

COUNCIL AGENDA

Date: Friday, September 13, 2019

Time: 9:30 a.m. to 3:25 p.m.

Location: 375 University Avenue, Suite 803; Boardroom

Chair: Andrew Benedetto, President

#	Time	Item	Pg	Materials	Action	Lead
1.	9:30	Welcome and Opening Remarks			INFORMATION	A. Benedetto
2.	9:32	Approval of Agenda	1-2	1. Council Agenda	MOTION	A. Benedetto
3.	9:33	Approval of Minutes	3-9	1. Draft minutes from June 20, 2019	MOTION	A. Benedetto
4.	9:34	Conflict of Interest Declarations			INFORMATION	A. Benedetto
5.	9:35	President's Remarks			INFORMATION	A. Benedetto
6.	9:40	Registrar's Report	10-11	1. Registrar's Report	INFORMATION	D. Adams
7.	9:50	Committee Reports to Council <i>7.1. Client Relations</i> <i>7.2. Examination</i> <i>7.3. Executive</i> <i>7.4. Inquiries, Complaints & Reports</i> <i>7.5. Quality Assurance</i> <i>7.6. Registration</i>	12-19	1. Committee Reports to Council	INFORMATION	Various Presenters
8.	10:00	<u>By-laws:</u> Registration History on Public Register	20-21	1. Briefing Note	DISCUSSION/ MOTION	A. Benedetto
9.	10:15	Tariff Rate Increase for Discipline Hearings	22-24	1. Briefing Note	DISCUSSION/ MOTION	A. Benedetto
10.	10:30	Governance Review			INFORMATION/ DISCUSSION	A. Benedetto
BREAK 11:00-11:15						
11.	11:15	Strategic Planning Debrief			DISCUSSION	A. Benedetto
12.	11:45	Audited Financial Statements	25	1. Briefing Note	PRESENTATION	J. Falkenburger
LUNCH 12:15-1:15						
13.	1:15	Annual Report 2018-2019		*materials to follow	INFORMATION	A. Benedetto
14.	1:30	Controlled Act Standard	26-27	1. Briefing Note	INFORMATION/ DISCUSSION	A. Benedetto
15.	1:45	<u>Update:</u> Public Consultation By-law redundancies & Police Record Checks for Applicants extension			INFORMATION	A. Benedetto
16.	1:55	Draft Council Agenda Template	28-30	1. Briefing Note	INFORMATION/ DISCUSSION	A. Benedetto

				2. Council Agenda Template		
17.	2:05	Election of Officers	31-32	1. Briefing Note		D. Adams
BREAK 2:30-2:45						
18.	2:45	<u>Update:</u> Council By-election District 7 (Central) by-election District 2 (North) Vacancy	33-35	1. Briefing Note	INFORMATION/ MOTION	A. Benedetto
19.	3:05	Proposed Council Meeting Dates for 2020: <ul style="list-style-type: none"> • Thursday, January 23 • Thursday, March 26 • Thursday, May 28 • Thursday, August 20 • Thursday, October 1 • Thursday, November 19 			INFORMATION	A. Benedetto
20.	3:15	Council Question Period			INFORMATION	A. Benedetto
	3:25	ADJOURNMENT			MOTION	
		<u>Next Meetings:</u> <ul style="list-style-type: none"> • November 21, 2019: Council Meeting 				

COUNCIL MINUTES

Thursday, June 20, 2019
9:30 a.m. to 3:35 p.m.
375 University Avenue, Suite 803

Council Members:

Andrew Benedetto, RP (President & Chair)
Barbara Locke Billingsley
Shelley Briscoe-Dimock, RP
Gary Cockman (via Zoom)
Carol Cowan-Levine, RP
Sheldon Kawarsky
Kenneth Lomp, RP
Malcolm MacFarlane, RP (Vice-President)
Miranda Monastero, RP
Pat Rayman, RP
Jane Snyder
Kevin VanDerZwet Stafford, RP

Staff Members:

Shanzeh Ameen, Coordinator, Professional Conduct
Deborah Adams, Registrar
Alexandra Brennan, Coordinator, Registration
Janice D'Souza, Administrator, Registration
Jo Anne Falkenburger, Director of Operations & HR
Amy Fournier, Executive Coordinator (Recorder)
Sarah Fraser, Manager, Registration (via Zoom)
Taya Henry, Administrator, Registration
Sabina Hikel, Manager, Communications
Lene Marttinen, Manager, Quality Assurance
Mark Pioro, Deputy Registrar & General Counsel
Kelly Roberts, Manager, Operations
Kristina Reyes, Coordinator, Registration
Jenna Smith, Manager, Professional Conduct

Regrets:

Steven Stijacic

1. Welcome and Opening Remarks

A. Benedetto, President & Chair, called the meeting to order at 9:30 a.m. and welcomed all present. The Chair welcomed new public appointment, J. Snyder, to the Council table and noted that G. Cockman and S. Fraser were listening in on the Council meeting via videoconference.

2. Approval of Draft Agenda

The Chair introduced the draft agenda of the June 20, 2019 Council meeting.

MOTION C-20JUN2019 – M01

That the agenda of the June 20, 2019 meeting of Council be approved as presented.

Moved: C. Cowan-Levine

Seconded: K. VanDerZwet Stafford

CARRIED

3. Approval of Draft Minutes

The Chair introduced the draft minutes from the March 1, 2019 Council meeting.

MOTION C-20JUN2019 – M02

That the draft minutes from the March 1, 2019 meeting of Council be approved as presented.

Moved: K. Lomp

Seconded: C. Cowan-Levine

CARRIED

4. Conflict of Interest Declarations

None declared.

5. President's Remarks

A. Benedetto noted that the last several months have involved reflection on upcoming changes. In particular, the proposed changes to regulatory governance that have been put forward by the College of Nurses of Ontario, with several other colleges following suit with their own governance reviews. CRPO has commenced an extensive governance review, starting with an analysis conducted by Darrel Pink, who will present on Transforming Regulation later in the meeting. The CRPO's first strategic planning session is also scheduled to take place on September 12 with Cate Creede of The Potential Group acting as facilitator.

The Chair thanked M. Kardos Burton, public member whose term expired on June 11, 2019 for her years of service and contributions to Council. S. Stijacic's term as a public member is scheduled to end on August 27, 2019, prior to the next scheduled Council meeting. A. Benedetto thanked S. Stijacic for his contributions to Council and committees over the course of his term.

Council was informed that this Council meeting would be the last for C. Cowan-Levine and K. VanDerZwet Stafford. Both members were thanked for the important roles that they played in the early days of transitional council up until the present, including C. Cowan-Levine's term as the first president of the CRPO. A. Benedetto noted that M. MacFarlane will be resigning as the elected professional member representing District 2 in the fall of 2019.

6. Registrar's Report

D. Adams, Registrar, provided an update on CRPO statistics including registration numbers and inquiries to the practice advisory service. The number of inquiries has grown significantly over the last three months. Council was informed that the Association Stakeholder meeting took place at the CRPO on June 13 with 13 associations in attendance.

7. Committee Reports to Council

Client Relations

C. Cowan-Levine, Committee Chair, asked D. Adams, Registrar, to speak to the report included in the package, as the committee has not held a meeting since their last report to Council. D. Adams informed Council that at its next meeting, the Committee will further examine feedback from the public consultation regarding the draft Regulation Defining Client for Sexual Abuse Provisions. This will be done to inform discussion of right touch resources that could be developed to assist Council in addressing allegations of sexual abuse by a registrant.

Examination

K. Lomp, Examination Committee Chair, provided Council with an update on examination appeals that have been considered since the last Council meeting.

Executive

A. Benedetto, Executive Committee Chair, presented the Executive report to Council noting that several items in the report will be addressed as separate agenda items.

Inquiries, Complaints and Reports Committee

K. VanDerZwet Stafford, ICRC Chair, presented the committee report to Council noting that he had nothing further to add to the report but thanked the committee members for their diligence.

Quality Assurance

No further information was provided regarding the Quality Assurance Committee report to Council in the absence of former chair, M. Kardos Burton.

Registration

M. MacFarlane, Registration Chair, presented the report to Council and noted that he had no further comments to add.

8. Transforming Regulation & Governance: Presentation by Darrel Pink

A. Benedetto, Chair, introduced D. Pink, who has recently conducted a review of CRPO's governance.

D. Pink presented on the Nova Scotia Barristers' Society's work under his leadership to examine their role and modernize their operations.

The presentation elaborated on the role of Council and what an effective regulator needs to consider in order to avoid risk of harm to the public.

9. Criminal Background Checks

S. Fraser, Manager, Registration, introduced the item and provided background information regarding the review process that was undergone by the Registration Committee in researching the use of criminal background checks, including what other colleges require and the police record check options currently available.

Currently, CRPO requires mandatory self-disclosures at initial registration and annual renewal. A police check is only requested by staff when an individual self-discloses a legal finding. CRPO staff request a police check in these cases to verify what the individual has reported.

S. Fraser informed Council that the criminal background checks item is brought forward again for Council's consideration due to changes to the *Police Record Checks Reform Act, 2015* and *Regulated Health Professions Act, 1991*. Registration Committee has proposed that all new applicants be required to complete a criminal records and judicial matters check and that CRPO consider adding at a future date a random, periodic audit of current registrants.

B. Locke Billingsley, public member, asked for clarification as to why the CRPO was proposing that applicants submit a criminal record and judicial matters check, as opposed to a vulnerable sector check.

M. Pioro responded that, while slightly more information becomes available through the vulnerable sector check, when considering the increased cost of the vulnerable sector check, the administrative time on behalf of the applicant and staff, the criminal record and judicial matters check was

recommended by the Registration Committee as an appropriate compromise. D. Adams noted that there are only two pieces of information that are available through the vulnerable sector check that are not provided in the criminal record and judicial matters check. Council was encouraged to review the link to the Ministry of Community Safety & Correctional Services comparison chart to appreciate the differences.

Concerns were raised regarding members that are already registered with the CRPO with some members of Council suggesting that the criminal record check should be an ongoing registration requirement to be completed cyclically. M. Piore noted that the authority of the College to require the criminal records check for new applicants is stronger than for existing members. Regulatory Health colleges do not have the authority, without a legislative change, to require members to provide the criminal records check.

