



COUNCIL MEETING

2022.03

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

SEPTEMBER 23, 2022

PRESENT:

Wanda Towers, Ph.D., C.Psych., President
Marjory Phillips, Ph.D., C.Psych., Vice-President
Paula Conforti, Dip.C.S., C.Psych.Assoc.
Carolyn Kolers, Public Member
David Kurzman, Ph.D., C.Psych.
Archie Kwan, Ph.D., C.Psych.
Conrad Leung, M.ADS, BCBA
Melanie Morrow, M.A., C.Psych.Assoc.
Ian Nicholson, Ph.D., C.Psych.
Cenobar Parker, Public Member
Fred Schmidt, Ph.D., C.Psych.
Kendra Thomson, Ph.D., BCBA-D
Scott Warnock, Public Member
Ilia Maor, Public Member
Nadia Mocan, Public Member
Adrienne Perry, Ph.D., C.Psych.
Esther Vlessing, Public Member

REGRETS:

Marilyn Keyes, Ph.D., C.Psych.
Paul Stopciati, Public Member

GUESTS:

Deric Chan, 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
Lesia Mackanyn, Director, Registration
Stephanie Morton, Director, Corporate Services
Caitlin O'Kelly, Assistant to the Registrar, Recorder

2022.03.00 CALL TO ORDER

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

2022.03.01 APPROVAL OF THE AGENDA AND MINUTES

.01A APPROVAL OF AGENDA

That the Agenda be amended to note that Mr. Deric Chan from Hilborn LLP will be joining the Council Meeting at 10:00AM to present and discuss the 2021-2022 Audited Financial Statements.

It was MOVED by I. Nicholson

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

CARRIED

.01B DECLARATIONS OF CONFLICTS OF INTEREST

The President asked if any members of Council needed to declare a conflict of interest pertaining to the items on the Agenda. No declarations were made, however Council recognized that as item .03B ABA may pose an unavoidable conflict for professional members that also identify as Behaviour Analysts. Council also recognized that item .04G related to the Reserve Funds may pose an unavoidable conflict for all professional members. The President reminded Council members that the potential for conflicts should be kept in mind throughout the meeting and declarations made at any time, if appropriate.

.01C MINUTES FROM THE COUNCIL MEETING 2022.02 JUNE 17, 2022

It was MOVED by S. Warnock

That the Minutes of Council Meeting 2022.02, June 17, 2022, be approved as presented.

CARRIED

.01D REVIEW OF ACTION LIST

The Council reviewed the Action List drawn from the Minutes of the previous meeting and noted items that were completed, outstanding or on the Agenda at today's meeting.

.01E COUNCIL MEETING EVALUATION REVIEW

The Council reviewed the June 17, 2022, Council Meeting Evaluation results. There were no questions or comments.

2022.03.02 CONSENT AGENDA

The Consent Agenda was received.

2022.03.03 POLICY ISSUES

.03A SUPERVISION RESOURCE MANUAL FOR REGISTRATION, THIRD EDITION, 2022

The *Supervision Resource Manual for Registration, Third Edition, 2022* was developed to provide guidance for members providing supervision and those seeking registration with the College. It was designed to provide practical information to help members of the College who agree to be supervisors for supervised practice members and/or who agree to provide supervision to members seeking to expand their authorized areas of practice. The Supervision Resource Manual Working Group, established in September 2020, had been tasked to review the current *Supervision Resource Manual (2009)* to ensure it aligns with the *Standards of Professional*

Conduct, 2017 and best practices in supervision. The Council reviewed and discussed the revised edition.

It was MOVED by M. Phillips

That the *Supervision Resource Manual for Registration, Third Edition, 2022* be received.
CARRIED

Action Item Office of the Registrar

The *Supervision Resource Manual for Registration, Third Edition, 2022* will be posted to the College website replacing the *Supervision Resource Manual (2009)*.

.03B APPLIED BEHAVIOUR ANALYSIS REGULATIONS FOR CIRCULATION

The College has been working towards welcoming Behaviour Analysts into what will be the new College of Psychologists and Behaviour Analysts of Ontario to be established under the yet to be proclaimed *Psychology and Applied Behaviour Analysis Act, 2021*. To prepare for proclamation, the College undertook to develop necessary Regulations related to the regulation of Behaviour Analysts. The Registrar introduced this topic with a presentation discussing the background to the development of the Regulations to be considered for circulation. In addition, Council was provided with a Briefing Note and the consultation package containing draft amendments to the College's Registration Regulation, General Regulation (Quality Assurance and Advertising), and the Professional Misconduct Regulation.

