaison (Professional Organizations)	36,600	9,825	8,884	24%	28%	-10%	(941)	36,600
Administration	2,569,000	642,250	591,173	23%	25%	-8%	(51,077)	2,570,482
Total Expenditures	3,378,534	842,259	726,129	21%	25%	-14%	(116,129)	3,380,016
EXCESS OF REVENUE OVER EXPENDITURES	(170,284)	(74,696)	20,248	-12%	25%	-127%	94,944	(171,766)

THE COLLEGE OF PSYCHOLOGISTS

Balance Sheet
As Of August 31, 2018

Unaudited

<u>ASSETS</u>	Current Year	Prior Year
Current assets:		
Petty Cash	200.00	200.00
Bank	418,551.63	537,809.58
Cash Equivalents	7,480,411.70	1,081,528.69
Short Term Investments	0.00	6,316,223.02
Accounts Receivable Control	42,593.70	27,797.08
Interest Receivable	1,981.89	3,721.85
Prepaid Expenses	40,663.17	51,939.80
Total current assets	7,984,402.09	8,019,220.02
Fixed assets:		
Furniture & Equipment	54,210.55	51,385.55
Computer Equipment	72,719.88	70,785.32
Leasehold Improvements	201,445.38	197,547.38
Website & Database Development	288,308.51	288,308.51
Less accumulated depreciation	524,849.64	448,141.97
	91,834.68	159,884.79
Other assets:		
Long Term Investment	43,411.52	97,595.06
	43,411.52	97,595.06
	8,119,648.29	8,276,699.87
<u>LIABILITY AND SHAREHOLDER'S EQUITY</u>		
Current liabilities:		
Accounts Payable Control	47,530.85	66,783.80
Accounts Payable Other	152,696.03	140,925.51
Employee Tax Deductions Payab	19,223.36	17,143.04
Prepaid Fees	2,248,784.00	2,203,846.43
Total current liabilities	2,468,234.24	2,428,698.78
Long term liabilities:		
	0.00	0.00
Shareholder's equity:		
Current Year's Profit	0.00	224,938.07
Retained Earnings	1,457,355.79	1,950,740.58
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	1,383,532.44
Website & Database Development Reserve Fund	243,810.25	243,810.25
Premises Reserve Fund	1,000,000.00	250,000.00
Fair Registration Practices Reserve Fund	80,000.00	80,000.00
Profit (loss) for period	20,247.57	(12,692.25)
Total shareholder's equity	5,851,414.05	5,848,001.09
	8,119,648.29	8,276,699.87



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

Briefing Note – December 2018 Council Meeting

Policy I-10: Authority to Speak on Behalf of the College

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration – Recommendation from the Executive Committee

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

Moved By

TBD

Background

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

At its recent meeting, the Executive Committee discussed the feedback from Council. It was recognized that there was significant overlap between Procedure 7 of *Policy I – 10: Authority to Speak on Behalf of the College* and statements in the Code of Conduct for Council and Committee Members. Specifically, within the General section of the Code of Conduct, subsection 3.f., highlighted below, appears to address this matter. The Executive Committee determined therefore, that Procedure 7 of the policy was redundant and not needed.

General

3. *Council and Committee members shall:*
 - a. *be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment;*
 - b. *respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members;*
 - c. *refrain from including or referencing Council or Committee positions held at the College in any personal or business promotional materials, advertisements or business cards. Referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as this is not used overtly in a promotional manner; and,*
 - d. *respond to communications from Council and Committee members and staff regarding Council and Committee business, in a timely manner; and,*

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

Attachments:

1. Tracked Changes version of *Policy I - 10 Authority to Speak on Behalf of the College*

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
SECTION: FRAMEWORK and GOVERNANCE			POLICY #: I - 10
POLICY: Authority to Speak on Behalf of the College		COVERAGE: Staff, Council and Committee Members	
CREATED: March 2007	LAST REVISED: March 2008, June 2009, December 2018	NEXT REVIEW: 2020/2021 2018/2019	PAGE #: 1 of 1

POLICY STATEMENT:

Normally, the Registrar is the spokesperson for the College.

