

Council Meeting Minutes November 30, 2017

Approved: February 22, 2018

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

1. Welcome and Opening Remarks

The Chair, A. Benedetto, called the meeting to order at 9:30 am, welcoming Council members and observers.

2. Approval of Agenda

The Chair introduced the draft agenda for approval following a change in the order of several agenda items.

MOTION C-30 NOV 2017 – M01: Moved by L. Rudner, seconded by C. Cowan Levine

That the agenda of the November 30, 2017 meeting of Council be approved as amended.

CARRIED

3. Conflict of Interest Declarations

The Chair asked Council members to declare any conflicts of interest. No conflicts were raised.

4. Approval of Minutes and Business Arising

September 7, 2017

The minutes of the September 7, 2017 meeting were introduced for approval. Two edits were made to the minutes prior to approval.

MOTION C-30 NOV 2017 – M02: Moved by C. Cowan-Levine, seconded by L. Rudner

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

CARRIED

***In Camera* Minutes**

The minutes of the *in camera* portion of the September 7, 2017 meeting were introduced for approval. No errors or omissions were reported.

MOTION C-30 NOV 2017 – M03: Moved by K. VanDerZwet Stafford, seconded by P. Rayman

That the *in camera* minutes of the September 7, 2017 meeting of Council be approved as presented.

CARRIED

5. President's Remarks

A. Benedetto, President, reflected on the opening of the College's new office and the impact of the College for members and the public since proclamation.

6. Committee/TG Charis' Reports

Quality Assurance Committee

P. Rayman, Chair, reviewed the Committee's work since the last Council meeting, including review of a draft workbook on informed consent, and provided an update on notifications sent to members randomly selected for Peer and Practice Review.

Inquiries, Complaints, and Reports Committee

K. VanDerZwet Stafford, Chair, reviewed the report circulated to Council members.

Client Relations Committee

C. Cowan-Levine, Chair, discussed the work of the Committee which included: amending the Jurisprudence Handbook, developing position statements relevant to the Client Relations Program, developing forms for those seeking funding for therapy related to sexual abuse by members of the College, and considering establishment of a cooling off period longer than set out in the *Regulated Health Professions Act*.

Registration Committee

A. Benedetto, Chair, drew attention to the establishment of a second regularly scheduled panel to assist with the volume of applications being referred for further review, as well as the outcome of appeals made to the Health Professions Appeal and Review Board that have been confirmed since the last Council meeting.

Council members discussed the question of whether single-session psychotherapy could be accepted as direct client contact, which will be reviewed by the Registration Committee at its next plenary meeting.

Indigenous Registration Task Group

A. Benedetto updated Council on the work of the Task Group following its two-day meeting in September, which had chosen to adapt the regular route application process to provide for an Indigenous route to registration.

Executive Committee

A. Benedetto, President, summarized the work undertaken by the Committee since the last Council meeting and its role in conjunction with other committees and processes of the College.

7. Registrar's Report

D. Adams, Registrar, reported on the number of registered members, application files being referred to panel, the College's Practice Advisory Service, and results of the survey circulated to members and other regulated professions regarding requirements to serve as a clinical supervisor.

8. Quality Assurance Program Policy Clarifications

P. Rayman reviewed changes made to the Quality Assurance Program regarding self-assessment and learning plan requirements, and discussed criteria for determining whether a member has adequately participated when they are required to submit information related to their learning needs and activities.

Council discussed the requirement for 40 hours of professional development activities in every participation cycle based on a scan of other regulatory body requirements and the current practice of potential registrants and how professional development activities are later incorporated into a member's practice.

9. Client Relations Program – Definitions and Review

C. Cowan-Levine presented a series of position statements for terminology relating to sexual abuse, for use in the College's Client Relations Program and by other committees for discussions or deliberations related to sexual abuse allegations. She informed the Council that the JRP handbook had been updated and reflected on the importance of consistent use of language related to sexual abuse. She noted that the Committee spent considerable time discussing the "cooling off period" and determined that a five-year period was appropriate and so were making this recommendation to Council. She advised Council that it would be a long process to embed this time frame in regulation and noted that the CRC would be looking at developing a policy to establish the cooling off period as well as a guideline to address situations when sexual contact with a client would never be advisable. Council discussed this approach and agreed to the CRC suggestions, with more discussion to follow at future meetings regarding needed work going forward. C. Cowan-Levine noted that CRC had been able to provide input on the expanded information related to sexual abuse on the new website, and thanked S. Grey for her efforts. She noted that the CRC had developed the required forms to allow individuals to apply for funding for counselling or therapy if a formal complaint or report alleging sexual abuse by a member had been made. She noted that the CRC was also considering funding of therapy for partners of individuals alleging sexual abuse by a member.

Council discussed the position statements and examples of their use in context, and offered several amendments prior to approval.

MOTION C-30 NOV 2017 – M04: Moved by C. Cowan-Levine, seconded by K. Lomp

That Council approve the *Client Relations Foundational Position Statements* as amended.

