

COUNCIL MINUTES

Thursday, November 21, 2019

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

375 University Avenue, Suite 803

Council Members:

Heidi Ahonen
Andrew Benedetto, RP
Steven Boychyn
Shelley Briscoe-Dimock, RP (President)
Gary Cockman
Sheldon Kawarsky
David Keast
Barbara Locke Billingsley
Kenneth Lomp, RP (Vice-President)
Michael Machan, RP
Miranda Monastero, RP
Keri Selkirk
Jane Snyder
Radhika Sundar, RP

Staff Members:

Deborah Adams, Registrar
Jo Anne Falkenburger, Director of Operations & HR
Amy Fournier, Executive Coordinator (Recorder)
Mark Pioro, Director, Professional Conduct & Deputy Registrar
Alexandra Brennan, Coordinator, Registration
Naela Syed, Coordinator, Registration
Janice D'Souza, Assistant, Registration
Kelly Roberts, Manager, Operations
Lene Marttinen, Manager, Practice Advisory
Sabina Hikel, Manager, Policy & Strategy
Monica Zeballos-Quiben, Coordinator, Registration Services
Sarah Fraser, Manager, Registration (via Zoom)
Sue Behari-McGinty, Manager, Quality Assurance

1. Welcome and Opening Remarks

S. Briscoe-Dimock, President & Chair, called the meeting to order at 9:30 a.m. and welcomed all present. The Chair noted that CRPO received news from the Public Appointments Secretariat that public members, Barbara Locke Billingsley and Sheldon Kawarsky had terms expiring December 11, 2019, and would not be reappointed. B. Locke Billingsley and S. Kawarsky were thanked for their years of service as Council members.

2. Approval of Draft Agenda

The Chair introduced the draft agenda. S. Briscoe-Dimock noted that an item regarding an Executive Committee By-election would be added as item #16.

MOTION C-21NOV2019 – M01

That the agenda of the November 21, 2019 meeting of Council be approved as amended.

Moved: A. Benedetto

Seconded: M. Machan

CARRIED

3. Conflict of Interest Declarations

None declared.

4. Education: Conflict of Interest

M. Piore, Deputy Registrar & General Counsel, presented to Council on the newly developed conflict of interest worksheet. He noted that the QA committee had already had a chance to look at the worksheet at a plenary meeting and that the members seemed to find it clear and useful. . Council discussed the fact that all could benefit from education on the issue, as it is not always straightforward. The Conflict of Interest worksheet will be added to Aprio as a resource for council members.

5. Competency Framework

S. Briscoe-Dimock introduced the item, noting that the Executive Committee reviewed the proposed council competency framework and directed staff to begin using the tool to evaluate the competencies of applicants for the District 2 appointment.

D. Adams, Registrar, reminded Council that several regulators across the sector are beginning to build and define desired council competencies and many resources were reviewed when drafting the proposed framework. As such, Council was asked to consider using the tool to evaluate the skills that currently exist on Council to determine any personal deficits and plan for Council education in 2020.

ACTION: Staff to circulate competency framework matrix via online anonymous survey for Council to complete by December 6.

Committee-specific competencies will be defined in 2020 with input from staff leads and committee chairs and will be built into the committee terms of reference.

6. Non-Council Member Appointments Policy

S. Briscoe-Dimock introduced the policy noting that the Executive Committee has reviewed two versions of the policy. She noted that staff has been given direction to begin using the policy to recruit non-council members.

Staff will meet with staff leads and committee chairs to determine the number of non-council members required for upcoming panel work.

ACTION: Staff to present Council with a roster of non-council member recommendations for the March 2020 Council meeting.

7. Governance Reform Initiative

S. Briscoe-Dimock introduced the item and informed Council that the Executive Committee had discussed the feasibility of continuing governance reform work as they have been stewarding this project since Darrel Pink's review and report *Situation Analysis on the State of Governance* in June 2019. She asked Council to consider this approach. Council discussed the issued and agreed that it was appropriate; given this, the Executive Committee will be tasked with leading the College's governance reform initiative (GRI).