M. MacFarlane, Registration Committee Chair, reiterated that this issue is very complex, highlighting the number of times the issue has been discussed at Registration Committee meetings. Council was reminded that the committee is proposing that the issue of adding criminal record checks be circulated for 60-day public consultation and the feedback received will be brought back to Council after further review.

MOTION C-20JUN2019 – M03

That Council approve the 60-day circulation of the proposal that all applicants be required to submit a criminal record and judicial matters check.

Moved: M. MacFarlane

Seconded: S. Kawarsky

CARRIED

10. Strategic planning: Presentation by Cate Creede

A. Benedetto, Chair, introduced Cate Creede of The Potential Group. C. Creede will be acting as facilitator for the College's strategic planning session scheduled to take place on September 12, 2019.

C. Creede asked Council members to participate in a brainstorming discussion to assist her in determining what Council wants to achieve at strategic planning in the fall.

11. Developing a College Performance Measurement Framework: Presented by Doug Ross

A. Benedetto, Chair, introduced Doug Ross of the Health Workforce Regulatory Oversight Branch. D. Ross provided a brief presentation on the College Performance Measurement Framework (CPMF) initiative that is in progress. The purpose of the CPMF is to strengthen accountability and oversight of the regulatory health colleges in Ontario and to provide benchmarks to improve overall performance. D. Ross provided an outline of and timelines for the work being done by the CPMF working group, which includes representation from regulatory health colleges, members of the public and experts who will provide advice to ministry staff on key elements for developing and implementing CPMF.

Consultations will be conducted with all Federation of Health Regulatory Colleges of Ontario (FHRCO) members in the fall.

12. By-law redundancy

M. Piro, Deputy Registrar and General Counsel, introduced the topic noting that there are several sources of legal authority that determine what information goes onto the public register. It is possible for redundancy or inconsistency to result from these multiple sources of authority. Staff conducted a comparison of by-laws and Code/regulation provisions dealing with the public register. In some cases, it was found that the by-laws offered greater transparency than the Code/regulation. In such cases it is recommended that the by-laws remain as-is.

Some current by-law provisions concerning Findings of Guilt, Criminal Charges and Suitability to Practise have inconsistencies with the Code/regulation that could cause confusion. M. Piro recommended that these by-law provisions be repealed and proposed putting forward these changes for 60-day public consultation.

MOTION C-20JUN2019 – M04

That Council approve circulating the following proposed by-law amendments for public consultation:
Repealing paragraphs (xvii) and (xxii) of article 21.08 of the by-laws

Moved: C. Cowan-Levine

Seconded: K. VanDerZwet Stafford

CARRIED

13. Registration History on public register

Following public consultation, M. Piro, Deputy Registrar and General Counsel, presented about posting a member's historical registration history on the public register. This would include registration category changes and any suspensions for non-payment of fees. M. Piro noted that access to registration information is a necessary and expected public protection measure and this additional information would contribute to transparency.

D. Adams, Registrar, noted that staff had consulted with insurance companies to determine if access to this information was something that would support coverage of RP services and, in doing so, facilitate access to care. The responding insurance companies, as well as their association noted that this is information they rely on to administer benefits.

Staff also pointed out that, if a client is submitting claims to their insurer for reimbursement for care received during a period of time when a registrant was suspended, there is a larger issue of professional liability insurance and, potentially, professional misconduct.

P. Rayman expressed concern that this measure would be unfair to members who had struggled to renew. D. Adams described the process that is undertaken by staff in terms of notification to registrants who fail to pay the registration fee or otherwise complete the renewal process. She noted that opportunities are provided to registrants to meet their obligations before staff takes action to suspend them.

Council agreed that further discussion was warranted and so this item was deferred to a future Council meeting.

14. Filling of Vacancies & By-election

D. Adams, Registrar, introduced the topic noting that with K. VanDerZwet Stafford resigning his seat in District 1 and a vacancy remaining in District 6 the College will have two electoral districts with vacancies with more than twelve months remaining on the terms of office.

The CRPO by-laws (10.33) state that “if the seat of an elected Council member becomes vacant more than twelve (12) months before the expiry of the member’s term of office, Council shall direct the Registrar to hold a by-election in accordance with this by-law.”

As such, D. Adams requested that Council provide direction regarding running a by-election to fill vacancies in Districts 1 and 6.

P. Rayman, professional member, voiced concerns citing a belief that that the chair of Nominations & Elections should have been informed of the proposed by-elections prior to Council. In addition, P. Rayman also pointed out that District 6 has been vacant for over a year and suggested that the district boundaries be redrawn. D. Adams reminded P. Rayman that the direction needed to run by-elections would come from Council as per the by-laws. D. Adams further noted that if Council was to direct her to run by-elections she would engage with the Nominations and Elections Committee. Regarding District 6, D. Adams noted that District 6 includes areas that have many new immigrants, particularly in the South Asian community and a relatively small number of RPs whose primary practice is in this area. She expressed reservations about collapsing this district and recommended that further engagement is needed to foster engagement as a way of increasing the diversity of perspectives at the Council table.

C. Cowan-Levine offered that it was most important to move forward with the by-election, due to the low numbers at the Council table and the boundary re-drawing process is lengthy and would include a by-law change and public consultation, which would further inhibit the process. As such, Council agreed that it would be in the best interest of the CRPO to direct the Registrar to hold a by-election.

MOTION C-20JUN2019 – M05

That Council directs the Registrar to hold a by-election to fill the vacancies in District 1 and District 6.

Moved: S. Kawarsky

Seconded: S. Briscoe-Dimock

CARRIED

D. Adams recommended that Council appoint C. Cowan-Levine and K. VanDerZwet Stafford as non-council members in order to complete work on any open panel files that remain in Registration and ICRC. This will ensure that they are able to participate in any review or deliberations related to

decisions and reasons. D. Adams noted that C. Cowan-Levine and K. VanDerZwet Stafford would not be appointed to any new matters, only panel work that is already in progress.

C. Cowan-Levine and K. VanDerZwet Stafford excused themselves from the council chambers for the proposed motion.

MOTION C-20JUN2019 – M06

That Council appoint Carol Cowan-Levine as a non-council member of the Registration Committee.

Moved: B. Locke Billingsley

Seconded: M. Monastero

CARRIED

MOTION C-20JUN2019 – M07

That Council appoint Kevin VanDerZwet Stafford as a non-council member of the Inquiries, Reports & Complaints Committee.

Moved: S. Briscoe-Dimock

Seconded: P. Rayman

15. Question Period

Questions included a question regarding the election of officers process and the automated email replies from CRPO general mailbox.

21. Adjournment

MOTION C-20JUN2019 – M08

That the meeting be adjourned at 3:42 p.m.

Moved: K. Lomp

Seconded: S. Briscoe-Dimock

CARRIED

Registrar's Report to Council

September 13, 2019

Respectfully submitted by: Deborah Adams

Finance

The audit of fiscal 2018 was concluded with results shared with the Executive Committee for their approval on June 20, 2019. It will be presented for the information of Council at this meeting.

Elections

The by-election for District 6 (Central West) closes September 23, 2019. We have two candidates running in this by-election and their [Candidate Statements](#) have been posted to the website. An update regarding other Council vacancies will be provided at the meeting. Heidi Ahonen, (District 1 – West) and Michael Machan, District 8 (Ontario) will be attending this meeting as the first since their acclamation/election.

Public Appointments

Steven Stijacic's appointment ended August 27, 2019. Thanks have been conveyed to Steven for his contributions over the past three years. Steven Boychyn and David Keast were appointed since the last meeting.

UPDATES

Practice Advisory Service

The Practice Advisory Service is averaging 25 inquiries per week. There has been no significant change since the last report to Council in June but a review of numbers compared to this time last year, shows a three-fold increase in the volume of inquiries with 98 received between April 1 and June 30 2018, and 325 received in the same quarter of 2019.

Recently the highest volume of inquiries have been related to:

- Billing practices
- Liability insurance coverage
- Seeking legal advice (which we cannot provide)
- Electronic practice – specifically providing services outside of Ontario
- Consent of minors in context of divorce/separation

Social Media

A brief presentation on social media and website use will be provided at the meeting.

Twitter followers as of writing: 173 (up from 114 June 1)

Facebook followers: 425 (up from 367 April 1)

Professional Development

For Council:

August 19, 2019: members attended a 2-hour training on governance as well as committee member and chair roles.

Stakeholder Engagement

Meetings were held with Addictions Mental Health Ontario, Canadian Mental Health Association (Ontario) and Children's Mental Health Ontario to talk about the possibilities for collaborating on communication with registrants related to the controlled act and consultations run by CRPO. All three organizations committed to sharing information with their members about regulatory issues.

CRPO will be hosting a pan Canadian psychotherapy meeting on September 16 and 17. Attendees are committed from all provinces and sessions will focus on issues that are of shared interest for the four regulated provinces as well as providing information and support to the provinces currently in the process of being regulated. Staff will report back on this meeting in November.

Staffing

I am happy to announce that Sue Behari-McGinty joined the College as Manager, Quality Assurance in August. Lene Marttinen has moved to the position of Manager, Practice Advisory. Both of these changes will support planned work in the further development of registrant resources and supports. We have also been joined by Robert Powell in the role of Coordinator, Professional Conduct.

7.1. Client Relations Committee Report to Council September 13, 2019

Committee Members
<ul style="list-style-type: none">• Shelley Briscoe-Dimock, RP• Barbara Locke Billingsley• Sue Lymburner, RP, Interim Chair, (Non-Council Committee Member)• Pat Rayman, RP• Steven Stijacic (term ended August 27, 2019)

Committee meetings:

- n/a

Panel meetings:

- n/a

The Committee will be meeting in early October to review and provide feedback on progress made on the Sexual Abuse Education Program, as per the project plan presented by staff to the Committee.

Funding for Therapy and Counselling

Since the last Council meeting, the Committee has not received an application for [funding for therapy and counselling for sexual abuse by members of CRPO](#) in accordance with O. Reg. 59/94: Funding for Therapy or Counselling for Patients Sexually Abused by Members Under the *Regulated Health Professions Act, 1991, S.O. 1991, c. 18*.

Formal Motions to Council

- n/a

The Committee Recommends:

- That the Client Relations Committee's Report to Council be accepted as presented.

