
COUNCIL MEETING

2021.01

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

MARCH 19, 2021

PRESENT:

Michael Grand, Ph.D., C.Psych., President
Denise Milovan, Ph.D., C.Psych., Vice-President
Paula Conforti, Dip.C.S., C.Psych.Assoc.
Janice Currie, Ph.D., C.Psych.
Joyce Isbitsky, Ph.D., C.Psych.
Marilyn Keyes, Ph.D., C.Psych.
Nadia Mocan, Public Member
Melanie Morrow, M.A., C.Psych.Assoc.
Adrienne Perry, Ph.D., C.Psych.
Marjory Phillips, Ph.D., C.Psych.
Philip Ricciardi, Ph.D., C.Psych.
Paul Stopciati, Public Member
Nancy Tkachuk, Public Member
Wanda Towers, Ph.D., C.Psych.
Scott Warnock, Public Member
Jessy Zita, Public Member

REGRETS:

Graeme Goebelle, Public Member

STAFF:

Rick Morris, Ph.D., C.Psych., Registrar & Executive Director
Barry Gang, MBA, Dip.C.S., C.Psych.Assoc., Deputy Registrar & Director of Professional Affairs
Zimra Yetnikoff, Director, Investigations & Hearings
Lesia Mackanyyn, Director, Registration
Stephanie Morton, Manager, Corporate Services
Caitlin O'Kelly, Assistant to the Registrar, Recorder

2021.01.00 CALL TO ORDER

The President called the meeting to order at 9:00AM. The meeting was held virtually by Zoom and livestreamed on YouTube.

2021.01.01 APPROVAL OF THE AGENDA AND MINUTES

.01A APPROVAL OF AGENDA

Item .04G The Registrar's Performance Review will be conducted as the last order of business. The Council will go IN CAMERA to discuss this item and then adjourn the meeting when this item has concluded.

It was MOVED Towers

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

CARRIED

.01B DECLARATIONS OF CONFLICTS OF INTEREST

The President asked members of Council if there were any conflicts of interest regarding the items on the agenda. No conflicts of interest were declared. The President reminded Council members that this should be considered throughout the meeting and declarations made if appropriate.

.01C MINUTES FROM THE COUNCIL MEETING 2020.04 DECEMBER 11, 2020

It was MOVED Currie

That the minutes from the Council Meeting 2020.04 of December 11, 2020 be approved as presented.

CARRIED

.01D REVIEW OF ACTION LIST

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

2021.01.02 CONSENT AGENDA

The Consent Agenda was received.

2021.01.03 POLICY ISSUES

.03A POLICY I-5: CONFIDENTIALITY OBLIGATIONS & HANDLING OF CONFIDENTIAL MATERIALS

The Deputy Registrar provided the Council with a Briefing Note and an amended *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials* for review. There were minor amendments being made to clarify the language regarding the use of unsecured public Wi-Fi for College business.

It was MOVED Perry

That the amended *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials* regarding use of unsecured public Wi-Fi for College business, be approved.

CARRIED

Action Item Staff

Update *Policy I-5: Confidentiality Obligations & Handling of Confidential Materials* in the College's *Policy and Procedures Manual*.

.03B LANGUAGE OF CLINICAL RECORDS

The Deputy Registrar provided the Council with a Briefing Note and proposed amendments to the *Standards of Professional Conduct, 2017*. The *Personal Health Information Protection Act, 2004 (PHIPA)* gives clients/patients the statutory right to access their personal health information. In satisfying this requirement, there appears to be no available jurisprudence regarding whether a health professional

must provide access in a language which is understandable to the client. The Client Relations Committee reviewed this matter and is of the opinion that it is in the public interest to ensure that personal health information is available in a language understandable to the client. Council reviewed and agreed to the proposed amendments.

It was MOVED Stopciati

That the Principle 9 and Principle 11 of the *Standards of Professional Conduct, 2017* be amended as follows:

- **Principle 9.2 *Individual Client Records* be amended by adding 6) *A member must explain or interpret a record written in a language other than that in which the service was provided, if requested by a client*; and**
- **Principle 11.2.2 be amended to specify that a member may charge a fee for the translation of records.**

CARRIED

Action Item Staff

Update the *Standards of Professional Conduct, 2017*.