D. Adams noted that the Executive Committee and staff have already begun work on the planning and addressing the issues identified in D Pink's review. Council was informed that the Executive will not act as decision-makers regarding the governance reform initiative; all decisions will come forward to Council for review, discussion and approval. An update from the GRI will be provided at the January 2020 Council meeting.

8. Ministry of Health's College Performance Measurement Framework (CPMF)

D. Adams spoke to this topic, noting that the slides provided in the Council member materials are embargoed by the Ministry of Health since they are still in draft and cannot be shared or circulated. D. Adams summarized that the intention of the working group is to develop standard measures that Colleges will be asked to report on to the Minister of Health. The initiative is an opportunity for Colleges to describe what they do and provides an opportunity to speak to accountability in a more standardized way. Updates will be provided at the next Council meeting.

9. Strategic Planning Report

S. Briscoe-Dimock introduced the draft strategic planning report and asked Council if the document captured the discussion of strategic planning day that took place in September 2019.

Council discussed the wording of the report and suggested that the list included in the graphic be revised, as the current list order was not highlighting the most significant goals. Council agreed that this version of the strategic planning report could be used by staff to develop work plans.

10. Work Planning

D. Adams introduced the topic and noted that the work plans will consider the College's governance reform initiatives, the strategic planning report and the Ministry's key performance. Council was also informed that the revised committee terms of reference will be drafted in 2020 and will connect to work plans and will also include committee-specific competencies. Following discussion at staff level regarding budget and work plans, an update will be provided to Council.

11. Reappointment of current non-council members

S. Briscoe-Dimock introduced the topic and informed Council that three current non-council members have terms expiring in November 2019 and the Executive Committee recommends that they be reappointed to their current committees for a one-year term. Council ratified this decision.

MOTION C-21NOV2019 – M02

That Council ratify the decision of the Executive Committee to reappoint K. Edwards to the Quality Assurance Committee; S. Lymburner to the Client Relations Committee; and K. Hewitt-Blackie to the Inquiries, Complaints & Reports Committee as non-council committee members for one-year terms.

Moved: G. Cockman
Second: M. Monastero
CARRIED

12. Committee Composition and Council Slate

S. Briscoe-Dimock introduced the proposed committee composition and Council member slate for 2019-2020, noting that the composition of committees takes into consideration the current workload of committees. The item has been brought forward by the Executive Committee for approval.

MOTION C-21NOV2019 – M03

That Council approve the Council committee composition for 2019-2020 period as presented.

Moved: B. Locke Billingsley
Second: H. Ahonen
CARRIED

13. **Controlled Act Standard**

D. Adams introduced the topic and explained that the Controlled Act standard was written before CRPO registrants could perform the controlled act of psychotherapy. There is nothing controversial in the updated standard, as the changes stem from changes to the legislation and are a straightforward interpretation of what is required of registrants.

D. Adams highlighted where the controlled act implications may be problematic in terms of delivery of service and supervision. Council and staff acknowledged that more information gathering needs to take place before a more thorough discussion can take place at the January 2020 Council meeting.

MOTION C-21NOV2019 – M04

That Council approve the revised *Standard 1.4 Controlled Acts* for adoption and dissemination to registrants.

Moved: G. Cockman
Second: S. Boychyn
CARRIED

14. **Public Consultation: By-law redundancies**

M. Piore, introduced the topic and provided background information on the proposed changes to the by-laws. Council reviewed the results of the public consultation regarding proposed changes to the by-laws dictating what information is posted to the public register. With several sources of authority legislating what information is posted on the public register (e.g., sections of the Health Professions Procedural Code, College by-laws), the likelihood of redundancies is possible. Council approved the by-law changes to eliminate these redundancies and to ensure that CRPO by-laws are clear.