PROCEDURE:

1. Normally, the Registrar will respond to inquiries from the media.
2. In limited circumstances and with appropriate preparation, the President may respond to inquiries from the media.
3. Council members may provide factual information about the legislation, regulations, bylaws, or College policy to College members and members of the public.
4. Council members providing information to College members and members of the public are encouraged to consult with staff in preparing any oral or written information.
5. Any information provided to members should be consistent with College policy and any relevant Council decisions.
6. When in doubt, Council members should defer to College staff to provide information or respond to inquiries from members.
- ~~7. Council members will publicly demonstrate acceptance, respect and support for formal decisions taken by the College Council. Dissenting opinions expressed at Council and recorded in the minutes may be acknowledged.~~
- ~~8.~~7. In particular, should a Council member be approached regarding a matter currently, previously or likely to be under consideration by an adjudicative committee of the College, including Registration; Inquiries, Complaints and Reports; Discipline; or, Fitness to Practice, the Council member should refer the inquiry to the Registrar or appropriate Director on the College staff.
- ~~9.~~8. Committee members who are not on Council do not speak on behalf of the College unless explicitly requested by the Registrar to participate in a presentation or meeting as a College representative. In such circumstances the Committee member will provide only that information which has previously been reviewed by College staff.



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

Briefing Note – December 2018 Council Meeting

Policy I-12: Registrar & Executive Director's Performance Review

Strategic Direction Reflection

Acting in a responsibly transparent manner

Motion for Consideration – Recommendation from the Executive Committee

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

Moved By

TBD

Background

During the Registrar's last performance review, it was noted that there were gaps in the process. Specifically, the process did not allow for the establishment of goals for the Registrar and the subsequent evaluation of progress toward meeting them. In undertaking the review process, the President and the Registrar introduced some proposed changes to permit an evaluation of the goals proposed by the Registrar and agreed to by Council. This pilot process appeared to work well and formed the basis for the Registrar's Performance Review presented to Council in March 2018 by the President.

Draft revisions of *Policy I – 12: Registrar's Performance* and *12(a) Registrar's Performance Review: Format and Documentation* have been prepared reflecting the previous year's positive experience. "Tracked changes" versions of both the policy and form are being presented to Council for approval to then be used in the upcoming Registrar's Performance Review process.

Attachments:

1. Tracked Changes version of *Policy I - 12 Registrar's Performance*
2. Tracked Changes version of *Policy I – 12(a) Registrar's Performance Review: Format and Documentation*

Contact for Questions

Dr. Lynette Eulette, President

College of Psychologists Policy and Procedure Manual				
SECTION: FRAMEWORK AND GOVERNANCE				POLICY #: I - 12
POLICY: Registrar's Performance Review			COVERAGE: Registrar	
CREATED: September 2002	REVISED: March 2006 <u>December 2018</u>	REVIEWED: 2015/2016 <u>2018/2019</u>	NEXT REVIEW: 2018 <u>2021/2022</u>	PAGE #: 1 of 2

POLICY STATEMENT:

The Registrar will have an annual performance and compensation review.

PROCEDURE:**1. Background:**

As per the *Role of the President* approved at Council meeting 2002.04, September 13, 2002: "[The President] is the key conduit for the Registrar with the Council and provides support, mentoring and administration of the annual performance evaluation and compensation process for the Registrar on behalf of Council".

2. Performance Management:

The President and Registrar maintain a collaborative and ongoing discussion on issues relevant to the Registrar's functioning in his/her role throughout the President's term of office. The *Position Description for the Registrar* (Revised 21/09/12) provides the parameters for this discussion. As a component of this process, the President and Registrar specifically address objectives for performance enhancement identified in the previous year's performance evaluation.

3. Performance Evaluation:

Annual evaluation of the Registrar's performance is conducted using the *Registrar's Performance Review: Format and Documentation* form (Reviewed ~~24-02-2016~~2018-12-014). This includes four review and documentation components:

Part A. Completed by the President in consultation with the Registrar prior to the last Executive Committee meeting ~~of the fiscal year~~prior to the March Council meeting:

1. Summarize progress towards meeting identified ~~objectives~~goals.
2. Summarize notable events from past year.
3. Summarize any differences in perspectives (President and Registrar).
- ~~3.~~4. Specify the goals for the coming year.

Part B. Completed by the President in consultation with other members of the Executive Committee at the last Executive Committee meeting ~~of the fiscal year~~prior to the March Council meeting:

1. Review documentation from Part A.
2. Review Registrar's performance relative to specified role functions.
3. Identify specific objectives for performance enhancement (if any).
- ~~3.~~4. Review the goals for the coming year and provide any comments or changes.
- ~~4.~~5. Provide a salary recommendation for the Registrar for the next fiscal year.

College of Psychologists Policy and Procedure Manual				
SECTION: FRAMEWORK AND GOVERNANCE				POLICY #: I - 12
POLICY: Registrar's Performance Review		COVERAGE: Registrar		
CREATED: September 2002	REVISED: March 2006 <u>December 2018</u>	REVIEWED: 2015/2016 <u>2018/2019</u>	NEXT REVIEW: 2018/2019 <u>2021/2022</u>	PAGE #: 2 of 2

Part C. Completed by the President in consultation with the Registrar following the review by the Executive Committee:

1. Summarize overall evaluation.
2. [Append the goals for the next year as agreed upon by the Executive and Registrar](#)
- ~~2.~~3. Summarize objectives for performance enhancement.
- ~~3.~~4. Summarize any differences in perspectives (President/Executive and Registrar).

