



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

**COUNCIL MEETING
2017.01
March 24, 2017**

Present:

Lynette Eulette, Ph.D., C.Psych., President	Jaffar Mohammad Hayat, Public Member
Ruth Berman, Ph.D., C.Psych., Vice-President	Gilles Hebert, Ph.D., C.Psych.
Kristin Bisbee, Public Member	Elizabeth Levin, Ph.D., C.Psych.
Judy Cohen, Public Member	Denise Milovan, Ph.D., C.Psych.
Dorothy Cotton, Ph.D., C.Psych.	Patricia Minnes, Ph.D., C.Psych.
D'Arcy Delamere, Public Member	Glenn Webster, M.Ed., C.Psych.Assoc.
Robert Gauthier, M.Sc., M.Ed, C.Psych.Assoc.	Donna McNicol, Public Member
Michael Grand, Ph.D., C.Psych.	

Regrets:

Astra Josie Rose, Public Member
Ethel Teitelbaum, Public Member

Staff:

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

2017.01.00 Call to Order

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

2017.01.01 Approval of the Agenda and Minutes

.01a Approval of Agenda

The following changes were made to the agenda:

Moved:

Registrar's Report to .02b
Registration Committee Report to .02e(2)
ICRC Committee Report to .02e(4)

Added:

Bill 87 to .04g
Enterprise Risk Management to .04h
Shaping the Future to .04i
Attendance at ASPPB to .04j

**It was MOVED Hebert
That the agenda be approved as amended.**

CARRIED

.01b Minutes

(1) Minutes from the Council Meeting 2016.04 on December 2, 2016

It was MOVED Levin

That the minutes from the Council Meeting 2016.04 on December 2, 2016 be approved.

CARRIED

.01c Review of Action List

The Council reviewed the Action List and noted items that were completed, outstanding or on the agenda at this meeting.

2017.01.02 Consent Agenda

The follow items were moved from the Consent Agenda for discussion.

.02b Registrar's Report

In response to a question, the Registrar provided the Council with details on the presentations that he gives to university ethics classes throughout Ontario.

There was discussion about the College of Registered Psychotherapists and whether the services offered by its members are now being covered by insurance plans. It was noted that this would depend on the benefit plan provided by the employer. Many employers are moving towards establishing Health Care Spending Accounts which can be used in a variety of ways at the discretion of the employee.

.02e(2) Registration Committee Report

There was discussion on the number of retraining plan cases each panel reviews and the characteristics of the members undertaking them. It was noted that some cases carry over from previous meetings. The Director, Registration was asked to provide a breakdown of the retraining plan cases in the next Committee Report to Council.

Action Item LM

To provide details on retraining plan cases in the next Committee Report to Council.

.02e(4) ICRC Report

In response to a question, the Director, Investigations and Hearings clarified that each case considered by the ICRC may include several allegations and the Committee considers each allegation individually.

It was MOVED Berman

That the Consent Agenda be approved.

CARRIED

2017.01.03 Strategic Issues

.03a Strategic Direction Implementation Update

The Registrar provided the Council with the updated *Strategic Direction Implementation Table* to reflect the new *Strategic Direction 2017-2022*. The new chart carries forward only those items which appear to reflect activity for 2017. The previous chart will be retained for historical purposes. Items added by the Registrar since January 2017 were shown in **Blue**.

The Council suggested adding the following:

- New technological standard within the revised *Standards of Professional Conduct 2017* (M6)
- New Briefing Note format for Council materials (M9)

2017.01.04 Policy Issues

.04a By-Law 18: Fees

Amendments to *By-Law 18: Fees* were approved for circulation by Council at its September meeting. The amendments included reductions in fees for the Oral Examination and the Jurisprudence Ethics Examination as well as for initial Corporation applications and renewals. The consultation was distributed to members on October 7, 2016 with a request that feedback be received by December 15, 2016. To date the College has received 58 responses. Sample responses were provided by the Register at the December Council meeting.

It was MOVED Cohen

That the proposed amendments to *By-Law 18: Fees* be approved effective June 1, 2017.

CARRIED

Action Item Staff:

To revise College *By-Laws* to include amendments to *By-Law 18: Fees* and post on the College website.

.04b Continuing Professional Development Distribution

In September – December 2016, the College conducted a consultation with the membership regarding the proposed Continuing Professional Development (CPD) Program as developed by the Quality Assurance Committee. The Deputy Registrar provided the Council with the chart of the program requirements and a *Questions and Answers* document.

In response to a question, the Deputy Registrar clarified that the collection of credits will be on a go-forward basis with the first two-year cycle to start this spring. After the first cycle the Quality Assurance Committee will conduct an audit of 100 randomly selected members to evaluate the program. There was discussion on the type of material that would be requested in the audit. The Deputy Registrar described the type of documentation being considered and will add this to the *Question and Answers*. Council was informed that the College has recruited a contract staff member to develop a tracking system that can be used by members.

Action Item BG

Add a Question and Answer on what type of documentation the QA Committee would expect to receive from a member who is audited for the CPD program.

