

Council Minutes
February 22, 2018

Approved: _____

Present Council Members	Staff Members
<ul style="list-style-type: none"> • Andrew Benedetto, RP (President) • Barbara Locke Billingsley (<i>via teleconference</i>) • Shelley Briscoe-Dimock, RP • Tapo Chimbanga, RP • Gary Cockman • Carol Cowan-Levine, RP • Mary Kardos Burton • Sheldon Kawarsky • Kenneth Lomp, RP • Malcolm MacFarlane, RP (Vice-President) • Len Rudner • Steven Stijacic • Kevin VanDerZwet Stafford, RP 	<ul style="list-style-type: none"> • Deborah Adams, Registrar • Jo Anne Falkenburger, Director of Operations and HR • Amy Fournier, Executive Coordinator (Recorder) • Sarah Fraser, Acting Manager, Registration • Shauna Grey, Manager, Communications • Tav Kanwar, Acting Manager, Registration • Lene Marttinen, Manager, Quality Assurance • Mark Pioro, Director, Professional Conduct & Deputy Registrar
Council Member Regrets	
<ul style="list-style-type: none"> • Shikha Kasal • Pat Rayman, RP 	

1. Welcome and Opening Remarks

The Chair, A. Benedetto, called the meeting to order at 9:30 AM and welcomed all present. He noted that the public gallery had access to the Council meeting package via the website and any walk-in materials will be available to public with council highlights within a week.

2. Approval of Agenda

The Chair introduced the draft agenda, with the addition of appointing new public member, Gary Cockman to committees, to occur before the first morning break.

MOTION C-22FEB2018 – M01: Moved by L. Rudner, seconded by C. Cowan-Levine

That the agenda of the February 22, 2018, meeting of Council be approved as amended.

CARRIED

3. Conflict of Interest Declarations

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

4. Approval of Minutes and Business Arising

The minutes of November 30, 2017, were presented for approval. One typographical error was corrected.

MOTION C-22FEB2018 – M02: Moved by L. Rudner, seconded by C. Cowan-Levine

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

CARRIED

5. President's Remarks

A. Benedetto, President and Chair, welcomed new public member, Gary Cockman to the Council. G. Cockman began his three-year term in January 2018. The Chair highlighted the progress that has been made in terms of Registration Panel processes, the Quality Assurance portal and the practice advisory service that is now available to members. Overall, the College is running well and the Chair thanked Council members for their contributions.

The Chair informed Council that the proclamation of the controlled act of psychotherapy was made public via Health Bulletin from the Ministry of Health and Long-Term Care (MOHLTC) on December 21, 2017. The MOHLTC is requiring psychotherapy training programs to meet mandatory compliance as set out in the Registration Regulation.

Council was reminded that elections will take place in fall 2018 in Districts 1 (West), 5 (South West) and 6 (Central West). The Chair noted that Tapo Chimbanga will not be running for re-election.

6. Committee/Task Group Chairs' Reports

6.1. Client Relations Committee

C. Cowan-Levine, Chair, presented highlights from the Client Relations Committee's report to Council noting that the committee continues to remain focused on building a robust program for clients alleging sexual abuse by an RP and ensuring proper education and training for committee members, including a more in-depth collection of training materials. C. Cowan-Levine noted that the committee has spent a considerable amount of time discussing the five-year 'cooling off' period. This item will be presented at the March Council meeting.

Council members were then directed to the draft Funding for Therapy or Counselling for Primary Partner document and the draft Application for Funding for Therapy or Counselling for Primary Partner document in the meeting package. The intention of the policy is to provide support to the primary partner of an alleged victim of sexual abuse by an RP, so treatment can be more enhanced.

MOTION C-22FEB2018 – M03: Moved by C. Cowan-Levine, seconded by K. VanDerZwet Stafford

That the Client Relations Committee Report to Council, including the Funding for Therapy or Counselling for Primary Partner and the Application for Funding for Therapy or Counselling for Primary Partner be approved as presented.

CARRIED

Action Item: Post the Funding for Therapy or Counselling for Primary Partner and the Application for Funding for Therapy or Counselling for Primary Partner to the CRPO website.

6.2. Discipline Committee

No report from the Discipline Committee was provided in the absence of committee chair. A. Benedetto noted that there had been one discipline hearing since the last Council meeting. The decision will be posted to the CRPO website.

6.3. Executive Committee

A. Benedetto, Chair, thanked members of the Executive Committee noting that good deliberation has taken place and much time has been committed to the Controlled Act Task Group.

6.4. Inquiries, Complaints and Reports Committee Report

K. VanDerZwet Stafford, Chair, introduced the ICRC report to Council and welcomed Sheldon Kawarsky to the committee. K. VanDerZwet Stafford thanked staff for their diligence in preparing files and ensuring the committee members are well-prepared for panels. It was also noted that many of the files that come before the committee are complex and outcomes often have a great impact on clients and members alike.