.03C POLICY II-5(IV): CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM AND AUDIT CRITERIA FOR EXEMPTION OR DEFERRAL

The Deputy Registrar provided the Council with a Briefing Note and draft *Policy II – 5(iv): Continuing Professional Development Program Audit: Criteria for Exemption or Deferral*. This draft policy sets out consistent and transparent criteria to ensure fair principles are applied in responding to members' requests for deferrals.

It was MOVED Phillips

That draft *Policy II – 5(iv): Continuing Professional Development Program Audit: Criteria for Exemption or Deferral* be approved.

CARRIED

Action Item Staff

Add *Policy II – 5(iv): Continuing Professional Development Program Audit: Criteria for Exemption or Deferral* in the College's *Policy and Procedures Manual*.

.03D QUALITY ASSURANCE REQUIREMENTS FOR VISITING INTERIM AUTONOMOUS PRACTICE MEMBERS

The Deputy Registrar provided the Council with a Briefing Note and draft *Policy II-5(iii): Quality Assurance Requirements for "Visiting" Members with a Limited Certificate of Registration for Interim Autonomous*. This policy establishes transparent and appropriate Quality Assurance requirements for out-of-province individuals temporarily registered to provide psychological services to their clients located in Ontario.

It was MOVED Keys

That *Policy II-5(iii): Quality Assurance Requirements for "Visiting" Members with a Limited Certificate of Registration for Interim Autonomous* be approved.

CARRIED

Action Item Staff

Add *Policy II-5(iii): Quality Assurance Requirements for "Visiting" Members with a Limited Certificate of Registration for Interim Autonomous* in the College's *Policy and Procedures Manual*.

.03E POLICY II-5(I): QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE

The Deputy Registrar provided the Council with a Briefing Note and amended *Policy II-5(i): Quality Assurance Committee Terms of Reference*. Minor amendments are suggested to provide clearer expectations with respect to the time commitment associated with Committee participation.

It was MOVED Currie

That *Policy II-5(i): Quality Assurance Committee Terms of Reference/Role* be amended to specify that three-person Panels of the Committee will normally meet three times per year, or as required.
CARRIED

Action Item Staff

Update *Policy II-5(i): Quality Assurance Committee Terms of Reference/Role* in the College's Policy and Procedures Manual.

.03F RETIRED CERTIFICATE HOLDERS AND PERMITTED ACTIVITIES

The Registrar provided the Council with a Briefing Note discussing a recommendation to expand the activities permitted for members holding a Retired Certificate of Registration. Council agreed that these members should now be permitted to teach psychology classes so long as this does not include supervision of student's clinical work.

It was MOVED Perry

That members holding *Retired Certificates of Registration* be permitted to teach psychology classes; not to include supervision of student's clinical work.
CARRIED

.03G COLLEGE PERFORMANCE MANAGEMENT FRAMEWORK

The Registrar provided the Council with the draft *College Performance Management Framework (CPMF)* Report. The *CPMF*, developed by the Ministry of Health, was discussed previously at the Council meeting held in December 2020. It sets out performance standards for Ontario's 26 health regulatory Colleges. The *Framework*, set out in a standard format, was to be completed by March 31, 2021. The Council reviewed the completed draft *CPMF* and endorsed it for submission to the Ministry and posting on the College website.

It was MOVED Isbitsky

That the Council approve the *College Performance Management Framework Report* for submission to the Ministry of Health and posting on the College website.
CARRIED

Action Item Staff

Submit the *College Performance Management Framework Report* to the Ministry of Health and post on the College website.

.03H ABA REGULATION AND COLLEGE COUNCIL COMPOSITION

The Registrar provided the Council with a Briefing Note on the status of the regulation of Applied Behaviour Analysis. The Council discussed the regulation of Behavior Analysts within the governance structure of the College. It was recognized that this will necessitate amendments to the *Psychology Act, 1991* as the College undertakes the governance of two distinct professions; Psychology and Applied Behaviour Analysis. A change to be considered relates to the composition of the College

Council to ensure adequate representation of members from both Psychology and Applied Behaviour Analysis.