Respectfully submitted,

Sue Lymburner, RP
Interim Chair, Client Relations Committee

7.2 Examination Committee Report to Council

September 13, 2019

Committee Members
<ul style="list-style-type: none"> • Heidi Ahonen, RP • Andrew Benedetto, RP • Steven Boychyn • Gary Cockman • Barbara Locke Billingsley • Kenneth Lomp, RP (Chair) • Michael Machan, RP • Steven Stijacic (term ended August 27, 2019)

Committee meetings:

- August 28, 2019

Panel meetings:

- June 18, 2019
- June 19, 2019 (email motion)
- July 31, 2019

Committee Meetings

At the time this report was written, the August 28 meeting had not yet taken place. A formal report will be provided at the next Council meeting.

Panel Meetings

Below are the outcomes from the two one-hour panel meetings and the email panel motion.

Total requests reviewed	12
First Exam Attempt Extension Request Granted	12

Formal Motions to Council

n/a

The Committee Recommends:

- That the Examination Committee's Report to Council be accepted as presented.

Attachments:

n/a

Respectfully submitted,

Kenneth Lomp
Chair, Examination Committee

7.3 Executive Committee Report to Council

September 13, 2019

Committee Members
<ul style="list-style-type: none">• Andrew Benedetto, RP (Chair)• Sheldon Kawarsky• Malcolm MacFarlane, RP• Steven Stijacic (term ended August 27, 2019)

Committee meetings:

- June 20, 2019
- June 25, 2019
- July 25, 2019
- August 8, 2019
- August 22, 2019

The Executive Committee considered the following matters:

Governance Situation Analysis

The June 25, July 25, August 8 and August 22 meetings of the Executive Committee were devoted to discussing the rollout of Darrel Pink's situation analysis and linking that analysis to the strategic planning session. The committee discussed how to implement a robust, risk-based governance model using the analysis as the driver for change.

Strategic Planning Preparation Documents

The Executive Committee discussed what documents should be included in the strategic planning preparation package for Council in order to ensure that all Council members were provided with the relevant legislative background required to positively contribute to the strategic planning session.

Governance Review Task Group Terms of Reference

The Executive Committee discussed the possibility of striking a Governance Review Task Group (GRTG) as suggested in the analysis. The Committee provided feedback on what the terms of reference could include to ensure that task group members possess the knowledge and skills to contribute. The draft terms of reference will be provided to the newly elected Executive Committee to finalize at their October meeting.

Non-Council Appointments

The Executive Committee reviewed the draft process document for recruiting non-council members. The draft will undergo further revisions by staff and will be presented at the next Executive Committee meeting.

Registration History on Public Register By-law Consultation

The Executive Committee revisited the deferred agenda item from the June 20 Council meeting. The Committee was provided with an alternate approach to how the CRPO would post registration history on the public register. See agenda item 8.

Revised Council Agenda Template

The Executive Committee reviewed the draft agenda template that was drafted based on the contents of D. Pink's situation analysis. See agenda item 16.

ACTION TAKEN IN-BETWEEN COUNCIL

Committee Appointments

In accordance with the Regulated Health Professions Act (12(1)), "[b]etween the meetings of the Council, the Executive Committee has all the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law." As such, the Executive Committee made the following committee and appointments in order to begin appropriate orientation.

- Steven Boychyn, a public member appointed to CRPO council on June 20, 2019, was appointed to the Client Relations, Inquiries, Complaints and Reports and Examination Committees.
- Michael Machan, a professional member recently elected to CRPO Council in District 8 (Ontario) was appointed to the Registration and Examination Committees.
- Heidi Ahonen, a professional member recently acclaimed to CRPO Council in District 1 by-election was appointed to the Examination, Registration and Quality Assurance Committees.
- Jane Snyder, public member, was appointed to the Inquiries, Complaints and Reports Committee.

All council members are appointed to the Discipline and Fitness to Practise committees.

Audited Financial Statements

At the June 20 meeting, Welch LLP presented the Executive Committee with the audited financial statements on June 20, 2019. The Executive Committee approved the statements as presented in accordance with the above noted provision in the RHPA. See agenda item 12 and 13.

Formal Motions to Council

n/a

The Committee Recommends:

- That the Executive Committee's Report to Council be accepted as presented.

Respectfully submitted,

Andrew Benedetto
Chair, Executive Committee

7.4 Inquiries, Complaints and Reports Committee Report to Council September 13, 2019

Committee Members
<ul style="list-style-type: none"> • Shelley Briscoe-Dimock, RP (Interim Chair) • Steven Boychyn • Miranda Goode Monastero, RP • Kathleen (Kali) Hewitt-Blackie, RP (Non-Council Committee Member) • Sheldon Kawarsky • Kenneth Lomp, RP • Jane Snyder

Plenary meetings:

- None

Panel meetings:

- July 24, 2019
- August 15, 2019
- August 26, 2019

Complaints & Reports Summary

Current fiscal (to date)	April 1, 2019-Present
Formal Complaints¹	18
Registrar's Investigations²	1
Decisions Released	16
Discipline Referrals	3

The Inquiries, Complaints and Reports Committee (ICRC) has recently embraced new changes with committee members and staff support. We are pleased to welcome Steven Boychyn and Jane Snyder, ICRC's newest public appointees.

To assist with the growing demands of the Professional Conduct department, staff have welcomed Robert Powell, CRPO's new Professional Conduct Coordinator. Robert will work alongside Shanzeh Ameen who continues to be an integral support for the Committee.

Respectfully submitted,

Shelley Briscoe-Dimock
Interim Chair, Inquiries, Complaints & Reports Committee

¹ Does not include ongoing complaints opened in previous fiscal years.

² Does not include ongoing reports opened in previous fiscal years.

7.5 Quality Assurance Committee Report to Council

September 13, 2019

Committee Members
<ul style="list-style-type: none"> • Andrew Benedetto, RP • Kayleen Edwards, RP (Non-Council Committee Member) • Sheldon Kawarsky • Kenneth Lomp, RP (Interim Chair) • Malcolm MacFarlane, RP • Miranda Monastero, RP • Pat Rayman, RP • Jane Snyder

Committee meetings:

- n/a

Panel meetings:

- August 21, 2019

Panel Decisions

The table below summarizes the cases that have been reviewed by panel since the beginning of the 2019-2020 fiscal year:

Case Type	Number Reviewed
Deferral requests	2
Incomplete Professional Development (PD) Requirements	1
Peer and Practice Review (PPR) Step 2 New Cases	1
Peer and Practice Review (PPR) Step 2 Returning Cases	8
Peer and Practice Review (PPR) Step 2 Cases Closed	6

Message from QAC Interim Chair

As Council is aware, Mary Kardos Burton's tenure as Chair has come to a close. I would like to thank her for her service to the College. I appreciate that Council has entrusted me to take on the role of interim Chair. Staff has been an excellent resource in supporting my transition. I want to welcome Jane Snyder and Heidi Ahonen to the Committee. I look forward to continuing our work together in the coming months.

Formal Motions to Council

n/a

The Committee Recommends:

- That the Quality Assurance Committee's Report to Council be accepted as presented.

Respectfully submitted,

Kenneth Lomp
Interim Chair, Quality Assurance Committee

7.6 Registration Committee Report to Council

September 13, 2019

Committee Members
<ul style="list-style-type: none"> • Malcolm MacFarlane, RP (Chair) • Heidi Ahonen, RP • Andrew Benedetto, RP • Barbara Locke Billingsley • Gary Cockman • Carol Cowan-Levine, RP (Non-Council Committee Member) • Sheldon Kawarsky • Michael Machan, RP • Muriel McMahon, RP (Non-Council Committee Member)

Committee meetings:

- July 18, 2019 (teleconference)

Panel meetings:

- June 28, 2019
- July 12, 2019
- August 1, 2019
- August 7, 2019
- August 16, 2019

Program Recognition

A report from Word It Write (WIW) regarding the Ontario Association of Jungian Analysts' Analyst Training Program was reviewed. The Registration Committee approved the recommendation that the program be recognized.

Panel Meetings

The July 12 and August 16 meetings were half-day meetings. The other listed meetings were each one hour in length. Below are the statistics for these meetings.

Total applications reviewed between June 28 and August 16	19
Approved	7
Refused	7
Terms, Conditions & Limitations	2
Conditional Approvals	2
Vary Terms, Conditions & Limitations	1

Health Professions Appeal and Review Board Update

Since the June 20, 2019 Council meeting update, the Health Professions Appeal and Review Board (HPARB) has returned seven decisions. HPARB returned the first three of the files to the Registration Committee for reconsideration. One has since been approved and two reconsiderations are in-progress. HPARB confirmed the panel's refusal for the last four decisions listed below.

HPARB orders and reasons are posted on CanLii. These are linked below:

- [C.C. v. College of Registered Psychotherapists of Ontario](#)
- [K.A.R. v. College of Registered Psychotherapists of Ontario](#)
- [C.B. v. College of Registered Psychotherapists of Ontario](#)
- [P.E.K. v. College of Registered Psychotherapists of Ontario](#)
- [A.R. v. College of Registered Psychotherapists of Ontario](#)
- [L.N. v. College of Registered Psychotherapists of Ontario](#)
- [D.D.B. v. College of Registered Psychotherapists of Ontario](#)
- [R.O. v. College of Registered Psychotherapists of Ontario](#)

Committee Membership Changes

Michael Machan, RP was elected to Council in June and appointed to the Registration Committee on July 25, 2019.

Changes to Chair

Effective September 14, 2019, Malcolm MacFarlane will be resigning as Council member and Chair of the Registration Committee; he will continue as a Non-Council member to complete outstanding work and reconsiderations. Andrew Benedetto has been appointed incoming Chair of Registration Committee. Andrew was Chair of the Registration Committee prior to Malcolm assuming this role. Please welcome Andrew back as Chair.

In departing, Malcolm MacFarlane would like to express his appreciation to all Panel members for their diligent and conscientious efforts on the Registration Committee. It has been a pleasure working with such dedicated colleagues. Malcolm would also like to express his appreciation to Registration Staff for their excellent work in supporting the Committee during his tenure and for their highly professional management of the work of the Committee and its Panels.

Formal Motions to Council

- n/a

The Committee Recommends:

- That the Registration Committee's Report to Council be accepted as presented.