Part D. Completed by the President:

1. Address any outstanding differences in perspectives as appropriate.
2. Present Performance Evaluation to Council at last meeting of the fiscal year.
3. Finalize review with Registrar and add documentation to President's file/binder.

CONFIDENTIAL
The College of Psychologists of Ontario
Registrar's Performance Review: Format and Documentation

Review Term: _____
Registrar: _____
President: _____

Part A.

Completed by the President in consultation with the Registrar prior to the **last** Executive Committee meeting prior to the March Council meeting:~~of the fiscal year:~~

1. Summarize progress towards meeting ~~objectives~~ goals established in the previous year's Performance Review (for each ~~objective~~ goal, note status and provide explanatory comments as appropriate):

2. Summarize any notable events from the past year (e.g., significant accomplishments, unanticipated challenges):

3. Summarize any differences in perspective between the President and Registrar on the above (1. progress ~~Progress~~ and 2. notable ~~Notable~~ events):

4. Specify the Goals for the Registrar and Executive Director for the coming year:

Part B.

Completed by the President in consultation with other members of the Executive Committee at the last Executive meeting ~~of the fiscal year~~ prior to the March Council meeting:

1. Review and discuss as necessary President/Registrar's summaries as presented in Part A.
2. Develop a consensus opinion on the Registrar's performance of the following functions, over the past year. Functions are based on the Job Description for the Registrar's position (~~attached~~ Appendix C). If consensus is not achieved for any category of function, provide comments.
3. Provide specific comments as to what needs to change for any items that are identified as a focus for performance enhancement.

Function	Consensus/Comments
<p>Relationship with Council/Committees:</p> <p>Communication</p> <ul style="list-style-type: none"> • The Council is kept informed on important issues. • Communications to Council are relevant and factual. <p>Administrative Support</p> <ul style="list-style-type: none"> • Staff support is provided for Council/Committee meetings • Meeting-related materials are provided in a timely fashion • Council decisions are implemented expeditiously <p>Orientation/Education</p> <ul style="list-style-type: none"> • Formal Orientation to new Council/Committee members • Accountabilities are clearly conveyed in Orientation materials • Needs for continuing educational/refreshers are monitored and addressed in collaboration with Council 	<p>___ Performance as expected</p> <p>___ Focus for performance enhancement</p> <p>Comments:</p>
<p>Strategic Direction:</p> <p>Mission, Vision and Values</p> <ul style="list-style-type: none"> • Provides leadership in keeping these central in Council deliberations <p>Strategic Plan Implementation</p> <ul style="list-style-type: none"> • Provides leadership in formulating, interpreting and communicating overall directions and long range plans for the College • Monitors and reports on relationships among College directions/plans, resources and existing and emerging legislation <p>Development and Guidance of Strategy</p> <ul style="list-style-type: none"> • Monitors implementation of and ensures timely updating of the College's strategic plan 	<p>___ Performance as expected</p> <p>___ Focus for performance enhancement</p> <p>Comments:</p>

<p style="text-align: center;">Legal and Political Issues:</p> <p>Compliance</p> <ul style="list-style-type: none"> • Fully aware of laws governing the operation of the College • Ensures bylaws, policies and practices are harmonized and not in contravention of any Act or legislation • Obtains legal, financial and other expert opinions as appropriate • Reports as required to Authorities (e.g., MOHLTC) <p>Political Awareness</p> <ul style="list-style-type: none"> • Proactive in awareness and planning for legislation changes • Maintains good working relationships with Government representatives as appropriate • Maintains good working relationships with other Regulatory and professional advocacy bodies • Communicates the College's position on issues to other stakeholders as appropriate 	<p>___ Performance as expected</p> <p>___ Focus for performance enhancement</p> <p>Comments:</p>
<p style="text-align: center;">Finances<u>Operations</u>:</p> <p>Financial Reporting</p> <ul style="list-style-type: none"> • Council is kept fully apprised on a timely basis about all relevant financial matters <p>Resource Management</p> <ul style="list-style-type: none"> • Projections for wage increases, supplies and equipment have acceptable accuracy • Expenditures are within approved limits and sound reasons for variances are provided • Financial controls are in place so that there is very low probability of misappropriation of funds 	<p>___ Performance as expected</p> <p>___ Focus for performance enhancement</p> <p>Comments:</p>