It was MOVED Gauthier

That the Continuing Professional Development (CPD) program and requirements, as set out be the Quality Assurance Committee, be implemented.

CARRIED

Council was informed that the target implementation date will coincide with the distribution of the 2017 Self-Assessment Guide or shortly thereafter.

Action Item Staff

To circulate the Continuing Professional Development program to membership in Spring 2017.

.04c Standards of Professional Conduct Review

As approved by the Council in September 2016, the College conducted a consultation with the membership regarding the proposed changes to the *Standards of Professional Conduct 2017* with feedback requested by December 12, 2016. Approximately 230 responses were received. The Deputy Registrar provided the Council with a tracked changes version of the *Standards* showing the changes proposed by the Client Relations Committee following their review of the feedback from members. Also included in the *Standards* were examples of the *Practical Applications*. The Deputy Registrar explained that *Practical Applications* will be added to and revised as necessary to provide the membership with ongoing clarity regarding the *Standards*.

There was discussion on section 4.1.1(b) with regards to supervision notes and if initials could be used in place of the names of each client. It was agreed that this would be acceptable so long as the client could be identified, if necessary. The Deputy Registrar will clarify this point with a *Practical Application*.

Action Item BG

Clarify section 4.1.1b in the *Standards* with a *Practical Application* describing acceptable client identifiers for the supervision notes.

There was discussion on section 4.1.3c with regards to the services that supervisees are permitted to assign. It was agreed that the wording be changed:

From: 4.1.3(c) *such supervisee are not permitted to assign services to or to supervise another service provider;*

To: 4.1.3(c) *the supervising member may not permit a supervisee to assign services to, or to supervise another service provider, unless the supervisee is in the process of satisfying the requirements to become a member of the College.*

There was a comment with regards to a *Practical Application* in section 4.1.1 *All Supervision* that addressed employees of a member performing administrative duties such as administering tests. The Deputy Registrar noted that this *Practical Application* was intended to clarify that while tasks may be completed by non-members, the responsibility is ultimately the members to ensure that all services provided comply with the *Standards*.

There was discussion with regards to the *Practical Application* that addressed section 7.1 *Limits of Confidentiality* and whether an “intake worker” or some other individual could complete confidentiality agreements on behalf of the member. It was noted that members have the authority to delegate this responsibility, but ultimately they are accountable to ensure, and must be satisfied, that the client is properly informed.

There was discussion with regards to section 4.1.1(d) and whether maintaining supervision records for two years after the supervision has ended is sufficient. It was discussed that supervision notes are not a record of client progress but a record of the supervisory relationship. If there was a complaint about services rendered under supervision, the responsibility is that of the supervisor. It was agreed that maintaining supervision notes for two years after the supervision has ended is sufficient.

It was MOVED Delamere

That the revised *Standards of Professional Conduct 2017* be adopted as the standards of the profession to be effective September 1, 2017 with the following revised amendment:

4.1.3(c) *the supervising member may not permit a supervisee to assign services to, or to supervise another service provider, unless the supervisee is in the process of satisfying the requirements to become a member of the College.*

CARRIED

Action Item Staff

To circulate the revised *Standards of Professional Conduct 2017* to membership.

.04d Policy II-10(ii) Conflict of Interest and Reasonable Perception of Bias (JEEC) & Staff and Contributors' Agreement Form

The Registrar presented the Council with the proposed Policy II-10(ii): *Conflict of Interest and Reasonable Perception of Bias (JEEC)* from the Jurisprudence and Ethics Examination Committee. Included as well, was the corresponding *JEE Staff and Contributor's Agreement Form*. The Registrar explained that while College Policy I-6: *Conflict of Interest* is the overarching policy, the Jurisprudence and Ethics Examination Committee created this specifically for any staff or contributors who work on the JEE to provide additional clarity.

It was MOVED Minnes

That Policy II-10(ii): *Conflict of Interest and Reasonable Perception of Bias (JEEC)* and the corresponding *Jurisprudence and Ethics Examination (JEE) Staff and Contributors' Agreement Respecting Confidentiality & Conflict of Interest* be approved. **CARRIED**

Action Item Staff:

To incorporate the Policy II-10(ii) and corresponding agreement into the College's *Policies and Procedure Manual*.

.04f Policy II-1(i): *Executive Committee: Terms of Reference/Role*

The Registrar provided the Council with a revised Policy II-1(i) *Executive Committee: Terms of Reference/Role*. The revised role captured all of the items which had been approved in principle at the December 2016 Council meeting. In response to a question, the Registrar noted there will not be a need for housekeeping to other policies as the Committee took these into consideration while drafting the revised role.

It was MOVED Grand

That the proposed amendments to *Policy II-1(i): Executive Committee: Terms of Reference/Role* be approved. **CARRIED**

Action Item Staff

To amend *Policy II-1(i): Executive Committee: Terms of Reference/Role* the College's *Policies and Procedure Manual*.