Respectfully submitted,

Malcolm MacFarlane
Chair, Registration Committee

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	8
Issue:	Registration History on Public Register
Attachment(s):	-
References:	CRPO by-laws, article 21.08(vi)
For:	Information <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
Staff Contact:	M. Pioro
Submitted by:	Executive Committee

Background:

At the March 1, 2019 Council meeting, Council approved circulating the following proposed by-law amendments for public consultation, that would publish a registrant's registration history with the College on the public register (including suspensions for non-payment of fees):

Amending article 21.08(vi) by adding “and membership was terminated on or before [Date of Enactment of By-law]” after “non-payment of fees”; and

Enacting as article 21.08(xxiii), “the classes of certificate of registration held by the member and the date on which each certificate was issued.”

The public consultation concluded on May 7, 2019 and 29 responses were received. The survey [results can be found here](#).

The consultation results were brought forward to Council at their June 20, 2019 meeting; however, the item provoked further discussion and the proposed changes were not approved or voted on. The item was deferred to the September Council meeting for further discussion.

Key Considerations:

At the August 22, 2019 Executive Committee meeting, M. Pioro, Deputy Registrar and General Counsel, presented the Committee with more detailed background information relating to the proposed change. This background information included:

- The public interest rationale for the proposed change (transparency, access to care e.g. insurance coverage, and disincentive to allow registration to lapse).
- Description of multiple communications sent by staff to prevent suspension for non-renewal (several Communiqués and messages, at least one phone call).

- The small number of registrants who would be affected by posting of past suspensions for non-renewal (in 2019-20, approximately 15 registrants had their suspension lifted).
- Whether and how other regulatory colleges post registration history on the public register (3 of 5 colleges surveyed post previous suspensions for non-payment; 4 of 5 post past registration classes; 2 of 5 post both; 0 of 5 post neither).

M. Piore suggested an alternate approach to the proposed by-law amendments. The alternate approach aims to address stakeholder perception that posting past suspensions indefinitely is punitive of registrants suspended for reasons beyond their control. He described the option of keeping the registration history regarding non-payment of fees on the public register for a period of twelve months. After this period has passed and the registrant has remained in good standing, the registrant could file a request with CRPO to remove the past suspension notation from the public register. The Executive Committee agreed with this as a potential approach.

Recommendation:

The Executive Committee recommends that Council approve the proposed by-law amendments for 60-day public consultation.

Proposed Motion:

That Council approve for 60-day public consultation the following proposed by-law amendments:

Enacting as article 21.08(xxiii), “any past classes of registration held by the member and the date on which each certificate was issued;”

Amending article 21.08(vi) after the words “non-payment of fees” by adding “and reinstatement occurred on or before [by-law enactment date]”; and

Enacting as article 21.12 – Removal of Suspension Notation, “Notwithstanding article 21.08(vi), the Registrar shall remove from the register notation of termination of membership if all of the following conditions are met: a. the suspension or revocation was only for non-provision of information required for annual registration renewal or for non-payment of fees, b. the Member submits a request in the form provided by the Registrar, and c. as of the date of the request, the Member has held continuous College membership for the immediate past 12 months.”

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	9
Issue:	Tariff Rate Increase for Discipline Hearings
Attachment(s):	-
References:	-
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/>
Staff Contact:	M. Pioro
Submitted by:	Executive Committee

Background¹

The Health Professions Procedural Code (the "Code") allows a panel of the Discipline Committee, "in an appropriate case", to require a member who has committed an act of professional misconduct or who is incompetent to pay all or part of:

1. The College's legal costs and expenses;
2. The College's costs and expenses incurred in investigating the matter; and
3. The College's costs and expenses incurred in conducting the hearing.²

While the Code allows the Discipline Committee to award costs in the three categories above, in order for the College to obtain costs in the three categories above, the prosecutor for the College would be required in every case to call or file evidence to prove the actual costs incurred and to make legal argument that the costs incurred were reasonable. Proving and arguing costs is itself a time-consuming and litigious process, essentially resulting in a separate hearing on costs after the hearing on the merits is complete.

The tariff rate represents an exception to the requirement to call or file evidence to prove actual costs incurred and the associated obligation to make argument that those costs are reasonable, with respect to the third category set out in the Code.

More specifically, the Rules of Procedure of the Discipline Committee (the "Rules") provide that where the College's request for costs includes "the cost to the College of conducting a day of hearing" (i.e. the 3rd category set out in the Code), no evidence is needed to prove that cost, provided that the request is equal to or less than the amount set out in Tariff A to the Rules.³ The amount set out in Tariff A to the Rules is known as the "tariff rate".

Given that it is possible to request and obtain tariff rate costs without the need to call or file evidence to prove actual costs incurred or to make legal argument that the costs incurred were

¹ Acknowledgement: College of Physicians and Surgeons of Ontario background material to CPSO Council.

² Section 53.1.

³ Rule 13.04(3).

reasonable, it has historically been the practice of College counsel to request costs based on the tariff rate per day of hearing.

The College still can, in appropriate cases, call or file evidence to prove the actual costs incurred in all three categories.

How the tariff rate is calculated

As indicated above, the tariff rate is defined in the Rules to be "the cost or expense to the College of conducting a day of hearing". The fixed costs of conducting a day of hearing can vary significantly. The tariff rate is based on the elements of a day of hearing time set out in the chart below. The numbers in this chart reflect an example of costs for a day of hearing in 2019, rounded down to the nearest dollar:

Item⁴	Estimated Cost per Hearing Day
3 professional Discipline Committee panel members – time ⁵	\$775
3 professional Discipline Committee panel members – transportation and maintenance (lodging and food) expenses ⁶	\$361
Independent legal counsel – time ⁷	\$2250
CRPO prosecutor – time ⁸	\$2372
Hearing facility (includes court reporter) ⁹	\$1069
Total:	\$6827

The elements included in the tariff rate have not historically included an estimate of the time spent by Discipline Committee panel members for travel time, deliberation days or for writing the decision (for which professional panel members are paid), or for expenses incurred by College counsel (e.g. photocopying costs for briefs of evidence, authorities and argument filed with the Committee). Moreover, the elements included in the tariff rate do not include certain variable costs associated with conducting a contested hearing, such as witness expenses (including travel and lodging), expert fees and expenses (including travel and lodging), and the cost of transcripts of the evidence (prepared by the court reporter) for members of the Committee (if needed). As such, the estimate reflected in the table above represents a conservative estimate of the College's actual costs of conducting a day of hearing, and a fraction of the actual investigative and legal costs and expenses incurred in conducting an investigation and preparing for a hearing.

⁴ Costs do not include HST.

⁵ Three RPs *\$225. Public members of the Discipline Committee are paid by the Government of Ontario, not by CRPO.

⁶ Travel and lodging costs vary widely depending on where professional members of the panel reside; this is a relatively low example of costs as for one day of hearing, as it does not include airfare travel or overnight accommodation, which would be required if professional panel members were traveling relatively larger distances within Ontario to attend the hearing.

⁷ This reflects the actual charge by independent legal counsel for a single day of hearing time.

⁸ This reflects the actual charge by independent legal counsel for a single day of hearing time.

⁹ This reflects the actual charge by the facility for a single day hearing.

When CRPO's inaugural discipline rules were adopted in 2014, a tariff rate was adopted reflecting approximately 65% of the estimated fixed costs of a day of hearing time (comprised of the elements set out in the table above).

Executive Committee has indicated a desire to recover a greater portion of the College's fixed costs associated with running a Discipline hearing from the member who is the subject of the hearing. Accordingly, the Executive Committee would like the tariff rate to reflect a greater total of the estimated cost of a day of hearing time.

The College can expect costs awards by the Discipline Committee to be challenged by Members and scrutinized by the courts, particularly where there is a significant year-over-year increase in the tariff rate. Staff is aware of court decisions upholding costs awards by other tribunals at rates significantly higher than the College's current tariff rate. In the circumstances at hand, staff is comfortable defending an increase in the tariff rate from \$4,460/day to \$6,827/day.

Key Considerations:

- Placing the costs of a substantiated prosecution on the subject Member rather than the membership as a whole.
- Rising discipline costs.
- Fairness to members facing discipline hearings.

Implementation date:

Immediately

Recommendations:

Executive Committee recommend that Council approve the proposed tariff rate increase.

Proposed Motion:

That Council approve the tariff rate increase for discipline hearings, to \$6,827 per hearing day, effective immediately.

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	12
Issue:	Audited 2018/19 Financial Statements
Attachment(s):	-
References:	See Agenda Item 13 (Annual Report)
For:	Information <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/>
Staff Contact:	J. Falkenburger
Submitted by:	Executive Committee

Background:

On November 29, 2018, the Executive Committee appointed Welch LLP as the CRPO's new auditors. This information was brought forward to Council in the Executive Committee Report to Council on March 1, 2019.

At the June 20, 2019 Executive Committee meeting, Derrick Crowe and Samantha Slater from Welch LLP presented the March 31, 2019 Draft Audited Financial Statements. Executive approved the statements as presented.

The Audited Financial Statements are available as part of the Annual Report.

Key Considerations:

Executive was informed that the comparative figures for the prior fiscal (ending March 31, 2018) have been adjusted due to an error on the part of previous auditors in the calculation of deferred rent payable. Specifically, as a result of the adjustment, deferred rent payable as at March 31, 2018 was restated from \$336,242 to \$250,546. The \$85,696 reduction was reflected in a corresponding reduction in occupancy cost from \$205,994 to \$120,298 for the year ended March 31, 2018, with an increase in the excess of revenue over expenses for the same period from \$136,571 to \$222,267.

Staff requested approval to restrict funds to cover approved funding for therapy for individuals alleging sexual abuse by a registrant: 1) to restrict \$27,135 from the current fiscal budget for the two cases that have already been approved; 2) for ongoing authority to restrict funds over the course of the year if and when more client requests for funding are approved. Both requests were approved by Executive.

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	14
Issue:	Controlled Act Standard
Attachment(s):	-
References:	Professional Practice Standards, standard 1.4 Controlled Acts CRPO Controlled Act Consultation Documents Understanding When Psychotherapy is a Controlled Act (YouTube video)
For:	Information <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Background:

[Professional Practice Standard 1.4: Controlled Acts](#) was written prior to the proclamation of section 27(2)14 of the [Regulated Health Professions Act](#) and section 4 of the [Psychotherapy Act](#), which confer on Registered Psychotherapists the authority to perform the controlled act of psychotherapy. The standard says that RPs do not have access to a controlled act, when now they do.