It was MOVED Towers

That it be recommended to the Ministry of Health that the College Council composition be set out as follows to ensure appropriate regulation for the professions of Psychology and Applied Behaviour Analysis:

Psychology Professional Members – at least 5 and no more than 7

Behaviour Analysts – at least 3 and no more than 5

Public Members – at least 7 and no more than 10

Academic Members – at least 2 and no more than 4

CARRIED

Action Item Registrar

Provide the College Council composition recommendation to the Ministry of Health.

2021.01.04 BUSINESS ISSUES

.04A REGISTRAR & EXECUTIVE DIRECTOR'S REPORT

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

.04B REGISTRATION COMMITTEE QUARTERLY REPORT

The Council reviewed the third quarter report from the Registration Committee noting the:

- Supervision working group continues to meet
- Committee is reviewing the Oral Examinations process. In this review, they will consider the need to test CFTA applicants on the controlled act of communicating a diagnosis.

.04C INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE QUARTERLY REPORT

The Council reviewed the third quarter report from the Inquiries, Complaints and Reports Committee. There were no questions or comments.

.04D PROPOSED BUDGET JUNE 1, 2021 – MAY 31, 2022

The Registrar provided the Council with the proposed budget for the fiscal year June 1, 2021 to May 31, 2022. He reported that the budget had already been reviewed by the Finance and Audit Committee at its meeting on February 1, 2021 and by the Executive Committee on February 12, 2021. Both Committees recommended its adoption. The proposed budget anticipates a deficit in the amount of \$416,387. In discussing this proposed deficit, Council questioned the possible need for a membership fee increase. It was noted that fees have not been increased since 2002. The Finance and Audit Committee will be looking at this at their August 2021 meeting and will bring a recommendation to the Council meeting in September.

It was MOVED Stopciati

That the Budget for 2021-2022 be approved as presented.

CARRIED

.04E PREMISES RESERVE FUND REDUCTION

The Registrar provided the Council with a Briefing Note regarding the need to approve a reduction in the Premises Reserve Fund related to funds spent in the recent office renovations.

**It was MOVED Phillips
That \$772,258 be removed from the Premises Reserve Fund to account for expenditures related to the office leasehold improvements. CARRIED**

.04F NOTICE: EXECUTIVE COMMITTEE ELECTIONS/COUNCIL APPOINTMENTS

The Registrar provided the Council with copies of *By-law 4: Election of Members of Executive Committee* and *By-law 5: Selection of Committee Chairs and Committee Members* and advised Council of the process for seeking election to the Executive Committee. Council was also informed that a Call for Interest for Committee appointments will be sent to the general membership and that Council members also will be asked to identify their Committee preferences.

.04G PRESIDENT’S REPORT

The President thanked those Council members whose terms are expiring prior to the Council meeting in June; Dr. Denise Milovan, Dr. Janice Currie, and Ms. Jessy Zita. The Vice-President thanked Dr. Michael Grand for his efforts and contributions on behalf of the College in many capacities including President for the past two years. Dr. Grand term as President as well as his term as an academic member of Council end prior to the next meeting of Council.

.04H REGISTRAR’S PERFORMANCE REVIEW – IN CAMERA

This agenda item was discussed IN CAMERA in the absence of the Registrar, the Recorder, and all other non-Council individuals in attendance. The Minutes for this item were taken by the President.

**It was MOVED Towers
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 Warnock
That the IN CAMERA was ended. CARRIED**

2021.01.05 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 December 11, 2020 were shown in **Bold**.

2021.01.06 OTHER BUSINESS

.06A NEXT COUNCIL MEETINGS:

- June 18, 2021
- September 10, 2021

2021.01.07 ADJOURNMENT

There being no further business,

**It was MOVED Warnock
That the Council Meeting be adjourned.**

CARRIED

The Council Meeting was adjourned at 1:28PM.

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

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

Minutes approved at the Council Meeting on June 18, 2021.