CARRIED

10. Update re: Controlled Act of Psychotherapy

D. Adams discussed the proposal opened for stakeholder comment regarding amendments to the regulation under the *Regulated Health Professions Act* concerning exemptions to performing controlled acts. The proposed amendment would offer a time-limited exemption to practitioners in order to allow

those who are unregulated to join one of the statutory regulatory bodies whose members can perform the controlled act.

The Registrar discussed the possible outcomes concerning the proposal, and the steps the College will take should the controlled act be proclaimed.

11. Practice Guideline – Duty to Warn

K. VanDerZwet Stafford introduced a draft practice guideline concerning disclosure of information to prevent harm. The guideline would not be prescriptive, but would instead serve as guidance for members who find themselves in a scenario where disclosing information may be warranted.

Council was directed to an updated version of the guideline circulated earlier in the meeting, which reflected late informal consultation to improve clarity. K. VanDerZwet Stafford added that following these revisions, approval was being sought to circulate the draft guideline for stakeholder consultation.

MOTION C-30 NOV 2017 – M05: Moved by K. VanDerZwet Stafford, seconded by P. Rayman

That Council approve circulating the draft practice guideline, *Disclosing Information to Prevent Harm* for a 30-day consultation.

CARRIED

12. Council Training: Understanding Legislation, Regulations, Standards and Policies

M. Piore provided Council with an overview of different sources of legal authority (e.g. the Constitution, legislation, regulations, by-laws, etc.) and how they apply to the work of the College.

13. Relunched CRPO Website

S. Grey discussed changes made to the College's recently relaunched website, including ensuring compliance with the *Access for Ontarians with Disabilities Act*, revised and updated information that is easier to access for applicants, members and the public, and ensuring accessibility on mobile devices.

14. Committee Chair Job Description

D. Adams introduced the job description for committee chairs intended to clarify the role and expectations for Council members in one of these positions.

MOTION C-30 NOV 2017 – M06: Moved by C. Cowan-Levine, seconded by M. Kardos Burton

That Council approve the document *Chair Job Description* as presented.

CARRIED

15. Committee Chair Assignments

A. Benedetto presented the list of committee members and chairs recommended to Council by the Executive Committee.

MOTION C-30 NOV 2017 – M07: Moved by S. Briscoe-Dimock, seconded by S. Kawarsky

That Council appoint the following individuals to committees as presented.

Client Relations Committee:

Carol Cowan-Levine (Chair)
Shelley Briscoe-Dimock
Mary Kardos Burton
Barbara Locke Billingsley
Sue Lymburner (Non-Council Committee Member)
Steven Stijacic

Discipline Committee:

Shikha Kasal (Chair)
All Members
Heidi Ahonen (Non-Council Committee Member)

Examination Committee:

Ken Lomp (Chair)
Andrew Benedetto
Sheldon Kawarsky
Barbara Locke Billingsley
Steven Stijacic
Kevin VanDerZwet Stafford

Executive Committee:

Andrew Benedetto (Chair)
Carol Cowan-Levine
Mary Kardos Burton
Sheldon Kawarsky
Malcolm MacFarlane

Fitness to Practise Committee:

Barbara Locke Billingsley (Chair)
All Members

Indigenous Registration Task Group:

Sandra Wong (Chair)
Peter Beaucage
Andrew Benedetto
Megan Cohoon
Betty Carr-Braint
Carol Cowan-Levine
Banakonda Kennedy-Kish
Roxane Manitowabi
Len Rudner

Inquiries, Complaints and Reports Committee:

Kevin VanDerZwet Stafford (Chair)
Shelley Briscoe-Dimock
Carol Cowan-Levine
Kali Hewitt-Blackie (Non-Council Committee Member)
Mary Kardos Burton
Sheldon Kawarsky
Kenneth Lomp
Pat Rayman
Len Rudner
Steven Stijacic

Nominations and Elections Committee:

Pat Rayman (Chair)
Tapo Chimbanga
Shikha Kasal
Malcolm MacFarlane
Len Rudner

Quality Assurance Committee:

Mary Kardos Burton (Chair)
Andrew Benedetto
Tapo Chimbanga
Sheldon Kawarsky
Ken Lomp
Malcolm MacFarlane
Pat Rayman
Len Rudner

Registration Committee:

Malcolm MacFarlane (Chair)
Heidi Ahonen (Non- Council Committee Member)
Andrew Benedetto
Tapo Chimbanga
Carol Cowan-Levine
Tamar Kakiashvili (Non-Council Committee Member)
Shikha Kasal
Sheldon Kawarsky
Barbara Locke Billingsley

CARRIED

16. Council Member Question Period

Council discussed possible collaboration with the College of Psychologists of Ontario and the Ontario College of Social Workers and Social Service Workers regarding standards related to psychotherapy.

17. New Business and Call for Agenda Items

Council and staff discussed receiving a presentation on ethical decision making that is expected to be given to the Inquiries, Complaints and Reports Committee, a refresher on confidentiality with respect to files circulated for committee work and review of committee work plans in the next fiscal year.

18. Adjournment

MOTION C-30 NOV 2017 – M08: Moved by P. Rayman, seconded by S. Kawarsky

That the meeting be adjourned.

CARRIED

The meeting adjourned at 3:20 p.m.

A. Benedetto, Chair

Date