In proclaiming the controlled act of psychotherapy, the government chose to implement - through section 7(2) of the [Controlled Acts Regulation](#) - a two-year transition period to allow providers to register with one of the colleges whose members are authorized to perform the controlled act, or to amend their practices to ensure they are not performing it.

This transition period ends on December 31, 2019. Given this, CRPO's current standard will need to be revised to address the controlled act of psychotherapy as defined in statute and as clarified by the [Controlled Act Consultation Documents](#) developed by CRPO.

A revised standard will need to include details about exceptions to the restriction on performing controlled acts, including:

- that students who are prospective RPs may perform the controlled act when their work is supervised by another RP
- that RPs can do acupuncture when it is part of an addiction treatment program and when the procedure occurs in a health facility (this appears in section 8(5) the [Controlled Acts Regulation](#) under the RHPA)

Additionally, it will need to address delegation more clearly to note that:

- RPs cannot delegate the controlled act of psychotherapy to another person except under specific circumstances (See paragraph 12 of the [Professional Misconduct Regulation](#))
- that RPs may receive delegation, but that they must have the knowledge, skill and judgment to carry out the delegation provided to them (see [Standard 2.1: Competence](#)).

Key considerations:

A revised standard related to the controlled act will necessarily be tied to the relevant pieces of legislation already passed by government; it is not something that needs to be informed by general consultations. A revised standard on the controlled act summarizes relevant details from existing legislation. Given the firm linkages to law, there would be very limited ability to modify the content of the standard based on stakeholder feedback, thus broad consultation is not necessary in this case. There may be a compelling reason not to circulate the standard for consultation: doing so could bolster the perception that the laws and regulations described within can be modified by CRPO, when in fact, CRPO has no such authority.

Stakeholders, in particular registrants, will however benefit from targeted communication and education related to the performance and supervision of the controlled act.

A significant amount of work has been done to clarify CRPO's position on the controlled act through the work of the Controlled Act Task Group, including multiple consultations with and communications targeted to key stakeholders. Further, CRPO staff and Council efforts have been put into developing and disseminating resources related to clinical supervision and supervision of the controlled act ([see Supervision Resources](#)).

Staff from the registration team and the Practice Advisory Service have continued to respond to questions related to the controlled act (largely as it pertains to supervision and direct client contact) since the act was proclaimed in December 2017. With the end of the transition period imminent, staff believes that controlled act related enquiries will increase and that more communication will be needed in advance of the December 31 deadline.

Recommendations:

Council is being informed of the revisions that are needed to Standard 1.4 *Controlled Acts* at this meeting with the expectation that a revised standard will be developed by staff and brought forward at the November 21, 2019 Council meeting for approval.

Staff will be communicating with registrants and other stakeholders throughout September, October and November to ensure awareness of the end of the controlled act transition period as well as to direct interested individuals, programs and organizations to existing resources, in particular those related to supervision and direct client contact.

In addition to direct responses to email and telephone enquiries, methods of communication about the end of the transition period and the controlled act will include:

- stakeholder communiques
- social media posts
- targeted emails to registrants and applicants through member the management system
- a webinar for education and training programs (which can be archived for future viewing)

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	16
Issue:	Revised Council Agenda Template
Attachment(s):	Draft Council Agenda Template
References:	Nova Scotia Barristers' Society Council Materials
Action:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Approval <input type="checkbox"/>
Staff Contact:	A. Fournier
Submitted by:	Executive Committee

Background:

Darrel Pink's Situational Analysis on the State of Governance (item 2.2) notes that "the agenda structure and format, while common among many organizations, do not reflect modern governance approaches" nor is the agenda designed in a way to advance the CRPO's strategic priorities. As such, the agenda template has been revised to address these shortfalls.

Key Considerations:

In response to D. Pink's recommendation regarding Council agenda format, CRPO staff drafted a revised agenda template using the template of the Nova Scotia Barristers' Society as an example. The draft was brought forward to the Executive Committee for feedback at their August 22 meeting.

The intention of the revised template is to provide greater clarity to Council members and the public regarding what the expectations are for each agenda item, in particular how it relates to the mandate of public protection. Goals will be clearly articulated under each topic, making clear linkages to the CRPO's strategic goals. The revised template uses the following suggestions provided in D. Pink's report:

- Most important items are discussed early in the meeting
- A brief narrative will be used to clarify what Council is being asked to do with each item
- Section on education added with a goal of including more educational components for Council members to access

Recommendations:

That Council accept the draft agenda template as presented.

Implementation date:

To be used for the November Council meeting.

COUNCIL MEETING AGENDA

Date: Thursday, July 10, 2018
Time: 9:30 a.m. to 3:35 p.m.
Location: 375 University Avenue, Suite 803; Boardroom
Chair: Andrew Benedetto, President

Item	Topic	Time	Speaker	Materials	Action
1. INTRODUCTIONS/CALL TO ORDER					
1.1	Welcome, land acknowledgment & introductory remarks				Discussion, Decision, Information
1.2	Conflict of Interest				
2. DISCUSSION					
2.1	Most important item on agenda <ul style="list-style-type: none"> • Major strategic decisions • Decision required • New item coming to Council for first time • External pressures (e.g., direction from Ministry) 				
3. DECISIONS					
	<ul style="list-style-type: none"> • Recommendations brought forward by committees • Consensus items (e.g., direction to staff) • Items that may have already been presented to Council 				
4. EDUCATION					
	Staff presentations, guest speakers				
6. INFORMATION					
	President's Report				
	Registrar's Report				
7. IN CAMERA					
8. CONSENT AGENDA					

Consent agenda items are non-controversial or routine items that are discussed at every meeting. Council members seeking clarification or asking questions regarding consent agenda items must be directed to the President prior to the meeting. Consent agenda items can be moved from the consent agenda to regular discussion items if required.

	Draft Council minutes				
	Committee Reports to Council				
9. MEETINGS					

Briefing Note for Council

Meeting Date:	September 13, 2019		
Agenda Item #	17		
Issue:	Election of Officers		
Attachment(s):	n/a		
References:	CRPO By-laws		
For:	Information <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Decision <input checked="" type="checkbox"/>
Staff Contact:	D. Adams		

Background:

Schedule 1 of CRPO's by-laws specifies that Council will elect members of the Executive Committee at the first regularly scheduled meeting that occurs after Council elections, which concluded on June 21, 2019.

On June 25, Council members were provided with the notice of election of officers and nomination forms. Council members were invited to submit their nominations to run for the positions of President, Vice-President, and three members (at-large) by August 30, 2019 with the election of officers taking place at the September 13 Council meeting.

Section 13.01 of the by-laws state: "The Executive Committee shall be composed of the President, the Vice-President and three (3) members of Council. Three (3) members of the Executive Committee shall be Members and two (2) members of the Executive Committee shall be Public Members."

The following Council members were nominated for the position of President:

- Shelley Briscoe-Dimock, RP

As no other nominations were received for the position of President, Shelley Briscoe-Dimock will assume the role by acclamation.

The following Council members were nominated for the position of Vice-President:

- Gary Cockman
- Kenneth Lomp, RP

As two nominations were received for the position of Vice-President, an election will take place. The successful candidate will assume the role of Vice President. The unsuccessful candidate will assume the role of Member at Large.

The following Council members were nominated for a position as members of Executive Committee:

- Andrew Benedetto, RP
- Sheldon Kawarsky

Since the submitted nominations fulfill the requirement that three members of the Executive be professional members, and two public members, A. Benedetto and S. Kawarsky will be acclaimed as Executive Committee members at large.

Proposed Motion:

[Be it moved]

1. that Council accepts the acclamation of Shelley Briscoe-Dimock as President;
2. that Council accepts the acclamation of Andrew Benedetto as Member (Professional)
3. that Council accepts the acclamation of Sheldon Kawarsky as Member (Public)
4. that Council accepts the election of _____ as Vice President
5. that Council accepts the election of _____ as Member (Professional/Public)

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	18
Issue:	District 7 (Central) By-election
Attachment(s):	-
References:	CRPO by-laws, article 21.08(vi)
For:	Information <input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Background:

On August 25, 2019, the Executive Committee was informed that Pat Rayman, a professional member recently re-elected in District 7 (Central) was resigning from her position on Council effective immediately. This resignation leaves a vacancy on Council with more than twelve months remaining on the term of office; therefore, a by-election is required to fill the vacancy.

Key Considerations:

The CRPO by-laws (10.33) state that “if the seat of an elected Council member becomes vacant more than twelve (12) months before the expiry of the member’s term of office, Council shall direct the Registrar to hold a by-election in accordance with this by-law.”

In order to continue to fulfil the CRPO’s mandate, filling the above noted vacancy is a high priority.

If the notice of election and nominations is made on September 16, 2019, the election would close on December 16, 2019. The election timelines are detailed in the by-laws (10.07, 10.08, 10.16).

Proposed Motions:

That Council directs the Registrar to hold a by-election to fill the vacancy in District 7.

Briefing Note for Council

Meeting Date:	September 13, 2019
Agenda Item #	18
Issue:	District 2 (North) Vacancy
Attachment(s):	-
References:	CRPO by-laws, article 21.08(vi)
For:	Information <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Background:

Effective September 14, 2019, Malcolm MacFarlane, elected professional member in District 2 (North) has resigned from CRPO Council. M. MacFarlane's term was set to expire in June 2020, as elected members of Council serve a three-year term upon election.

The resignation will leave a vacancy in District 2 with less than twelve months remaining on the term of office.

Key Considerations:

In accordance with the CRPO by-laws (10.32):

“[[i]f the seat of an elected Council member becomes vacant less than twelve (12) months before the expiry of the member's term of office, Council may,

- (i) leave the seat vacant;
- (ii) appoint as an elected Council member a member who meets the criteria for eligibility for election set out in article 10.04; or
- (iii) direct the Registrar to hold a by-election in accordance with this by-law.”

Council is being asked to discuss and decide which of the three above-noted options they would like to pursue to address the vacancy in District 2, while weighing the pros and cons of each option.

Leave the Seat Vacant

Council may choose to leave the District 2 seat vacant until June 2020. With vacancy lasting approximately nine months, CRPO could conduct further research to engage with registrants in District 2 as we begin to promote the election process in March 2020. The College could also use this time to flesh out competency-based appointments and perform a needs assessment.