.04g Bill 87

The Council discussed the presentation given by Mr. Stephen Cheng of the Ministry of Health and Long-Term Care (MOHLTC) on Bill 87 at the Council Training Day on March 23rd. The Registrar informed Council that Bill 87 will go to second reading on Monday March 27th and that public hearings will be held subsequent to this. It was agreed that the Registrar would prepare a submission for the Standing Committee on the Legislative Assembly. This will be sent to members of Council for their comments and suggestions prior to submission. The Registrar will

send Council a copy of the previous day's presentation for their information in reviewing the proposed submission.

Action Item RM

To distribute the presentation on Bill 87 to Council members, compose the College's response and circulate the response to Council prior to submission

Council commented that the submission is the first step and that there should be a broader generative discussion on any implications of Bill 87.

Action Item Council

To have a generative discussion on the implications of Bill 87 at the next Council meeting in June.

.04h Enterprise Risk Management

Council discussed creating a subcommittee or assigning the Executive Committee to create a process for the College to assess and evaluate risk. Council directed the Registrar to gather examples of Enterprise Risk Management used at other similar organizations. The Executive Committee will review this information and decide if they will take on the task or assign it to a subcommittee or task force.

It was Moved Delamere

That the Registrar gather information on Enterprise Risk Management practices from other organizations and report to the Executive Committee for further direction.

CARRIED

Action Item RM

Gather information on Enterprise Risk Management practices from other organizations and report to the Executive Committee.

Action Item Executive Committee

Discuss the next steps for Enterprise Risk Management

.04i Shaping the Future

The Council discussed the progress of the Shaping the Future Briefing Note sent to the Ministry of Health and Long-Term Care (MOHLTC) in November 2016. As of this meeting there had not yet been a response. It was discussed that while waiting for a response the College should begin conversations on what the next steps will be. It was decided that Council will add a generative discussion to be held at the next Council meeting in June 2017 on this topic.

Action Item Council

At the June 2017 meeting have a generative discussion on the next steps on the implementation to the Council's March 2013 decision respecting the future of psychology regulation in Ontario.

.04j Association of State and Provincial Boards (ASPPB) 32nd Mid-Year Meeting

The Council was updated on the status of the Mid-Year ASPPB meeting being held this April in Tennessee. Concerns had been raised regarding the location of the meeting as the state of Tennessee recently enacted legislation that is discriminatory to the LGBT community. At the direction of the Executive Committee, the Registrar wrote to the President and Executive Director of ASPPB to express these concerns. The Registrar read this letter and the response from ASPPB to Council. ASPPB acknowledged the concerns, indicating they had been discussed at the recent meeting of the ASPPB Board of Directors which decided that, in future,

meetings will not be held in jurisdictions or at venues which have discriminatory policies. The Registrar has also informed Association of Canadian Psychology Regulatory Organizations (ACPRO) of these concerns and the issue will be discussed at their upcoming meeting in June.

Council discussed whether the College should be sending representatives to the meeting in Tennessee. The Council decided that the College should not send representatives to the meeting.

It was MOVED Grand

That the College not send representatives to the 32nd Mid-Year meeting of ASPPB being held in Tennessee due to the discriminatory legislation in place in that state against the LGBT community. **CARRIED**

2017.01.05 Business Issues

.05a Draft Budget 2017-2018

The Registrar provided to Council the draft budget for 2017-2018. This budget has been reviewed by the Finance and Audit Committee (FAC) and the Executive Committee. The Registrar reviewed the budget with the Council and responded to questions.

The draft budget for 2017-2018 anticipates a deficit in the amount of \$36,260. This includes a projected decrease in revenue of \$81,350 reflecting the amount anticipated not to be received due to the reduction in fees to be charged for examinations and corporations as noted in agenda item 04a.

It was MOVED Delamere

That the Budget for 2017-2018 be approved. **CARRIED**

It was noted that the Policy III F-4: *Per Diems and Council Committee Compensation* has not been reviewed since 2013. The Council requested the Registrar do an analysis of the per diem expenses at other Colleges and report back to the next Council meeting,

It was noted that the College can only adjust the rates for the professional members on Council as the per diems for the public members on Council are determined by the Ministry.

It was MOVED Grand

That an analysis of current per diem allowances and those of the other Health Regulatory Colleges be prepared. **CARRIED**

Action Item RM

To gather per diem information from the other Health Regulatory Colleges and report back to Council.

.05b 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 agenda item will be provided by the President.

It was MOVED Gauthier

That the Council go IN CAMERA to discuss the Registrar's Performance Review. **CARRIED**

At the end of the **IN CAMERA** meeting,

It was MOVED Gauthier

That the IN CAMERA meeting be ended and the open meeting of Council be resumed.

CARRIED

2017.01.06 Other Business

.06a Next Meetings of Council

- June 23, 2017
- Training September 14, 2017 & Meeting September 15, 2017

2017.01.07 Adjournment

Prior to adjournment, the President presented certificates of appreciation to the following Council members who are completing their terms on Council:

- Mr. Robert Gauthier – 9 years
- Dr. Gilles Hebert – 3 years
- Ms. Josie Astra Rose – 3 years

There being no further business,

It was MOVED Gauthier

That the Council Meeting be adjourned.

CARRIED

The Council Meeting was adjourned at 2:53PM

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

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

Minutes approved at the Council Meeting on June 23rd, 2017