



COUNCIL MEETING

2023.05

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

SEPTEMBER 22, 2023

PRESENT:

Wanda Towers, Ph.D., C.Psych., President
Ian Nicholson, Ph.D., C.Psych., Vice-President
Peter Bieling, Ph.D., C.Psych.
Pascale Gonthier Public Member
Jacob Kaiserman, Psy.D., C.Psych.
David Kurzman, Ph.D., C.Psych.
Archie Kwan, Ph.D., C.Psych.
Conrad Leung, M.ADS, BCBA
Ilia Maor, Public Member
Nadia Mocan, Public Member
Melanie Morrow, M.A., C.Psych.Assoc.
Adrienne Perry, Ph.D., C.Psych.
Fred Schmidt, Ph.D., C.Psych.
Paul Stopciati, Public Member
Kendra Thomson, Ph.D., BCBA-D
Esther Vlessing, Public Member
Glenn Webster, M.Ed., C.Psych.Assoc.

REGRETS:

Cenobar Parker, Public Member
Scott Warnock, Public Member

GUESTS:

Liana Bell, Hilborn LLP

STAFF:

Tony Debono, MBA, 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
Zimra Yetnikoff, Director, Investigations & Hearings
Stephanie Morton, Director, Corporate Services
Caitlin O'Kelly, Assistant to the Registrar, Recorder

2023.05.00 CALL TO ORDER

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

2023.05.01 APPROVAL OF THE AGENDA AND MINUTES

.01A APPROVAL OF AGENDA

The following was amended:

- Item .03B Registrar's Performance Review was moved to.06C.

It was MOVED by David Kurzman

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 wished to declare a conflict of interest pertaining to the items on the Agenda. It was recognized that item *.04G Proposed Amendments to By-law 18: Fees* poses an unavoidable conflict for all members of the Council who are professional members of the College. 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 2023.04 JUNE 16, 2023

It was MOVED by Paul Stopciati

That the Minutes of Council Meeting 2023.04 June 16, 2023, 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 today's meeting Agenda.

.01E COUNCIL MEETING EVALUATION REVIEW

The Council reviewed the June 16, 2023, Council Meeting Evaluation results.

2023.05.02 CONSENT AGENDA

The Consent Agenda was received.

2023.05.03 POLICY ISSUES

.03A EQUITY IMPACT ASSESSMENTS

The *College Performance Measurement Framework* sets an expectation that the College has a Diversity, Equity, and Inclusion (DEI) plan and that they conduct Equity Impact Assessments to ensure that decisions are fair, and that policies, programs, or processes are not discriminatory. The Health Professions Regulators of Ontario (HPRO) developed an Equity Impact Assessment tool that Colleges can use. At a recent meeting of the College's Equity, Diversity and Inclusion Working Group, the materials were reviewed and a decision was made to conduct an initial Equity Impact Assessment using the tool as a guide.

2023.05.04 BUSINESS ISSUES

.04A PRESIDENT'S REPORT

The Council reviewed the President's Report for the first quarter.

.04B REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

The Council reviewed the Registrar's Report for the first quarter.

.04C REGISTRATION COMMITTEE QUARTERLY REPORT

The Council reviewed the report for the first quarter.

.04D INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT

The Council reviewed the report for the first quarter.

.04E 2022-2023 ANNUAL REPORTS

The Council reviewed the Annual Reports for 2022-2023.

It was MOVED by Ian Nicholson

That the 2022-2023 Annual Reports for the College's statutory and non-statutory Committees and Working Groups be approved. **CARRIED**

.04F AUDIT 2022-2023

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

The President welcomed Ms. Bell, Auditor with Hilborn LLP, and invited her to present the Audited Financial Statements for the year ending May 31, 2023. 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 31, 2023. Ms. Bell discussed the following documents that had been provided to Council:

- Audit Findings Report
- Draft Audited Financial Statements

Ms. Bell congratulated the College on a clean audit. Ms. Bell commented that the College staff and management were well prepared for the audit and cooperated fully. She 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 Paul Stopciati

That the Audited Financial Statements for the fiscal year ending May 31, 2023, be approved. **CARRIED**

It was MOVED by Jacob Kaiserman

That the firm of Hilborn LLP be appointed as Auditors for the College for the year ending May 31, 2024. **CARRIED**

.04G PROPOSED AMENDMENTS TO BY-LAW 18: FEES FOR CONSULTATION

The Registrar provided Council with a Briefing Note and copy of proposed amendments to *By-law 18: Fees* for discussion. The Registrar presented a proposal to Council to increase Autonomous Practice and Interim Autonomous Practice membership fees from \$795 to \$1,200. Academic Certificates and Supervised Practice Certificates to \$600, and all other membership fees by 25%, as well as increasing the late fee penalty to 20%. The College takes the decision to increase fees seriously and is only doing so in order to stabilize the College's financial position after several years of annual deficits. Membership fees have not been raised since 2002. It was noted that the current financial situation is independent of ABA which will also be a self-funded profession. The mandate of the College is to serve and protect the public interest, and it delivers programs and services to fulfill that mandate. The College needs to ensure it has adequate resources to deliver the programs and services necessary to meet the public interest mandate.

It was MOVED by Glenn Webster

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

CARRIED

Action Item Office of the Registrar

Amend *By-law 18: Fees* in the College *By-laws*.

.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, 2023 indicate an operating deficit of \$879,704.36 which then triggers transfers from these funds.

It was MOVED by Peter Bieling

That \$458,801.24 be transferred from the Investigations and Hearings Reserve Fund and \$420,903.12 be moved from the Fee Stabilization Fund to cover the operating deficit. CARRIED

2023.05.05 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 16, 2023, were shown in **Bold**.

2023.05.06 OTHER BUSINESS

.06A NEXT COUNCIL MEETINGS:

The next meetings of Council will be held on:

- December 15, 2023 - Council Meeting
- March 21, 2024 – Training Day
- March 22, 2024 – Council Meeting

.06B PROPOSED COUNCIL MEETING:

**It was MOVED by Pascale Gonthier
That June 14, 2024, be set as a Council meeting date. CARRIED**

**It was MOVED by Ilia Maor
That the Council go IN CAMERA to discuss item .03B Registrar's Performance Review. CARRIED**

.06C REGISTRAR'S PERFORMANCE REVIEW: IN CAMERA

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

**It was MOVED by Glenn Webster
That the IN CAMERA portion of the meeting be ended. CARRIED**

2023.05.07 ADJOURNMENT

There being no further business,

**It was MOVED by Adrienne Perry
That the Council Meeting be adjourned. CARRIED**

The Council Meeting was adjourned at 12:48 PM.

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

Ian Nicholson, Ph.D., C.Psych., Vice-President

Minutes approved at the Council Meeting on December 15, 2023.