MOTION C-21NOV2019 – M05

That Council approve the proposed by-law amendments: Repealing paragraphs (xvii) and (xxii) of article 21.08 of the by-laws.

Moved: S. Boychyn
Second: M. Monastero
CARRIED

The approval of the noted by-law changes means that the Suitability to Practise policy approved in 2017 would be out of date. Council approved the revised Suitability to Practise policy. The substance of the revised policy is the same as the 2017 policy; however, it no longer refers to bail conditions or criminal charges.

MOTION C-21NOV2019 – M06

That Council approve the revised policy, Suitability to Practise.

Moved: M. Machan

Second: M. Monastero

CARRIED

Council also approved separating the suitability to practise policy from the *process* staff follows to post information on the public register. This is because the two issues (suitability to practise and posting information on the public register) may not occur in the same situation.

MOTION C-21NOV2019 – M07

That Council approve the revised process, Posting Non-College Conduct on the Public Register.

Moved: D. Keast

Second: J. Snyder

CARRIED

15. Criminal Record Checks

D. Adams introduced the topic. She noted that this issue had been taken to the Registration Committee for thorough deliberations before coming before Council. She explained that the committee's discussion included the fact that many employers and education programs already require psychotherapists and psychotherapy students to complete a criminal record check prior to employment or admission. At this time, the Registration Committee is recommending that the College should not implement a requirement for CRPO applicants to submit a criminal record check. The issue will be revisited in twelve months' time and will be monitored at staff level.

Council noted that at present, prior convictions are reviewed on a case-by-case basis by the Registrar and the Registration Committee in accordance with the Good Character policy. Prior convictions are not automatically grounds for refusal.

MOTION C-21NOV2019 – M08

That Council accept the Registration Committee's recommendation not to implement a criminal record check.

Moved: M. Machan

Second: D. Keast

CARRIED

16. Executive Committee By-election

D. Adams informed Council that in light of the recent news from the Public Appointments Secretariat (PAS) that S. Kawarsky would not be reappointed to CRPO Council, the Executive Committee is left with a public member at large vacancy. An Executive by-election is required to fill this vacancy. All public council members are eligible to put their name forward for nomination.

MOTION C-21NOV2019 – M09

That a by-election be held in accordance with CRPO by-laws to elect a public member at large to the Executive Committee.

Moved: G. Cockman
Second: B. Locke Billingsley
CARRIED

17. Registrar's Report

D. Adams invited questions related to the written report included in the package. She noted that the items that followed in the information portion of the agenda would be prefaced with brief remarks about their use or history but that they were being provided purely for information.

18. French Language

This item was provided for information. The [French Language Services policy](#) can be found on the CRPO website.

19. Questions to Ask a Registered Psychotherapist

This item was provided for information. [Questions to Ask a Registered Psychotherapist](#) can be found on the CRPO website.

20. Inactive Policy

This item was provided for information. Information on the [inactive category](#) can be found on the CRPO website.

21. Consent Agenda: Draft minutes & Committee Reports

S. Briscoe-Dimock introduced the consent agenda, noting that items could be removed from this section should any Council member feel that further information or deliberation was needed. She stated that the expectation going forward was that Council members would raise issues before the meeting and she encouraged everyone to use the two-week period before the meeting to review materials and raise questions or concerns to her or to staff.

MOTION C-21NOV2019 – M10

That the consent agenda of the November 21, 2019 Council meeting be approved as presented.

Moved: S. Kawarsky
Second: S. Boychyn

22. Question Period

One question was asked regarding public member per diems: B Locke Billingsley asked if there was any update on whether or not government would raise public member per diems. D Adams noted that she was not aware of any discussion on this issue at this time.

23. Adjournment

MOTION C-21NOV2019 – M11

That the meeting be adjourned at 1:55 p.m.

Moved: B. Locke Billingsley

Seconded: S. Kawarsky

CARRIED

Shelley Briscoe-Dimock
President & Chair