<p style="text-align: center;">Human Resources:</p> <p>Management Approach</p> <ul style="list-style-type: none"> • Maintains a good labour/management relationship within the College • Ensures fair labour practices are maintained in employment procedures • Management approach provides for skilful direction and supervision at all levels • Senior administrative staff members are selected for their qualifications and administrative skills and ability to manage the programs/services/departments that are assigned to them • Senior staff members are allowed to make decisions related to management of their programs and departments • Administrative staff members are delegated responsibilities that are in keeping with their level in the organization <p>Feedback and Response Mechanisms</p> <ul style="list-style-type: none"> • Ensures procedures are in place whereby employees can express their views on College affairs to management. • Ensures procedures are in place to enable employees to have fair hearing of their concerns and grievances <p>Staff Development</p> <ul style="list-style-type: none"> • Encourages staff to develop and improve their performance • Assists staff in development of good management skills. • Staff are kept informed of College affairs 	<p>___ Performance as expected</p> <p>___ Focus for performance enhancement</p> <p>Comments:</p>
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Additional/Overall Comments:

4. Review the goals for the coming year and provide any comments or changes:

45. Provide a salary recommendation for the Registrar for the next fiscal year:

Part C.

Completed by the President in consultation with the Registrar following the review by the Executive Committee:

1. Summarize overall performance evaluation by President and Executive Committee:

| 2. Append the Goals for the next year as agreed upon by Executive and the Registrar.

| ~~2.3.~~ Summarize objectives for performance enhancement over the next year (if any):

| ~~3.4.~~ Summarize any differences in perspective between the President and Registrar:

Part D.

Completed by the President:

- 1. If necessary address discrepancies/outstanding issues arising from completion of Part C (may require further consultation with the Executive Committee and/or Registrar):**

- 2. Provide a brief overall summary of the Registrar's performance review and salary recommendation to Council IN CAMERA at the final Council meeting of the fiscal year. Note any additional comments/observations:**

- 3. Finalize Review with Registrar, provide one copy of this document to the Registrar and add a copy of this document to the confidential President's file (binder).**

(Revised January 17, 2006)



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

Briefing Note – December 2018 Council Meeting

Policy III A-6: Integrated Risk Management

Strategic Direction Reflection

Advancing the Council's governance practices

Motion for Consideration – Recommendation from the Executive Committee

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

Moved By

TBD

Background

The College Management Team have begun to utilize the Risk Management System developed by the Healthcare Insurance Reciprocal of Canada (HIROC). The Executive Committee is recommending that an Integrated Risk Management (IRM) policy be approved. This policy describes the procedure for the management of the IRM program and the process for identifying and mitigating risks.

Attachments:

1. Draft *Policy III A-6: Integrated Risk Management*
2. *Risk Register Timeline*

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

College of Psychologists Policy and Procedure Manual			
SECTION: ADMINISTRATIVE			POLICY #: III A - 6
POLICY: Integrated Risk Management		COVERAGE: College	
CREATED: December 2018	REVISED:	NEXT REVIEW: 2021/2022	PAGE #: 1 of 3

POLICY STATEMENT:

An important component of governance and management best practices is to ensure that organizational risks are identified, assessed and managed in a timely, efficient and effective manner. The Integrated Risk Management Policy is an integral step in the continuing evolution of the strategic planning process for the organization.

PROCEDURE:

1. The College's Integrated Risk Management (IRM) program is adopted to proactively manage and analyze risk as part of the ability of the organization to achieve its strategic goals and objectives.
2. IRM is an integral part of strategic planning and ensures a uniform approach across the organization, including management, staff, Council and Committees for:
 - a. Risk Identification;
 - b. Risk Assessment;
 - c. Risk Mitigation and Management; and,
 - d. Risk Reporting and Communications.
3. The Council provides IRM oversight. It ensures appropriate systems and processes are in place to identify and manage organizational-wide risks. Authority and responsibility are delegated to the Registrar & Executive Director to ensure management of all aspects of the IRM process.
4. The Registrar & Executive Director supports the organization's risk management philosophy (open communication, knowledge sharing, best practices, transparent risk reporting, etc.) and is accountable to the Council for IRM in the organization. The Registrar & Executive Director ensures that the College Senior Management Team implements the IRM program and provides an annual report to the Council of top organizational-wide risks and mitigation strategies in place for those risks.
5. The College Senior Management Team provides operational leadership in the implementation of this risk policy in conjunction with its responsibilities for the strategic and operational planning processes, including resource allocation, budget development and recommendations. Its responsibilities include:
 - a. Identifying potential and emerging risks and assessing their likelihood/consequence as part of the strategic and business planning processes;
 - b. Identifying those risks they determine are not acceptable and for which risk mitigation and management strategies must be developed;
 - c. Determining the right level of risk for each strategic initiative;
 - d. Assigning responsibility to appropriate staff who will work with the Committees of Council to develop risk mitigation approaches/actions on an issue-specific basis;