6.5. Quality Assurance Committee Report

M. Kardos Burton, Chair, welcomed new committee members and acknowledged the work of staff, committee members and former chair, Pat Rayman. M. Kardos Burton informed Council that the QAC met twice since the November Council meeting; once, in the capacity of a panel to review seven cases and another to discuss the Electronic Practice Guideline and review the Informed Consent Workbook. The QAC also explored the possibility of Prescribed Regulatory Education (PRE).

6.6. Registration Committee Report

M. MacFarlane, Chair, welcomed G. Cockman to the committee and presented further highlights from the committee's report. It was noted that one plenary meeting and five panel meetings have occurred since the November Council meeting, with panels being held twice per month. The Registration Committee is making good progress getting through the backlog of grandparenting applications. M. MacFarlane thanked panel members for careful review of each file and diligence in ensuring that each applicant receives fair and thorough consideration. There are currently 24 decisions drafted and awaiting panel approvals.

7. Registrar's Report

D. Adams, Registrar, introduced highlights from her report, including membership numbers. D. Adams noted that the CRPO anticipates that we will have 6,000 registered members by March 31, 2018, and once again, thanked the Registration team for their diligence in moving through the grandparenting process.

In terms of staffing, D. Adams noted that there is now a dedicated decision and reason writer for the Registration Committee. Sonya Teece was recently contracted to assist the committee

in clearing its decision backlog. Council was also informed that Amy Fournier was recently hired as Executive Coordinator.

D. Adams provided Council with an update on the ‘town halls’ that will occur in the fall, noting that there will be four meetings held across the province, with one of those meetings being Livestreamed and recorded. In the meantime, we will be reaching out to members and stakeholders to create and agenda.

Council was also informed that CRPO staff will be presenting at the upcoming Council on Licensure, Enforcement and Regulation (CLEAR) conference taking place in Philadelphia in September 2018.

8. Changes to Private Career Colleges Act

D. Adams, Registrar, introduced the topic and provided relevant background information. Changes made to the *Private Career Colleges Act, 2005* in January 2017, saw the loss of an exemption from government registration under which private colleges offering psychotherapy operated to date. In light of this, private colleges operating in Ontario that provide students with the skills and knowledge necessary to obtain employment must register with and have their programs approved through the Ministry of Advanced Education and Skills Development by the Superintendent of Private Career Colleges as a private career college (PCC). Based on the programs identified on current registration applications and the number of colleges that have created accounts or begun the review and recognition process, staff believes that there are somewhere between 30 and 40 education programs that should be determining if they need to register as PCCs.

D. Adams highlighted that this is a government process and was not initiated by the CRPO. The CRPO will continue to make the recognition and review process as straightforward as possible and work with the Ministry where possible.

9. Updating the Review and Recognition Framework for Evaluating Education Programs

With the changes to the *Private Career Colleges Act*, noted above, and the anticipated resulting influx of program applications, staff feels that it is now necessary to land on an alternative process – one that is not as labour intensive for the College – to supporting programs making an application for recognition.

One of the first steps in capacity building is providing programs with a more detailed guide. In addition to the guide, the College is looking to create a checklist for educational institutions and reviewing the CRPO’s online application form to further streamline the process.

The Registration Committee recently reviewed the guide and approved its use going forward. Staff will also be working with the third party reviewer to train more reviewers in anticipation of the expected influx. Updates on this will be provided at a future meeting.

10. New Council Member Committee Appointments

New public appointment, G. Cockman, was appointed to the Registration, Examinations and Discipline committees.

MOTION C-22FEB2018 – M04: Moved by L. Rudner, seconded by S. Briscoe-Dimock

That G. Cockman be appointed to the Registration, Examinations and Discipline committees.

CARRIED

11. Prescribed Regulatory Education: A Membership Education Tool

L. Marttinen, Manager, Quality Assurance, provided a presentation to Council with information on Prescribed Regulatory Education (PRE) and how it can be a useful tool for members in their continuing professional development. PRE can be defined as compulsory professional development designed by regulators to provide information to members regarding practice and where practice intercepts with legislation, for example, informed consent.

Overall, the purpose of PRE is to highlight important pieces of legislation and regulation for the membership and is a low-cost professional development opportunity that offers consistent education and reflective exercises, which can lead to improvement in practise. It was noted that the QAC is supportive of PRE and used the informed consent workbook, which was developed as a remediation tool, as a starting place to further explore the positive and negative implications of PRE.

Action Item: L. Marttinen to provide Council members with copy of informed consent workbook.