Appointing a Registrant

Council may wish to appoint an RP practicing in District 2 who meets the eligibility criteria as an elected member of Council to fulfil the remaining nine months on M. MacFarlane's term of office. This would provide the College with the opportunity to conduct important outreach with registrants located in northern Ontario and find a registrant with the appropriate competencies to fulfil the role. As trends in governance are moving toward competency-based appointments, this is an ideal opportunity to begin exploring the process.

Hold a By-election

Council may choose to conduct a by-election to fill the vacancy. If the notice of by-election is made on September 16, 2019, the election would close on December 16, 2019. The election timelines are detailed in the by-laws (10.07, 10.08, 10.16). The election period, from opening the nominations until the close of voting, takes 90 days, plus any time required to provide orientation and make committee appointments. Since the term for this vacancy is less than twelve months, it might be preferable to obtain a replacement in a timelier manner by appointing a registrant who meets the desired criteria or leaving the seat vacant to flesh out competency-based procedures.

Proposed Motions:

Depending on the course of action that is decided upon at the September 13 meeting, Council may use one of the following motions:

[Be it moved]

1. that Council directs the seat in District 2 remain vacant until the next election cycle (June 2020);
2. to appoint as an elected Council member a member who meets the criteria for eligibility for election; or,
3. that Council directs the Registrar to hold a by-election in accordance with the by-laws.

COLLEGE OF REGISTERED
PSYCHOTHERAPISTS OF
ONTARIO

2018/19 ANNUAL REPORT



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2018/19

The College of Registered Psychotherapists of Ontario (CRPO) regulates its registrants in the interests of protecting the public, in accordance with the *Psychotherapy Act, 2007*.

MISSION

To develop standards and procedures to regulate psychotherapists in the public interest, striving to ensure competent and ethical practice within a professional accountability framework.

VISION

Leadership in professional self-regulation, dedicated to the principles of excellence, fairness, openness, responsiveness and respect for diversity.

VALUES

Leadership
Excellence
Accountability
Equity

Integrity
Teamwork
Respect
Openness

PRESIDENT'S MESSAGE



CRPO recognized that as the organization reached significant post-proclamation milestones, it should build on its accomplishments and look forward to its first strategic plan.

CRPO completed review of the last of the grandparenting applications by the end of the fiscal year. I would like to thank the considerable work of staff, the always detailed deliberations of panels of the Registration Committee, as well as those registrants who were asked to provide additional information and clarification in their registration process.

Many registrants will recall submitting applications to the Transitional Council in 2014 and quickly receiving news of the registration shortly after proclamation on April 1, 2015. The grandparenting route to entry closed two years after proclamation on March 31, 2017 and saw over 2,400 additional applications submitted near or on that final date.

CRPO adopted resource materials developed by its Controlled Act Task Group to address the question, "What is psychotherapy?" Originally, these materials were developed to support a regulation submitted to the Minister on July 1, 2018 to clarify the provision of psychotherapy for the public, regulated psychotherapists and unregulated practitioners. The materials developed by the Task Group reflected learning gained through the work of the Registration Committee and had the benefit of public consultations allowing for further refinement. Members of the public and the profession as well as other stakeholders have appreciated this information that uses plain language and helpful descriptions based in CRPO's regulations and practice standards.

The College has further developed its resources in key statutory areas with a better-informed public and the growth of college membership. A significant component of the regulatory framework is to bring accountability to the profession and, as anticipated, the Inquiries, Complaints, and Reports Committee (ICRC) saw an increase in activity. The work of ICRC provides a process based in statute that ensures thorough and fair consideration of complaints from the public about College registrants.

The Quality Assurance Committee continued to develop resources and manage the quality assurance program intended to proactively support registrants both maintain practice standards and pursue professional development. Despite the initial phased-in approach for participation in the quality assurance program by registrants based on registration date, all registrants are now participating in this mandatory program. A notable accomplishment was the recognition by other CRPO committees that the Peer and Practice Review (PPR)—a tool developed by the Quality Assurance Committee and used to assess where a registrant might require support in their knowledge, skill and judgement—could be modified and used with a registrant when a Committee believed more information was required about a registrant's competence.

Council anticipated and managed having fewer public members than required by statute to conduct its business when several public members' appointments expired and there was uncertainty when new appointments would be made. Considerable time was required to determine how remaining public members could best serve on committees and panels without disrupting services to the public and registrants. It is with gratitude that I acknowledge our public members whose service contributed to the College's capacity to meet its obligations.

As a result of the uncertainty associated with public appointments, Council delayed strategic planning by one year though laid the foundation for this work with several initiatives. Council was keen to learn more about right touch and risk-based models of regulation. Right touch regulation aims to ensure a balanced approach to oversight of the profession and risk-based regulation considers ongoing assessment and evaluation of risk to the public.

While CRPO was established within prevailing statutes, Council recognizes that it can benefit from understanding these models as a means of ensuring protection of the public where it may need to adapt to changes in the profession and the environment.

Coincidentally, governance has gained increasing attention in regulatory bodies this last year as expertise in the field of regulation advances in jurisdictions within and outside Canada. Governance considers Council's structures and processes to meet its mandate. CRPO necessarily follows the governance model set out in the *Regulated Health Professions Act, 1991* and the *Psychotherapy Act, 2007* and, as a newer regulator, benefited from contemporary considerations in establishing governance practice. Council has expressed interest in exploring the practices that can help it best achieve its governance mandate. Council will consider learning that could inform broader revision of governance beyond the current statutory framework should the opportunity for such reform be presented.

The number of opportunities to reach out to stakeholders and registrants through public consultations and town hall meetings proved remarkably valuable. Four town halls were held in the fall, our first since proclamation, providing an opportunity for registrants to meet the Registrar and me, learn about current activities, hear about right-touch regulation, and for the College to learn about issues registrants felt were affecting the profession.

As I consider where the College stands today, I reflect that our Council had the benefit of public appointees and professional members whose terms on Council were of a length that they were able to learn about regulation and the profession of psychotherapy to make substantial contributions to these early years of CRPO. At this juncture, with significant anticipated turnover in public appointees and professional members of Council, I offer recognition and thanks for the dedication and thoughtfulness of Council members leaving their Council seats. Members of the public should have confidence in the integrity of the regulatory process that ensures psychotherapists are safe, ethical, and competent.

REGISTRAR'S MESSAGE



Over the course of this past year, the focus on regulatory reform – particularly in Ontario but also across Canada and the rest of the world – has taken a more definite form. Regulators across professions are being called to account and many colleges, CRPO included, have invested in moving toward increased transparency not only in what they do but how they do it. Last year I wrote about right-touch regulation and our early efforts to apply the principles of this model. This year, I trust that you will see how this approach, which supports engagement with key partners and fosters professional excellence, has started to make its way into all core regulatory functions.

The five areas we have chosen to highlight in this annual report demonstrate some of the greatest impacts CRPO had in the 2018/19 year. These areas are the controlled act of psychotherapy, engaging with stakeholders for quality care, addressing and preventing sexual abuse, support for safe practice, and managing unsafe practice.

Looking forward over the course of 2019/20, CRPO will be examining processes, policies and the approach to decision-making. Council will also be engaged in a comprehensive governance review to ensure that our practices support the need to be a modern, responsive regulator working within our mandate of public protection and guided by a clear, risk-based approach to oversight of the profession. We will be inviting stakeholders into this process, which will be coupled with the development of a formal strategic plan, and look forward to hearing from the public, registrants, association stakeholders and government as part of this work.

REGISTRATION & RECOGNITION



6,782

CRPO registrants



12%

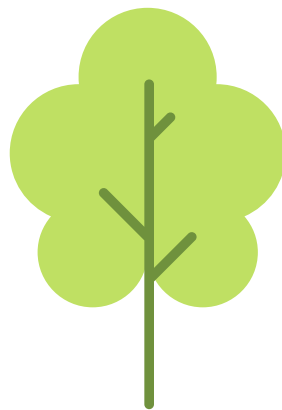
increase since
2017/18

16%
of RPs offer care
in a language
other than French
or English



80%

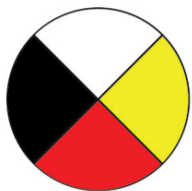
of registrants
identify as women



10%

of RPs offer care in
northern Ontario

84%
exam pass rate for
Qualifying
registrants



1

Indigenous pathway
to registration
route added



5

new education
programs recognized

highlights

CONTROLLED ACT OF PSYCHOTHERAPY

As of January 1, 2020, the controlled act of psychotherapy goes into effect. This means that, under Ontario law, the controlled act of psychotherapy may only be performed by authorized professionals (Registered Psychotherapists, as well as members of the College of Psychologists of Ontario, Ontario College of Social Workers and Social Service Workers, College of Nurses of Ontario, College of Occupational Therapists of Ontario, and College of Physicians and Surgeons of Ontario). The legislation that specifies this was proclaimed in 2017, and after a two-year transition period, it will be fully in effect next year.

2018/19 was a year of laying the groundwork for the successful implementation of this major change. At the request of the Minister of Health and Long-Term Care, CRPO took on the development of a regulation and a number of resources intended to provide clarity about the controlled act. This work aimed to contribute to public protection by providing Ontarians with information about what to expect in receiving care, who can provide the controlled act of psychotherapy, and CRPO's assessment of applicants' suitability to practice.

The Controlled Act Task Group was struck to lead this work and had a deadline of June 30, 2018 to develop the proposed regulation and respond to a number of questions posed by the Minister. The task group worked quickly to codify the practice and the boundaries of psychotherapy. We reached out to over 64 organizations and more than 1,500 individuals, many of whom provided survey feedback, wrote letters or met with CRPO staff to provide input.

Their feedback had a significant impact on the suite of documents the task force ultimately created—materials oriented towards the public, registrants, and prospective practitioners. For example, a self-assessment tool was published on the CRPO website to support registrants' and applicants' understanding of whether a role falls within the scope of practice of psychotherapy and whether they are performing the controlled act of psychotherapy. A draft regulation on the Categories of Prescribed Therapies Involving the Practice of Psychotherapy was also submitted to the Ministry of Health and Long-Term Care.

highlights

STAKEHOLDER ENGAGEMENT



1

position statement on Access to Care published in response to concerns in the psychotherapy community



5

webinars held for registrants to optimize their Professional Development requirements



4

*town halls in **4** communities **210+** audience members*



8

*public consultations yielding over **1,430** responses*



5

*presentations for mental health partners reached **335+** audience members*

6

presentations



for

29

education programs reached

250+

audience members

highlights

ADDRESSING AND PREVENTING SEXUAL ABUSE



Registered Psychotherapists (RPs) owe a duty of care to their clients and the general public to safeguard client well-being, including clients' physical and emotional safety. When an RP sexually abuses a client, they betray that duty of care, causing harm not only to the person they abuse, but to all Ontarians. Abuse erodes the public's trust in the profession and undermines the skill and credibility of all RPs who provide safe, effective and ethical care.