College of Psychologists Policy and Procedure Manual			
SECTION: ADMINISTRATIVE			POLICY #: III A - 6
POLICY: Integrated Risk Management		COVERAGE: College	
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- e. Explicitly identifying risk mitigation resource requirements and resultant resource allocation to manage risks to an acceptable level;
 - f. Identifying and responding to potential and emerging risks and outcomes; and,
 - g. Implementing a process for tracking and reporting risks.
6. The College Senior Management Team will identify key organization risks (what can go wrong?):
 - a. Identify strategic risks that represent major threats to achieving the organizational strategic objectives;
 - b. Focus on events that could give rise to a loss or injury in the future;
 - c. Focus on the most significant risks that might require the attention of the Registrar & Executive Directory and the Council;
 - d. Focus on residual risks (risks that remain with mitigation strategies in place);
 - e. Use plain language to describe these risks;
 - f. Limit the number of risks identified;
 - g. Aggregate risks where possible;
 - h. Recognize that risks are interrelated and that clear delineation between risks is not always possible.
 7. The College Senior Management Team will assess risk impact (how bad?):
 - a. Consider the losses or consequences that could result if a risk were to be realized in the following domains:
 - i. Physical or psychological harm (to members, staff, visitors)
 - ii. Financial loss
 - iii. Reputational loss
 - iv. Service/business interruption
 - v. Statutory non-compliance
 - vi. Failed strategic initiatives
 8. The College Senior Management Team will assess risk likelihoods (how often might it happen?):
 - a. Consider the controls already in place; and,
 - b. Consider the frequency of occurrence.
 9. The College Senior Management Team will prioritize risks considering both the likelihood and impact using a risk matrix to categorize and prioritize risks.
 10. The College Senior Management Team will manage risks by (is there a need for action?):
 - a. Assessing current risk mitigation strategies and determining if existing controls are still appropriate and/or being consistently applied;
 - b. Developing additional mitigation plans and assigning accountability for their implementation, if existing controls are not adequate;
 - c. Considering risk management options, if a specific risk is not at an acceptable level, such as:
 - i. Avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;

College of Psychologists Policy and Procedure Manual			
SECTION: ADMINISTRATIVE			POLICY #: III A - 6
POLICY: Integrated Risk Management		COVERAGE: College	
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- ii. Removing the hazard;
 - iii. Reducing the likelihood;
 - iv. Reducing the consequence (e.g. through early warning/detection systems);
 - v. Sharing the risk with another party or parties (e.g. contracts and insurance);
 - vi. Retaining the risk by informed decision.
- d. Consider new control strategies or initiatives to improve compliance with existing controls
 - e. Establish best practices to identify possible options, or consider implementing a quality improvement project to work towards a solution
 - f. Conduct periodic audits of mitigation strategies for high priority risks
11. The College Senior Management Team will report risks by:
- a. Documenting the risk assessment results and summarize in reports to the Registrar & Executive Director;
 - b. Developing a risk register
 - c. Using the risk register, compare and evaluate the risks
 - d. Using the risk register to form the basis for IRM reporting to the Council
 - e. Including one or more of the following when reporting:
 - i. The top 5 ranked risks;
 - ii. All risks above a certain threshold rating;
 - iii. Risks linked to specific strategic objectives;
 - iv. Risks requiring significant remedial action; or,
 - v. Changes made to the risk register between reporting cycles.
12. The College Senior Management Team will continually monitor and review risks to assess the effectiveness of the controls implemented to mitigate loss/harm.
13. The College is committed to building increased awareness and a shared responsibility for risk management at all levels of the organization through an IRM program that includes:
- a. Clearly defined accountabilities and responsibilities;
 - b. A framework to analyze risk;
 - c. A risk register of key organizational risks;
 - d. A Council reporting schedule.

The College of Psychologists of Ontario

Risk Register Timeline

Monitor and Update Risk Register



- Implementation of Risk Work Plan

- Risk Register Reviewed
- Results Assessed

- Goals Identified for Upcoming Year
- Dependencies Identified for Goals
- Budget Developed for Proposed Goals
- Report to Council

- Risk Work Plan Drafted
- Budget Finalized
- Work Plan Finalized





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

Briefing Note – December 2018 Council Meeting

- (1) *Election of Public Member to the Executive Committee*
- (2) *Election of Council Vice-President*

Strategic Direction Reflection

Advancing the Council's governance practices

Background

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

Action Required

- (1) *By-law 21: Committee Composition* requires that there be "two members of the Council appointed to the Council by the Lieutenant Governor in Council". The Council must elect a public member to the Executive Committee to serve for the remainder of the current one-year term. Nominations for this position will be accepted from the floor.
- (2) According to *By-law 24: Election of Members of the Executive Committee*, if the Vice-President is no longer eligible to hold this position, Council shall fill this vacancy. An election will be held for the position of Vice-President from among the members of the Executive Committee, including the public member elected in (1) above. Nominations for this position will be accepted from the floor.