12. Council Member Per-Diems

D. Adams, Registrar, introduced the topic of Council Member Per-Diems, noting that in recognition of the fact that ICRC panel materials are often lengthy and detailed, Staff is proposing to allow the panel chair to approve up to one additional day of preparation time, where appropriate. Public appointments may not get the same consideration, but staff has been in contact with the Health Boards Secretariat (HBS) to ensure that special requests for billing could be coordinated and done proactively. The panel chair, Registrar and staff will work collaboratively to ensure that public members are informed so they can submit their requests appropriately.

13. 2018-2019 Expense Budget

MOTION C-22FEB2018 – M05: Moved by G. Cockman, seconded by S. Kawarsky

That the public be excluded from the meeting pursuant to clause 7(2)(b) of the *Health Professions Procedural Code* of the *Regulated Health Professions Act, 1991*, in that financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public.

CARRIED

MOTION C-22FEB2018 – M06: Moved by C. Cowan-Levine, seconded by M. Kardos Burton

That the meeting resume open session at 1:00 PM.

CARRIED

13. Controlled Act Update

A. Benedetto, Chair, informed Council that in light of the letter from Minister Hoskins received in December 2017, a CRPO task group, consisting of professional and public Council members, was formed. The Executive Committee endorsed the Controlled Act Task Group Terms of Reference and recommended that Council approve the document.

MOTION C-22FEB2018 – M07: Moved by M. Kardos Burton, seconded by S. Kawarsky

That the Controlled Act Task Group Terms of Reference be approved as presented.

CARRIED

C. Cowan-Levine noted that due to the prescriptive nature of the letter and the time constraints involved, the Task Group has been working hard to ensure that we stay within the mandate of the College. The Task Group is being asked to define the controlled act of psychotherapy and develop a corresponding regulation.

The group has been conducting research to develop guiding documents and tools to assist members and the public in understanding what constitutes the controlled act. The task group will meet on February 26 and provide draft documentation to Council by February 28.

In addition, the task group will be meeting with the Health Professions Regulatory Advisory Council (HPRAC) on March 15 for their input on the work that the group has done. A further developed iteration of the materials will be brought forward to Council in March. Pending approval from Council in March, the draft regulation will be posted for 60-day public consultation in April, with the intention of incorporating relevant consultation feedback and drafting a finalized regulation for approval by Council in June. Submission to the Ministry is due July 1.

Staff will work with the College of Psychologists of Ontario, the Ontario College of Social Workers and Social Service Workers, the College of Nurses of Ontario and the College of Occupational Therapists of Ontario to ensure consistency in messaging to health care providers and the public with regard to the controlled act.

14. By-law Review

M. Piore, Deputy Registrar, introduced the proposed by-law amendments noting that the proposed amendments are intended as 'housekeeping' items, removing out-of-date content and correcting non-controversial issues.

J. Falkenburger, Director of Operation and Human Resources, and D. Adams, Registrar, noted that the proposed amendments to the Fees By-laws are intended to incorporate reasonable fee changes, which are in alignment with other regulatory bodies with similar membership size, to best position the College to carry out its regulatory mandate over the longer term. This includes thorough investigation of all complaints and reports, discipline hearings where necessary and funding for therapy for clients who allege sexual abuse by a member of the profession.

MOTION C-22FEB2018 – M08: Moved by G. Cockman, seconded by M. Kardos Burton

That the Council approve the proposed by-law amendments as presented for 60-day public consultation.

CARRIED

Action Item: Post the proposed by-law amendment to the CRPO website for 60-day public consultation

15. Stakeholder Question re: Cost of Professional Corporation

M. Piro, Deputy Registrar, informed Council that a question was posed to staff from a member regarding concerns about the fees for registering professional corporations. The member indicated that they would like the answer addressed publicly, and the member was informed that a response would be provided at the February Council meeting.

The member was informed that when the CRPO set its professional corporation fees in 2013, it adopted amounts that were within the range of what other health profession colleges in Ontario charge for the same services. In addition, decisions around revenue are made after careful deliberation and in consideration of the College's responsibilities. Initiatives to keep fees as low as possible have and continue to include careful investments in technology and efficient operations.

With respect to a member using a professional corporation for the delivery of psychotherapy services—for example, to hire other mental health providers or provide workshops as suggested in the Stakeholder question—it is important to acknowledge that Ontario law concerning professional corporations existed before the College was established and is beyond the control of the College.

16. Council Member Question Period

Council discussed the current format of the Council meeting package and the current status of the Indigenous Registration Task Group (IRTG). A. Benedetto, Chair, informed Council that Indigenous practitioners will be practicing outside of the controlled act and will therefore continue with the exemption.

17. New Business and Call for Agenda Items

Updates from the Controlled Act Task Group and the Client Relations Committee will be provided at March Council, as noted in the minutes.

MOTION C-22FEB2018 – M09: Moved by S. Kawarsky, seconded by S. Briscoe-Dimock

That the meeting be adjourned at 2:06 PM.

CARRIED

Andrew Benedetto, Chair

March 29, 2018