Out of the 69 complaints and reports received by CRPO in 2018 – 2019, 8 of them (12%) included an allegation of sexual abuse. Given the harmful impacts of abuse, the College must impose penalties that will deter abuse, ensuring that individual clients and the broader public are better protected. This was a critical year in CRPO's efforts to tackle it head-on.

The Client Relations Committee (CRC) engaged in extensive research, deliberation and policy development following the passing of Bill 87, the *Protecting Patients Act*, leading to work that reinforces its policy of zero tolerance for the sexual abuse of clients. CRPO published a policy on Sexual Contact With Former Clients Within 5 Years Post-Termination of Care, and a guideline on the period after 5 years. Both are

intended to help registrants understand the parameters and the gravity of committing sexual abuse of a client, even those who have not worked with the RP for five years and beyond.

CRPO developed a draft regulation for submission to government on the same matter, which proposes that the definition of client be applied for a minimum of 5 years beyond the termination of care. This would mean that the mandatory penalties set out by the RHPA would apply in cases where a registrant had sexually abused a client.

The CRC, which administers a fund for therapy for clients who allege sexual abuse by registrants, received and approved two new applications for funding this year. The committee also worked on various initiatives during this time including:

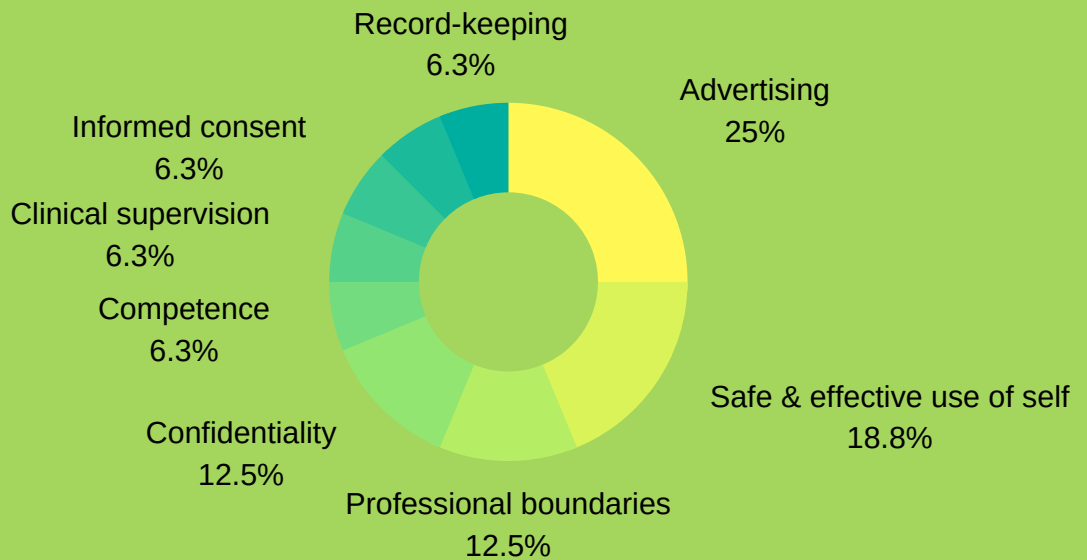
- Data collection on sexual abuse complaints and reports received by the College
- Periodic review of application for funding materials and best practices for tracking the administration of the fund
- Development of an education program about sexual abuse for committee and Council members, as well as College staff
- Updated public- and registrant-oriented web pages regarding sexual abuse of clients

highlights

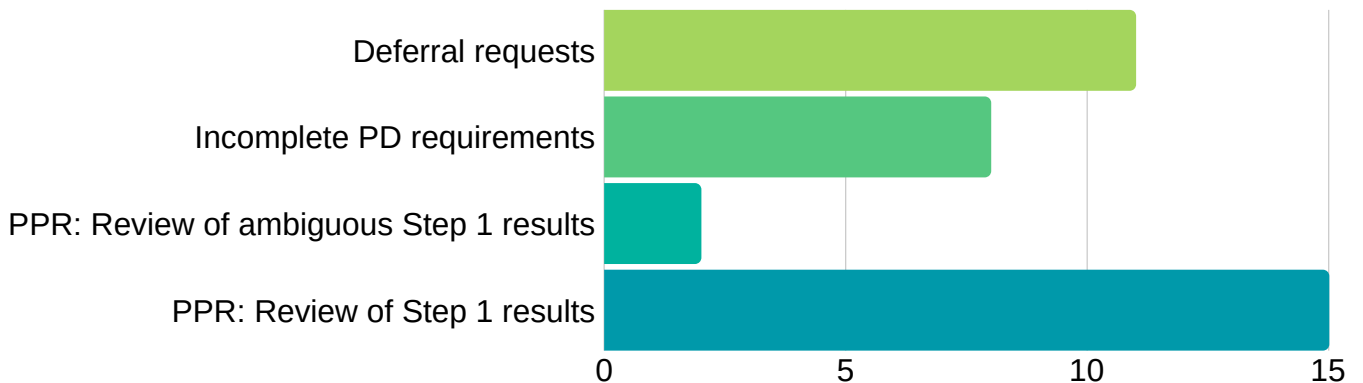
SUPPORT FOR SAFE PRACTICE

Peer and Practice Review (PPR) is a tool used to assess where a registrant might benefit from extra support to enhance their knowledge, skill and judgement. In 2018/19, 56 registrants were randomly selected for PPR; 47 RPs ultimately engaged in a PPR review. Thirty-seven registrants (62%) successfully completed the Step 1 screening (and did not require Step 2).

Where remediation was directed for an RP as a results of the PPR review, the remediation addressed the following areas:



The following cases were reviewed by panel in 2018-2019:



Of the Step 2 results reviewed, these are the decision types that were issued:

- No action (may include recommendations): 4
- Direct remediation: 8
- Requested further information: 3



PRACTICE ADVISORY INQUIRIES (AND WHAT WE DID ABOUT THEM)

CRPO received over 900 inquiries seeking advice about clinical practice and decision-making. After responding to the inquiries, we took steps to enhance all registrants' understanding on those topics.

**CLINICAL SUPERVISION
(CONTROLLED ACT &
BILLING)**

**CONSULTED WITH COLLEGE OF
PSYCHOLOGISTS, REVAMPED WEBSITE
INFO, IMPROVED PPR TOOLS**

**ELECTRONIC
PRACTICE**

**DEVELOPED ELECTRONIC PRACTICE
GUIDELINE AND ACCOMPANYING SECURITY
PRACTICES CHECKLIST**

CONTROLLED ACT

**REFERRED TO CONTROLLED ACT
RESOURCES POSTED ON WEBSITE**

RECORD KEEPING

**ENHANCED AVAILABLE INFORMATION
PUBLISHED IN PRACTICE MATTERS**

BUSINESS PRACTICES

**IMPROVEMENTS IN PEER AND PRACTICE
REVIEW TOOLS**

**PROFESSIONALISM &
ETHICS**

**CREATED AND ANALYZED REGISTRANT
SURVEY ON FRIENDSHIP**

**MANDATORY AND
PERMISSIBLE
REPORTING**

**CREATED THE DISCLOSING INFORMATION
TO PREVENT HARM GUIDELINE**

highlights

ADDRESSING UNSAFE PRACTICE

69

Complaints and reports received

274

Issues contained in 69 complaints and reports

38

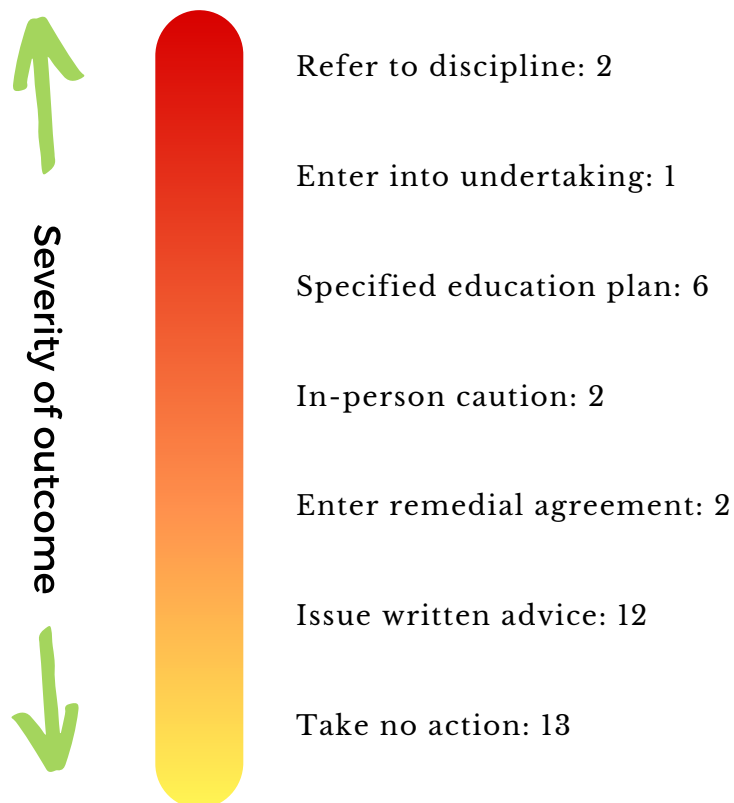
Files closed on formal complaints and reports

- General Conduct: 46%
- Scope of Practice, Competence & Inappropriate Treatment: 20%
- Confidentiality: 7%
- Non-Sexual Boundary Crossing: 7%
- Fees: 3%
- Use of Title: 3%
- Record-keeping: 4%
- Discontinuing Services: 3%
- Sexual Abuse: 3%
- Other: 3%
- Advertising: 1%

COMPLAINT OUTCOMES

When evaluating the outcome of a complaint, the Inquiries, Complaints and Reports Committee (ICRC) considers factors such as risk of or actual client harm, intent, competence, communication, public trust, governability, remorse/insight and prior history to assess risk to the public.

