

COUNCIL MEETING MINUTES

Thursday, September 7, 2017

Approved by Council: November 30, 2017

Present Council Members	Staff Members
<ul style="list-style-type: none"> - Andrew Benedetto, RP (President) - Shelley Briscoe-Dimock, RP (Teleconference) - Tapo Chimbanga, RP - Carol Cowan-Levine, RP - Barbara Locke Billingsley - Mary Kardos Burton - Shikha Kasal - Sheldon Kawarsky - Kenneth Lomp, RP - Malcolm MacFarlane, RP (Vice- President) - Keith Marlowe, RP - Pat Rayman, RP - Steven Stijacic - Kevin VanDerZwet Stafford , RP 	<ul style="list-style-type: none"> - Deborah Adams, Registrar - Jo Anne Falkenburger, Director of Operations & HR - Shauna Grey, Manager, Communications - Sean Knight, Policy & Communications Analyst (Recorder) - Lene Marttinen, Manager, Quality Assurance (for part of the meeting) - Monica McPherson, Manager, Registration (for part of the meeting) - Mark Pioro, Director, Professional Conduct & Deputy Registrar
Council Member Regrets	Guest
<ul style="list-style-type: none"> - Len Rudner 	<ul style="list-style-type: none"> - Blair MacKenzie, Managing Partner, Hillborn LLP

1. Call to Order

A. Benedetto, Chair, called the meeting to order at 9:30 am, welcoming Council members and observers. The Chair also introduced G. Chimbanga and K. Lomp following their election to Council during the summer.

2. Approval of Agenda

The Chair presented the meeting agenda for approval following minor amendments to the order of committee reports.

C-7 Sept 2017- M01

MOTION: Moved by C. Cowan-Levine, seconded by K. Lomp.

That the agenda for the September 7, 2017 meeting of Council be approved as amended.

CARRIED

3. Conflict of Interest Declarations

Council members were asked to declare any conflicts concerning business on the agenda. No conflicts were reported.

4. Approval of May 11, 2017 Minutes & Business Arising

The Chair introduced the minutes from the May 11, 2017 Council meeting for approval. No errors or omissions were reported.

C-7 Sept 2017- M02 **MOTION:** Moved by S. Kawarsky, seconded by P. Rayman.

That the minutes of the May 11, 2017 meeting of Council be approved as presented.

CARRIED

5. President's Report

Benedetto, President, discussed meetings with representatives from professional associations, the College's office move, posting of Council materials to the website, and the Needs Assessment Survey members were asked to complete over the summer.

The President also acknowledged the resignation of Sue Lymburner in May and departure of Keith Marlowe from Council following Council elections, thanking them for their contributions to Council. He noted that S. Lymburner continues to serve as a non-Council Committee member for the Client Relations Committee. Council was informed that given the timing of her resignation from Council, Executive Committee opted to leave the Council seat vacant until regularly scheduled elections in 2018.

6. Committee/TG Chairs' Reports

Quality Assurance Committee

P. Rayman discussed changes made to the Quality Assurance Program to shorten the timeframe for completing the Peer and Practice Review from six months to 60 days, and changes to the submission deadline of Professional Development and Self-Assessment Tools. The Chair also reported that resources would be developed to assist Members in understanding informed consent.

Inquiries, Complaints, and Reports Committee

K. VanDerZwet Stafford directed Council Members to the report included in the package outlining statistics on complaints received. He also reported on the Committee's work developing guidelines on disclosure of confidential information to prevent harm.

Examinations Committee

M. MacFarlane reported on the work of the recently constituted Committee and its meetings held to date to review appeals from Members who did not successfully complete the registration exam, and to consider time extensions for those who have not yet made their first required attempt to complete the exam following application for registration. The Chair also reported that Council would be asked to endorse the Committee's Terms of Reference.

Client Relations Committee

C. Cowan-Levine reported on the Committee's work to develop the College's Client Relations Program, including development of definitions and language regarding sexual abuse for use across College programs, reviewing existing materials such as the Jurisprudence Handbook and website content, and reviewing forms for funding of therapy.

Registration Committee

A. Benedetto reported on the Committee's decision not to proceed with recommending a criminal record check at this time, indicating that the proposal would be reviewed in a year. The Chair also reported on the establishment of a second regularly-scheduled panel to assist with the volume of applications referred for further review. Finally, Council was directed to the list of decisions released by the Health Professions Appeal and Review Board, resulting from appeals of Registration panel decisions, which were all upheld by the Board.

Executive Committee

A. Benedetto reported on the Committee's development of Observer Guidelines and Rules of Conduct for Council meetings as well as a policy for directing stakeholder questions to Council, which would be presented to Council for approval.