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director



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

Registration Committee Report to Council

Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

Michael Grand (co-Chair)	Council	Jane Ledingham	College
Patricia Minnes(co-Chair)	Council	Denise Milovan	Council
Dorothy Cotton	Council	Philip Ricciardi	College
Robert Gauthier	College	Cory Richman	Public Member
Jaffar Hayat	Public Member	Wanda Towers	College

Staff Support:

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

Meetings of the Registration Committee:

September 27, 2018: Panel B

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

- 3 academic credential reviews;
- 19 matters where retraining was required for supervised practice members;
- 1 case regarding an examination outcome;
- 10 requests for change of area of practice;
- 2 requests for return to autonomous certificate from inactive certificate.

September 27, 2018: Plenary Session

The Committee reviewed a report of the June 2018 Oral Examinations which included examination outcomes, expenses, results of post examination surveys from candidates and examiners, and observations from the Public Members. The Committee discussed ideas for further standardization of the Oral Examination.

The Committee reviewed the new *Code of Conduct for Council and Committee Members*.

September 28, 2018: Panel A

The Registrar referred a total of 42 cases to Panel A. These included:

- 2 academic credential reviews;
- 24 matters where retraining was required for supervised practice members;
- 2 cases regarding examination outcomes;
- 4 applications for removal or modification of a limitation and/or condition;

- 10 requests for change of area of practice.

November 8, 2018: Panel A

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

- 3 academic credential reviews;
- 25 matters where retraining was required for supervised practice members;
- 2 requests for change of area of practice;
- 1 request for return to autonomous certificate from inactive certificate.

November 9, 2018: Panel B

The Registrar referred a total of 34 cases to Panel B. These included:

- 4 academic credential reviews;
- 25 matters where retraining was required for supervised practice members;
- 5 requests for change of area of practice.

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

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

Glossary of Terms

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



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

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

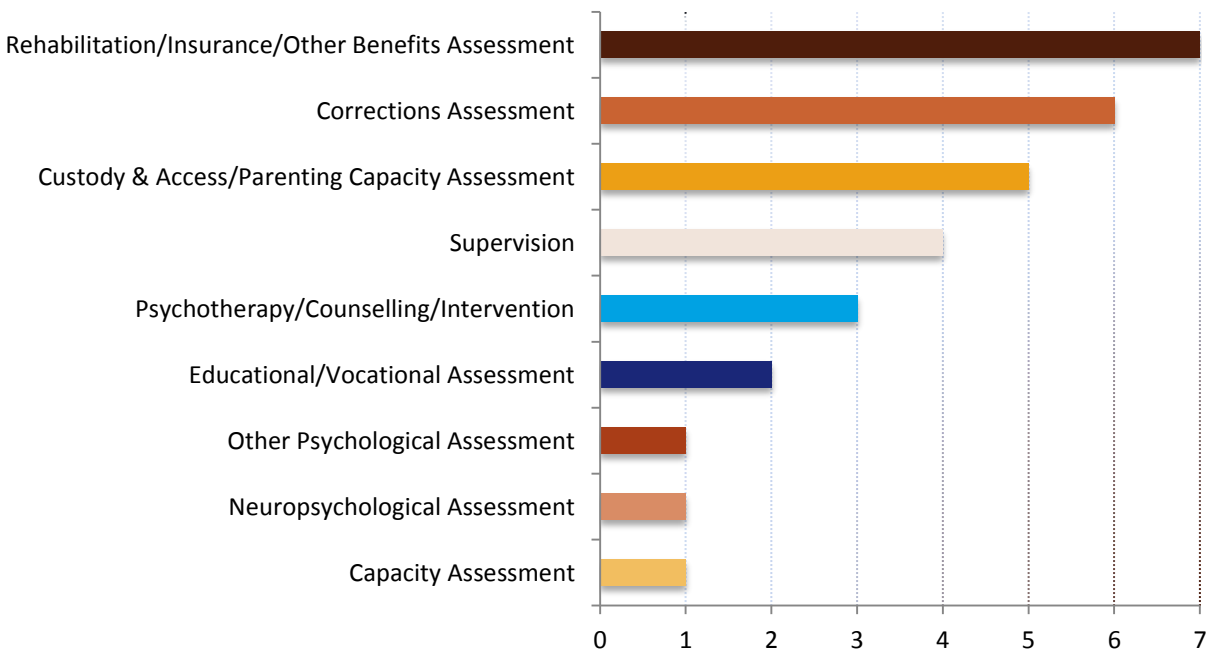
Second Quarter, September 1, 2018 – November 30, 2018