It was explained that Regulation development follows a formal process set out in section 95(1) (1.4) of the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*. This section of the Code requires the College to circulate proposed Regulations or Regulation amendments to the membership, the public and stakeholders for a minimum of 60 days. At the conclusion of the circulation period, the College Council will be asked to consider the feedback received, makes any changes deemed appropriate based on this feedback, and approve the final draft Regulations for submission to the government for review, approval, and ultimate proclamation on a date of its choosing.

It was MOVED by A. Perry

That the circulation document and the draft amended Regulations which have been updated to include the profession of Applied Behaviour Analysis, be approved for circulation to members and stakeholders for 60 days as required by the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*. These include amendments to:

- O. Reg. 74/15 Registration
- O. Reg. 801/93 Professional Misconduct
- O.Reg. 209/94 General (Quality Assurance and Advertising)

CARRIED

Professional Members in favour: 7

Public Members in favour: 5

Professional Members opposed: 0

Public Members opposed: 0

Action Item Office of the Registrar

To circulate the draft amended Regulations, updated to include the profession of Applied Behaviour Analysis, to members and stakeholders for 60 days.

2022.03.04 BUSINESS ISSUES**.04A PRESIDENT'S REPORT**

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

.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

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

.04C REGISTRATION COMMITTEE QUARTERLY REPORT

The Council reviewed the first quarter report. Dr. Phillips gave an update on the oral examination review that is underway. There were no questions or comments.

.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT

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

.04E 2021-2022 ANNUAL REPORTS

The Council reviewed the Annual Reports for 2021-2022.

It was MOVED by C. Kolers

That the 2021-2022 Annual Reports for the College's statutory and non-statutory Committees and Working Groups be approved. CARRIED

.04F AUDIT 2021-2022

Presentation of Audited Financial Statements by Mr. Deric Chan from Hilborn LLP.

The President welcomed Mr. Chan, Auditor with Hilborn LLP, and invited him to present the Audited Financial Statements for the year ending May 31, 2022. The Finance and Audit Committee and the Executive Committee had reviewed the draft Audited Financial Statements with Ms. Liana Bell of Hilborn LLP at their meeting on August 25, 2022. Mr. Chan discussed the following documents that had been provided to Council:

- Audit Findings Report
- Draft Audited Financial Statements

Mr. Chan congratulated the College on a clean audit. He noted that the College is in a healthy financial position with several Reserve Funds available for contingencies.

Mr. Chan commented that the College staff and management were well prepared for the audit and cooperated fully. He noted that the College has appropriate internal controls and that all accounting estimates were appropriate and reasonable. There were no unusual transactions and or any disagreements with management.

**It was MOVED by C. Parker
That the Audited Financial Statements for the fiscal year ending May 31, 2022 be accepted.**
CARRIED

**It was MOVED by P. Conforti
That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May 31, 2023.**
CARRIED

.04G TRANSFERS FROM THE INVESTIGATIONS AND HEARINGS AND THE FEE STABILIZATION RESERVE FUNDS

Policy III F-2: Reserve Funds requires the College to have an Investigations & Hearings Fund and a Fee Stabilization Fund. The Policy sets out how they are to be used in the event that there is an operating deficit in any fiscal year. The unaudited financial statements for the year ending May 31, 2022 indicate an operating deficit of \$374,465 which then triggers transfers from these funds.

**It was MOVED by I. Nicholson
That \$36,360 be transferred from the Investigations and Hearings Reserved Fund and \$338,105 be transferred from the Fee Stabilization Fund to cover the 2021-2022 operating deficit of \$374,465.**
CARRIED

2022.03.05 STRATEGIC ISSUES

.05A STRATEGIC DIRECTION IMPLEMENTATION UPDATE

The Registrar provided the Council with the updated *Strategic Direction Implementation Table*. This table is used to chart the work undertaken and accomplished in fulfilling the College's Strategic Direction. Items added since the Council Meeting of June 17, 2022, were shown in **Bold**.

2022.03.06 OTHER BUSINESS

.06A NEXT COUNCIL MEETINGS:

The next Council meeting will be held on December 16, 2022.

**It was MOVED by P. Conforti
That March 23-24, 2023, be set as the next meeting dates; Council Training Day, March 23, 2023 and Council Meeting, March 24, 2023.**
CARRIED

2022.03.07 IN CAMERA ITEMS

**It was MOVED by S. Warnock
That the Council go IN CAMERA to discuss items .07A Development of a Knowledge or Competency Examination for Registration of Behaviour Analysts and .07B Search Committee Update.**
CARRIED

**It was MOVED by S. Warnock
That the Council end the IN CAMERA portion of the meeting.**
CARRIED

2022.03.08 ADJOURNMENT

There being no further business,

It was MOVED by C. Kolers

That the Council Meeting be adjourned.

CARRIED

The Council Meeting was adjourned at 11:50AM.

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

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

Minutes approved at the Council Meeting on December 16, 2022.