7. Registrar's Remarks

D. Adams, Registrar, discussed the upcoming office move, meetings with the Health Professions Regulatory Advisory Council regarding the controlled act of psychotherapy, and review of the Needs Assessment Survey completed by Council members. The Registrar also discussed the report from Health Quality Ontario regarding public funding of psychotherapy, which will be reviewed by staff who will report back to Executive Committee.

8. Bill 87 Orientation

M. Piore led Council members through a review of the amendments to the *Regulated Health Professions Act* resulting from passage of the *Protecting Patients Act* and how the amendments have changed, or will change College practices moving forward.

Council members discussed potential consultations regarding amendments that have yet to be proclaimed, and how the amendments shaped matters currently under review by various committees.

9. Council Training – Fiduciary Duty & Financial Documents

Blair MacKenzie, Managing Partner at Hillborn LLP provided training for Council members on the purpose and preparation of audited financial statements, Council's role in reviewing the College's budget and audit statements, and budgeting considerations for operating a not-for-profit organization.

In camera

As the following two items before Council concerned financial matters, Council moved that the meeting move *in camera*.

C-7 Sept 2017- M03 **MOTION:** Moved by K. VanDerZwet Stafford, seconded by M. Kardos Burton.

That Council move the meeting *in camera*.

CARRIED

In accordance with 7(2)b. of Schedule 2 of the *Regulated Health Professions Act*, discussions concerning financial matters are held *In camera*. Minutes of the *in camera* meeting were recorded and approved by Council and are maintained separately.

12. Quality Assurance Program Update

L. Marttinen reviewed a change to the Quality Assurance Program participation deadline, and how this change would be implemented in the coming months. Council was informed that beginning December 1, 2017 members would need to complete their self-assessment and professional development materials by November 30 for every two year cycle, and that effective September 1, 2018 new registrants in their first calendar year of registration are required to complete a self-assessment and begin a learning plan within three months of their date of registration.

Staff explained these changes would reduce the amount of information required from Members at the end of the registration year as well as allowing more effective management of staff, allowing the College to have more staff available to provide technical and other support for members during high volume times (i.e., renewal and QA submission).

13. Quality Assurance Tools in other College Processes

Staff explored how tools developed for use in the Quality Assurance Program, including Member self-assessments, peer assessments and other education materials can be adapted for use in other College programs and processes, such as for upgrading activities for RP (Qualifying) Members who have made two unsuccessful attempts to complete the registration exam.

14. Question Period Policy

D. Adams introduced the Question Period Policy and explained that the goal of the policy was to ensure that all stakeholders had an opportunity to direct questions to the attention of Council, even if they were unable to attend a Council meeting. She added the policy provided an opportunity to allow staff to conduct any necessary research and prepare as complete a response as possible.

It was also noted that the policy was endorsed by Executive Committee, and substantially reflected past informal practice.

C-7 Sept 2017- M06 **MOTION:** Moved by C. Cowan-Levine, seconded by S. Kawarsky.

That Council approve the draft CRPO policy document entitled *Question Period* as presented.

CARRIED

15. Observer Guidelines Policy

D. Adams introduced the draft Observer Guidelines and Rules of Conduct Policy, which echoes best practices of other regulatory bodies, and would assist with ensuring that stakeholders would have an equal opportunity to attend Council meetings in the smaller office space.

C-7 Sept 2017- M07 **MOTION:** Moved by K. VanDerZwet Stafford, seconded by M. Kardos Burton.

That Council approve the draft CRPO document entitled *Council Observer Guidelines and Rules of Conduct* as presented.

CARRIED

16. Examinations Committee Terms of Reference

M. MacFarlane introduced the Examination Committee's Terms of Reference, which were presented for Council's approval.

C-7 Sept 2017- M08 **MOTION:** Moved by K. Lomp, seconded by S. Kawarsky.

That Council endorse the Terms of Reference of the Examination Committee adopted August 16, 2017.

CARRIED

17. Executive Committee Elections

The Registrar reviewed information previously circulated to Council regarding election of Executive Committee, indicating that all positions were acclaimed as follows:

President:	Andrew Benedetto
Vice-President:	Malcolm MacFarlane
Members (at large):	Carol Cowan-Levine
	Mary Kardos Burton
	Sheldon Kawarsky

18. Council Member Question Period

Staff responded to an inquiry regarding how panels are selected. Council was informed that panels are formed at the discretion of the Chair of each respective committee, and take legal requirements, availability, absence of conflicts of interest and past involvement with a file into account when considering panel composition.

Staff also provided an update regarding development of the College's new website.

19. New Business & Call for Agenda Items

Council discussed receiving an update regarding the controlled act of psychotherapy at its November meeting.

20. Adjournment

C-7 Sept 2017- M09 **MOTION:** Moved by S. Kawarsky, seconded by C. Cowan-Levine.

That the Council meeting be adjourned.

CARRIED

The meeting was adjourned at 3:27.

Andrew Benedetto, President

Date