Committee Members:

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

New Complaints and Reports

In the 2nd Quarter, the College received 29 new complaints and opened one new Registrar's Investigation for a total of 30 new matters. The nature of service in relation to these matters is as follows:



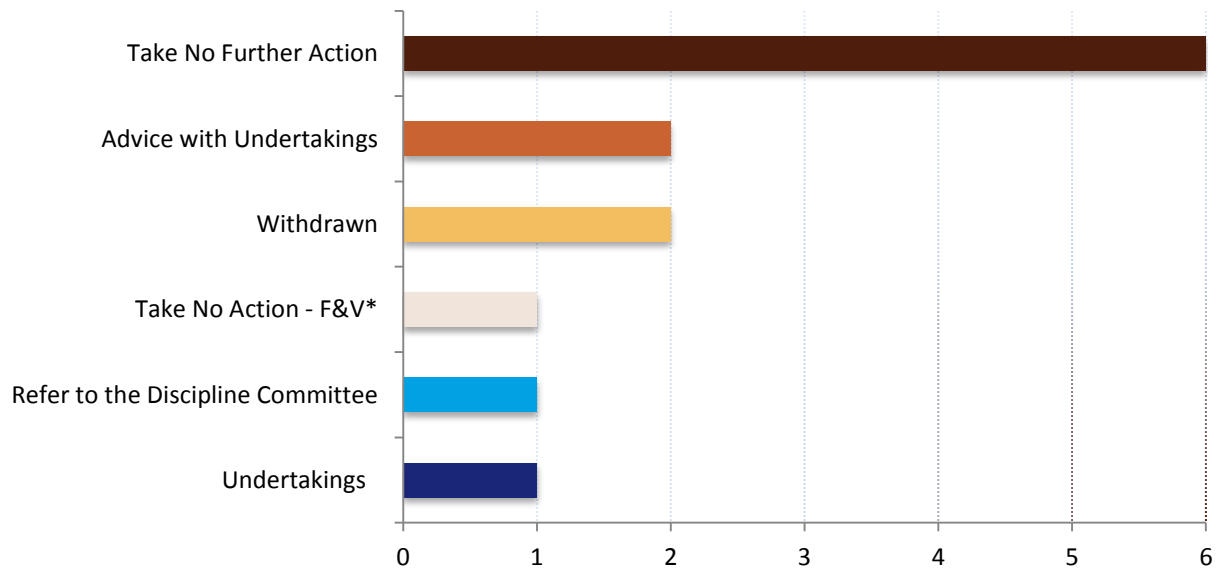
ICRC Meetings

The ICRC met on September 17, October 9 and November 6, 2018 to consider a total of 20 cases, and an ICRC Plenary meeting was held on November 5, 2018. Also, nine teleconferences were held to consider 11 cases.

The first ICRC meeting for the 3rd Quarter took place on December 5, 2018, with the panel considering nine cases.

ICRC Dispositions

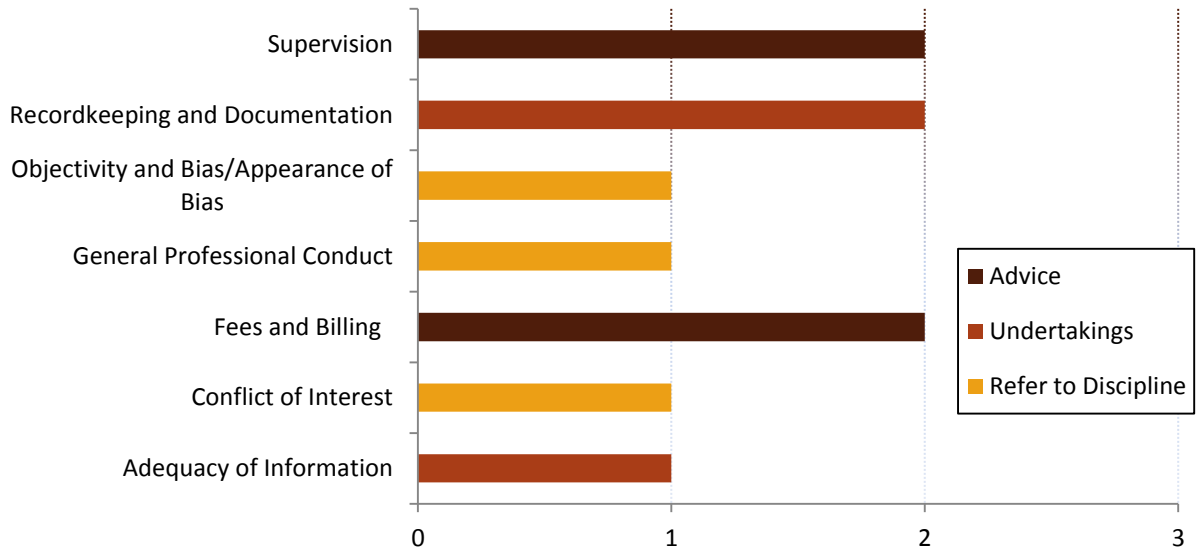
The ICRC disposed of 13 cases during the 2nd Quarter, as follows:



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

Disposition of Allegations

In the 2nd Quarter, the 13 cases disposed of included the consideration of 31 allegations. The ICRC took some remedial action with respect to 10, or 32%, of these allegations.



Health Professions Appeal and Review Board (HPARB)

In the 2nd Quarter, three HPARB reviews of ICRC decisions were requested. Two HPARB decisions were received, both confirming the ICRC decisions.

Respectfully submitted,

Sara Hagstrom, Ph.D., C.Psych.
Chair: Inquiries, Complaints and Reports Committee
December 6, 2018



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

Integrated Risk Management Report to Council

December 14, 2018

In December 2017, the College Council approved the introduction of an Integrated Risk Management Program using the Risk Management Register available through the Healthcare Insurance Reciprocal of Canada (HIROC).

The risk assessment conducted included a review of three categories of risk: Risks to Office/Staff, Risks to the College (Reputation/Self-Regulation), and Risks to the Public (from Members). The initial review identified 18 risks. Of those, six have had controls and future mitigation strategies implemented and have been closed. For example, *Termination of an employee resulting in legal action against the College* was identified as a Human Resources risk within the Risks to the College (Reputation/Self-Regulation) category. To mitigate this risk, the College conducts annual performance reviews to identify any potential issues and obtains legal advice as necessary.

The 12 remaining active risks have been assessed and mitigation strategies have either been applied or are in progress. Some of these are considered Residual Risks as they will remain even with mitigation strategies in place. Residual risks will remain open to ensure continuous monitoring. An example of a Residual Risk is *Sexual abuse of a client by a member* within the Risks to the Public (from Members) category. The College, through the Client Relations Committee, has provided and is continuing to develop, educational materials, however the College cannot guarantee that even with such mitigation, the risk will not occur.

In December 2018, an assessment will be undertaken to review current active risks and to identify any other risks to be added to the Risk Register. This identification will include budgetary implications.

Risks by Category and Risk Level 2018

	Low	Medium	High	Total	Closed
Human Resources	0	3	0	3	3
Financial	1	1	0	2	2
Leadership	0	1	1	2	0
IT	0	1	0	1	1
Facilities	0	1	0	1	0
Regulation – Professional	0	7	2	9	0
Total	1	14	3	18	6

Contact for Questions

Dr. Rick Morris, Registrar & Executive Director

COLLEGE OF PSYCHOLOGISTS OF ONTARIO
STRATEGIC DIRECTION 2017 - 2022
Updated December 4, 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) • 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) 	<ul style="list-style-type: none"> • College Communications Plan (March 2018)

		<ul style="list-style-type: none"> Executive Committee Reception with Kingston Members (May 2018) 	
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 Standards and CPD Program continuously updated (August 2017) Barbara Wand Seminar (January 2018) Barbara Wand Seminar (June 2018) 	<ul style="list-style-type: none"> French translation of the new <i>Standards</i> almost complete (August 2017)
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 	<ul style="list-style-type: none"> Discussions with the MOHLTC with regards to the regulation of ABA

		<p>Psychotherapy Working Group</p> <ul style="list-style-type: none"> • FHRCO Sexual Abuse Prevention Task Force Chaired by Deputy Registrar (2016-2017) • College participation in FHRCO discussions regarding Bill 87 (transparency and other changes to the RHPA) • College Council responded to the Standing Committee on Bill 87 (March 2017) • Submission to HPRAC, re: Psychotherapy (October 2017) • Submission to MOHLTC on regulation amendments in the Health Professions Procedural Code (March 2018) • Submission to Ontario Regulation Registry on Psychotherapy (June 2018) 	(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) • Amendments to By-law 18: <i>Fees</i> (December 2017) • Amendments to <i>By-law 25: The Register and related Matters</i> (June 2018) • Amendments to <i>By-law 5: Selection of Committee Chairs and Committee Members</i> and <i>By-law 21: Committee Composition</i> (September 2018) 	

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) • Two Committee Audits Planned for 2017-2018 	<ul style="list-style-type: none"> • 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 the Registrar since September 2018 as activities undertaken in service of the College's Strategic Directions 2017 - 2022