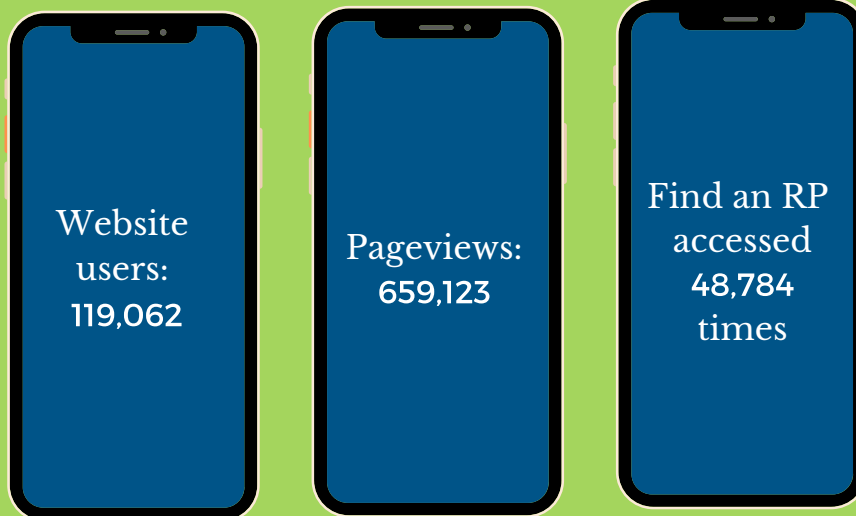
There are sometimes more than one outcome for one complaint.



The Discipline Committee held one hearing and released written reasons in one case this year.

The Health Professions Appeals and Review Board (HPARB) reviewed 7 decisions in 2018/19 that had been made by CRPO. Seven decisions were confirmed, and none were returned.

DIGITAL OUTREACH



Social media
platforms joined:



TOP 10 WEB PAGES:

1. Applying to CRPO (increase of 224% from the previous year)
2. Find a Registered Psychotherapist (increase of 239%)
3. Education Programs (increase of 262%)
4. Quality Assurance Program (increase of 98%)
5. Supervision (increase of 348%)
6. Contact Us (increase of 184%)
7. Registration Exam (increase of 160%)
8. Definitions (increase of 240%)
9. All Resources (increase of 258%)
10. New Members RP Qualifying (increase of 252%)

COMMITTEE MEMBERSHIP

CLIENT RELATIONS

Carol Cowan-Levine, RP (Chair)
Shelley Briscoe-Dimock, RP
Mary Kardos Burton
Barbara Locke Billingsley

Susan (Sue) Lymburner, RP (non-Council
committee member)
Steven Stijacic

DISCIPLINE

Shikha Kasal (Chair until November 2018),
Gary Cockman (Chair starting November
2018)
Heidi Ahonen, RP (non-Council committee
member)

All Council members serve on the
Discipline Committee. Hearing panels are
composed of three to five committee
members.

EXECUTIVE

Andrew Bendetto, RP
Carol Cowan-Levine, RP
Sheldon Kawarsky

Malcolm MacFarlane, RP
Steven Stijacic

EXAMINATION

Kenneth Lomp, RP (Chair)
Andrew Benedetto, RP
Barbara Locke Billingsley
Gary Cockman

Kevin VanDerZwet Stafford, RP
Sheldon Kawarsky (ending February 2019)
Steven Stijacic

FITNESS TO PRACTISE

Barbara Locke Billingsley (Chair)

All Council members serve on the Fitness
to Practise Committee. Hearing panels are
composed of at least three committee
members.

COMMITTEE MEMBERSHIP

INQUIRIES, COMPLAINTS AND REPORTS

Kevin VanDerZwet Stafford, RP (Chair)
 Shelley Briscoe-Dimock, RP
 Carol Cowan-Levine, RP
 Miranda Goode Monastero, RP
 Kathleen (Kali) Hewitt-Blackie, RP (non-Council committee member)

Mary Kardos Burton
 Sheldon Kawarsky
 Kenneth Lomp, RP
 Paula (Pat) Rayman, RP
 Len Rudner (ending November 17, 2018)
 Steven Stijacic

NOMINATIONS AND ELECTIONS

Paula (Pat) Rayman, RP (Chair)
 Shika Kasal
 Malcolm MacFarlane, RP

Len Rudner
 Steven Stijacic, RP (starting November 29, 2018)

QUALITY ASSURANCE

Andrew Benedetto, RP
 Mary Kardos Burton, (Chair)
 Tapo Chimbanga (ending June 2018)
 Kayleen Edwards, RP (non-Council committee member; term starting November 2018)
 Kenneth Lomp, RP

Sheldon Kawarsky (ending November 2018)
 Malcolm MacFarlane, RP
 Miranda Monastero, RP (starting October 2018)
 Paula (Pat) Rayman, RP
 Len Rudner (ending November 2018)

REGISTRATION

Malcolm MacFarlane, RP (Chair)
 Heidi Ahonen, RP (non-Council committee member)
 Andrew Benedetto, RP
 Barbara Locke Billingsley
 Tapo Chimbanga, RP (until June 2018)
 Gary Cockman
 Carol Cowan-Levine, RP

Tamar Kakiashvili, RP (non-Council committee member until December 2018)
 Shikha Kasal (until November 2018)
 Sheldon Kawarsky
 Muriel McMahon (non-Council committee member from February 2019)

FINANCIAL STATEMENTS
For
COLLEGE OF REGISTERED PSYCHOTHERAPISTS AND
REGISTERED MENTAL HEALTH THERAPISTS OF ONTARIO
For year ended
MARCH 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the Council of

**COLLEGE OF REGISTERED PSYCHOTHERAPISTS AND
REGISTERED MENTAL HEALTH THERAPISTS OF ONTARIO**

Opinion

We have audited the financial statements of College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario (the "College"), which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements of the College for the year ended March 31, 2018 were audited by another auditor who expressed a qualified opinion on those financial statements on July 9, 2018. The qualified opinion was based upon the measurement and recognition of application revenue. There is no impact of the qualified opinion on the accompanying financial statements.

As part of our audit of the 2019 financial statements, we also audited the adjustments described in Note 8 that were applied to amend the 2018 financial statements. We were not engaged to audit, review, or apply any procedures to the 2018 financial statements of the College other than with respect to the adjustments and, accordingly, we do not express an opinion or any other form of assurance on the 2018 financial statements taken as a whole.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Toronto, Ontario
June 20, 2019

**COLLEGE OF REGISTERED PSYCHOTHERAPISTS AND
REGISTERED MENTAL HEALTH THERAPISTS OF ONTARIO**

STATEMENT OF FINANCIAL POSITION

MARCH 31, 2019

	<u>2019</u>	<u>2018</u> (as restated)
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 6,292,458	\$ 4,704,343
Prepaid expenses	76,561	45,597
	<u>6,369,019</u>	<u>4,749,940</u>
CAPITAL ASSETS	<u>500,554</u>	<u>578,404</u>
	<u>\$ 6,869,573</u>	<u>\$ 5,328,344</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 309,680	\$ 148,463
Government remittances payable	454,067	383,491
Deferred revenue	<u>3,601,814</u>	<u>3,170,697</u>
	4,365,561	3,702,651
DEFERRED RENT PAYABLE	<u>238,958</u>	<u>250,546</u>
	<u>4,604,519</u>	<u>3,953,197</u>
NET ASSETS		
Unrestricted	1,737,365	796,743
Invested in capital assets	500,554	578,404
Internally restricted - sexual abuse therapy fund	27,135	-
	<u>2,265,054</u>	<u>1,375,147</u>
	<u>\$ 6,869,573</u>	<u>\$ 5,328,344</u>

On behalf of the Board:

 Director
 Director

**COLLEGE OF REGISTERED PSYCHOTHERAPISTS AND
REGISTERED MENTAL HEALTH THERAPISTS OF ONTARIO**

STATEMENT OF OPERATIONS

YEAR ENDED MARCH 31, 2019

	<u>2019</u>	<u>2018</u> (as restated)
Revenue		
Membership	\$ 3,524,777	\$ 2,860,813
Jurisprudence	107,099	41,877
Application	96,095	64,853
Administration	62,096	38,631
Interest income	51,948	22,366
	<u>3,842,015</u>	<u>3,028,540</u>
Expenses		
Salaries and benefits	1,727,046	1,737,526
Complaints and discipline	278,682	256,885
Occupancy	258,886	120,298
Database and e-learning	215,000	214,998
Council and committees	113,302	125,567
Office	94,687	82,438
Registration	66,221	82,012
Professional services	44,165	55,644
Quality assurance	41,387	29,446
Communications	9,686	39,010
Insurance	6,975	7,255
Sexual abuse therapy fund	4,985	-
Amortization of capital assets	91,086	55,194
	<u>2,952,108</u>	<u>2,806,273</u>
Excess of revenue over expenses	<u>\$ 889,907</u>	<u>\$ 222,267</u>

**COLLEGE OF REGISTERED PSYCHOTHERAPISTS AND
REGISTERED MENTAL HEALTH THERAPISTS OF ONTARIO**

NOTES TO THE FINANCIAL STATEMENTS - Cont'd.

YEAR ENDED MARCH 31, 2019

STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2019

	<u>2019</u>	<u>2018</u> (as restated)
CASH PROVIDED FROM OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 889,907	\$ 222,267
Items not involving cash:		
Amortization of capital assets	91,086	55,194
Amortization of deferred rent payable	<u>(11,588)</u>	<u>-</u>
	969,405	277,461
Changes in non-cash working capital items:		
Prepaid expenses	(30,964)	26,027
Accounts payable and accrued liabilities	161,217	45,301
Government remittances payable	70,576	68,181
Deferred revenue	431,117	988,846
Deferred rent payable	<u>-</u>	<u>250,546</u>
	<u>1,601,351</u>	<u>1,656,362</u>
 CASH USED IN INVESTING ACTIVITIES		
Purchase of capital assets	<u>(13,236)</u>	<u>(604,680)</u>
 INCREASE IN CASH	1,588,115	1,051,682
 CASH, BEGINNING OF YEAR	<u>4,704,343</u>	<u>3,652,661</u>
 CASH, END OF YEAR		